

**Tutorial *W-2 Online* (W-2 por internet) Año
tributario 2020**

Instrucciones paso a paso para crear / reanudar formularios W-2 por internet

1. En la página de inicio del Seguro Social, seleccione la pestaña «Menú», luego en la sección «Empresas y Gobierno» seleccione «Servicios para empresas». En la página «Servicios para empresas», seleccione el botón **Ingresar o usar «Business Services Online»** para ir a la página «[Business Services Online](#)» (Servicios para empresas por internet).

The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a dark blue header with the Social Security logo on the left and navigation links for SEARCH, MENU, LANGUAGES, and SIGN IN / UP on the right. Below the header is a breadcrumb trail: Home > Business Services Online. The main content area is titled "Business Services Online" and features a "Welcome" message explaining the suite of services. A prominent "Business Services Online" box contains buttons for "Log In", "Register", and "Complete Phone Registration". A "Message" box provides information about Employer Correction Request (EDCOR) letters and instructions for adding a new BSO account, including a poll about reporting wages to Social Security. On the right, there is a section for "Business Services Online (BSO)" with "Hours of Operation" (Monday-Friday: 5 AM - 1 AM ET, Saturday: 5 AM - 11 PM ET, Sunday: 8 AM - 11:30 PM ET) and several service links: "For Employers", "For Attorneys & Appointed Representatives", "Social Security Number Verification Services (SSNVS)", and "Consent Based Social Security Number Verification Service (CBSV)". At the bottom, there is a footer with various utility links like "About Us", "Accessibility", "FOIA", "Open Government", "Glossary", "Privacy", "Report Fraud, Waste or Abuse", "Benefits.gov", "Disability.gov", "MyMoney.gov", "Regulations.gov", "USA.gov", and "Other Government Sites".

2. Seleccione el botón **Log In** (iniciar sesión) en la página *Business Services Online* (servicios para empresas por internet). El sistema mostrará la página *Log In to Online Services* (iniciar sesión de los servicios por internet).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

HELP

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation HELP

3. Ingrese su **User ID** (identificación de usuario) y **Password** (contraseña).
4. Seleccione la casilla **I have read & agree to these terms** (he leído y acepto estos términos) en la página *Log In to Online Services* (iniciar sesión de los servicios por internet).
 - Seleccione el botón **Log In** (inician sesión) para mostrar la pagina de *Main Menu* (menú principal) de BSO.
 - Para regresar a la página *Business Services Online* (servicios para empresas por internet), seleccione el enlace **BSO Welcome** (bienvenido a BSO) en la parte superior o inferior de la página.

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu [HELP](#)

JOHN NAGLE

Welcome, JOHN NAGLE
Your password expires on **April 01, 2100**

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Report Wages To Social Security
Test wage files using AccuWage
Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an EFW2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

5. Seleccione el enlace **Report Wages To Social Security** (informar salarios al Seguro Social) en la pagina **Main Menu** (menú principal) de BSO. El sistema muestra la página **Wage Reporting Attestation** (confirmación de la presentación de salarios).

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

6. Seleccione el botón **I Accept** (acepto) en la página de **Wage Reporting Attestation** (confirmación de la presentación de salarios) para ir a la página de inicio de **Electronic Wage Reporting** (informes electrónicos de salarios, [EWR, por sus siglas en inglés]). Para regresar al **Main Menu** (menú principal) de la página BSO, seleccione el botón **I DO NOT Accept** (no acepto).

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#), to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\) PDF to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

7. En la página de inicio de *Electronic Wage Reporting* (informes electrónicos de salarios [EWR, por sus siglas en inglés]):

- La pestaña *Forms W-2/W-3 Online* (formularios W-2 / W-3 por internet) está preseleccionada
- Seleccione el enlace *Create/Resume Forms W-2/W-3 Online* (crear / reanudar formularios W-2 / W-3 por internet). Si no hay informes que no han sido enviados, el sistema mostrará la página *Before You Create Your Form(s) W-2/W-3* (antes de crear sus formularios W-2 / W-3). Si hay formularios W-2 / W-3 que no han sido enviados, el sistema mostrará la página *Unsubmitted Reports* (informes que no han sido enviados) para *Forms W-2/W-3 Online* (formularios W-2 / W-3 por internet).

Nota aclaratoria: Puede tener un máximo de cincuenta informes que no han sido enviados a la vez. Cuando haya alcanzado el límite de cincuenta informes «guardados», primero debe enviar al menos uno de los informes que no han sido enviados para poder comenzar un nuevo informe. Si hay cuarenta y nueve informes o menos, puede continuar sin enviar los informes existentes.

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Forms W-2/W-3 Online**

Unsubmitted Reports

You have 3 saved reports that you have not yet submitted.
 To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

| | Employer Name | EIN | # of Form(s) W-2 | Save Date ▲ | Purge Date | Tax Year |
|---|---------------|-----------|------------------|-------------|------------|----------|
| Edit Delete | IESTI | 000000000 | 1 | 08-06-2020 | 12-04-2020 | 2020 |
| Edit Delete | IESTI | 000000000 | 1 | 08-11-2020 | 12-09-2020 | 2020 |
| Edit Delete | IESTI | 000000000 | 1 | 09-04-2020 | 01-02-2021 | 2020 |

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

8. En la página **Unsubmitted Reports** (informes que no han sido enviados):

- Seleccione el botón **Start a New Report** (iniciar un nuevo informe). El Sistema mostrará la página *Before You Create Your Form(s) W-2/W-3* (antes de crear sus formularios W-2 / W-3).
- Seleccione el enlace **Edit** (editar) o el enlace *Employer Name* (nombre del empleador) para ir a la página *W-2 List for this Submission* (lista de los W-2 para este envío).
- Seleccione el enlace **Delete** (eliminar) para eliminar un informe no enviado. Se mostrará la página *Are you sure you want to delete the unsubmitted report?* (¿Está seguro que desea eliminar el informe no enviado?).
- Seleccione el botón **Cancel** (cancelar) para regresar a la página de inicio de EWR.

Forms W-2/W-3 Online

Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Please select the Tax Year:

▶ For whom are you filing?

▶ Please enter the EIN:

▶ Please select the type of W-2 Form (Regular or Territorial):

▶ **Have you received a Reconciliation Letter?** YES, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA(W-3).

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More info](#)
 If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you filing a W-2 with entries only in boxes 8 or 13-20?

Yes, one or more of these situations apply to this wage report.

! Warning: Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

9. En la página *Before You Create Your Form(s) W-2/W-3* (antes de crear su(s) formulario(s) W-2 / W-3):

- Proporcione la información correcta relacionada con el año tributario, el nombre de la empresa, el EIN y el tipo de formulario W-2 que está creando. Si recibió una carta de reconciliación (*Reconciliation Letter*), seleccione la casilla de verificación.
- Si ninguna de las situaciones enumeradas en la sección *Check for Exceptions* (verificar excepciones) aplica, seleccione el botón **Continue** (continuar) para ir a la página *Employer Information for this Wage Report* (información del empleador para este informe de salarios).
- Si aplica alguna de las situaciones enumeradas en la sección *Check for Exception* (verificar excepción), seleccione la casilla de verificación y el botón **Continue** (continuar) para ir a la página *W-2 Online Restrictions* (restricciones de W-2 por internet).
- Seleccione el botón **Cancel** (cancelar) para volver a la página de inicio de EWR.



Forms W-2/W-3 Online

Steps: ① **Employer Information** ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

① Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

* Employer Name:
* EIN:
* Country:
Address Line 1 (Apt, Floor, Bldg., etc.):
Address Line 2 (Street Address or PO Box):
* City:
* State Abbreviation (for U.S.)/Province:
* ZIP/Postal Code: ZIP Ext. (U.S. only):

Contact Person for this Submission

* Name:
* E-mail:
* Phone: Ext:
Fax:

Contact Person for this Employer

* Name:
E-mail:
* Phone: Ext:
Fax:

Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

*** Kind of Payer:**

Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

941 (Regular)
 Household Employer
 943 (Agriculture)
 944 (Regular)
 CT-1 (Railroad)
 Medicare Government Employer (For Government Employers only)
 Military

Kind of Employer

Select the Kind of Employer that best describes your situation.

*** Kind of Employer:**

Federal Government
 Tax Exempt Employer (501c Non-Govt)
 State and Local Governmental Employer (State/Local Non-501c)
 State and Local Tax Exempt Employer (State/Local 501c)
 None Apply

Third-party Sick Pay

10. En la página *Employer Information for this Wage Report* (información del empleador para este informe de salarios):
- Ingrese o revise *Employer Information* (la información del empleador), *Contact Person information* (la información de la persona de contacto), *Other Information* (otra información) y seleccione *Kind of Payer* (el tipo de pagador) y el *Kind of Employer* (tipo de empleador), luego seleccione el botón **Continue** (continuar) para ir a la página *Enter W-2 Information* (ingresar información W-2).
 - Si existen informes W-2 del año pasado, el sistema mostrará estos informes.

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 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

① Employer Information for this Wage Report (TEST)

W-2 Reports from last year exist which may be used for prefilling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

| WFID | Date Submitted | # of W-2s |
|--------|----------------|-----------|
| 8192D1 | 01-15-2020 | 1 |
| 8192D3 | 01-15-2020 | 1 |
| 8192FY | 03-31-2020 | 1 |

Reports Available: 3

Cancel Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

- El usuario puede optar por utilizar estos informes para fines de *Data Assist* (asistencia de datos) seleccionando uno de los WFID para ir a la página *W-2(s) Available for WFID XXXXXX* (W-2(s) disponibles para WFID XXXXXX)» o elegir crear un nuevo W-2 seleccionando el botón *Continue* (continuar) para ir a la página *Enter W-2 Information* (introducir información de W-2).
- Seleccione el botón *Cancel* (cancelar) para volver a la página de inicio de EWR.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

② W-2(s) Available for WFID BBK130 (TEST COMPANY ONE HUNDRED AND ONE. THIS IS ONLY A TEST.)

Please select W-2(s) for prefill this year's W-2(s).

| Select All | Name | SSN |
|--------------------------|---------------------------|-------------|
| <input type="checkbox"/> | FIRST NAME, LAST NAME | XXX-XX-4444 |
| <input type="checkbox"/> | TEST THREE, TEST LASTS | XXX-XX-5555 |
| <input type="checkbox"/> | TEST FOUR, LAST FOUR | XXX-XX-6767 |
| <input type="checkbox"/> | TEST FRIST ONE, LAST TEST | XXX-XX-6767 |

of W-2(s) Available: 4

Cancel << Previous Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

11. En la página *W-2(s) Available for WFID XXXXXX* (W-2(s) disponibles para WFID XXXXXX):

Tutorial W-2 Online (W-2 por internet) Año tributario 2020

- Seleccione W-2(s) para completar el formulario W-2(s) de este año, y luego seleccione el botón **Continue** (continuar) para ir a la página *W-2 List for this Submission* (Lista W-2 para este envío).
- Seleccione el botón **Previous** (anterior) para regresar a la página *Employer Information for this Wage Report* (información del empleador para este informe de salarios) (con informes W-2).
- Seleccione el botón **Cancel** (cancelar) para volver a la página de inicio de EWR.

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2 List for this Submission (TEST INC)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and is not completed. To complete a form, please select a name.

Form(s) W-2 Entered: 1

| Status | Order Entered | Name | SSN | Wages (box 1) | |
|---|---------------|-------------|-------------|---------------|------------------------|
|  | 1. | DAMA, SRINI | XXX-XX-1234 | - | Delete |
| Total | | | | \$0.00 | |

[Save and Quit](#) [Edit Employer Information](#) [Start a New W-2 >>](#) [Continue to W-3 Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

12. En la lista W-2 de esta página de envío:

- La columna *Status* (estado) que muestra un símbolo  indica que el formulario se ha rellenado previamente y no se ha completado. Para completar un formulario, seleccione un nombre para ir a la página *Enter W-2 Information* (ingresar información W-2).
- Cuando se completan todos los formularios que han sido rellenados previamente,  será reemplazado por .

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2PR ③ **W-2PR List** ④ W-3PR Preview ⑤ Sign & Submit ⑥ Submission Confirmation

③ W-2PR List for this Submission (TEST)

To review or **edit** a W-2PR, select the employee name. Once you are finished entering Form(s) W-2PR, you can preview the W-3PR.

This report was last modified on 08-06-2020. Form(s) W-2PR Entered: 1

| Status | Order Entered | Name | SSN | Wages (box 1) | |
|--------------|---------------|--------------------------|-------------|-----------------|------------------------|
| | 1. | LEE, WEI | XXX-XX-8764 | \$111.00 | Delete |
| Total | | | | \$111.00 | |

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

- Seleccione un nombre para ver y editar los datos del W-2.
- Seleccione el enlace **Delete** (eliminar) para eliminar el W-2. Cuando seleccione el enlace para eliminar, se mostrará la página *Are you sure you want to delete this W-2* (¿Está seguro que desea eliminar este W-2?) para su ayuda.
- Seleccione el botón **Save and Quit** (guardar y salir) para salir de *W-2 Online* (W-2 por internet) sin enviar su informe salarial a la Administración del Seguro Social (SSA, por sus siglas en inglés). Cuando seleccione este botón, se mostrará la página *Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA* (¿Está seguro que desea guardar y salir de W-2 en línea sin enviar su informe de salario anual a la SSA?) para su ayuda.
- Seleccione el botón **Edit Employer Information** (editar información del empleador) para ir a la página *Employer Information for this Wage Report* (información del empleador para este informe salarial).
- Seleccione el botón **Start a New W-2** (iniciar un nuevo W-2) para ir a la página *Enter W-2 Information* (introducir información de W-2).
- Seleccione el botón **Continue to W-3 Preview** (continuar con la vista previa del W-3) para ir a la página *W-3 Preview for this Submission* (vista previa del W-3 para este envío). Si uno de los formularios rellenos previamente no se ha completado, el botón **Continue to W-3 Preview** (continuar con la vista previa del W-3) no estará activo.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② **Form(s) W-2** ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

② Enter W-2 Information

You are currently working on W-2 number: 1 of 50.

Fields marked with an asterisk (*) MUST be completed.

| | | | |
|---|--|---|---|
| a * Employee's social security number 000 - 00 - 0000 | | For official use only OMB No. 1545-0008 | |
| b Employer identification number 000000000 | | 1 Wages, tips, other compensation \$ 39.00 | 2 Federal income tax withheld \$ 2.00 |
| c Employee's name, address, and ZIP code MAY BALTIMORE, MD 21111 | | 3 Social security wages \$ 0.00 | 4 Social security tax withheld \$ 0.00 |
| d Control number | | 5 Medicare wages and tips \$ 0.00 | 6 Medicare tax withheld \$ 0.00 |
| e Employee's first name, middle initial, last name and suffix * First: S Middle: * Last: D Suffix: | | 7 Social security tips \$ 0.00 | 8 Allocated tips \$ 0.00 |
| f Employee's address * Country: United States Address Line 1 (Apt, Floor, Bldg., etc.): Address Line 2 (Street Address or PO Box): * City: F U.S. address or a foreign address * State/Province: MD * ZIP/Postal code: 21222 ZIP Ext. (U.S. only): | | 9 Not Applicable | 10 Dependent care benefits \$ 0.00 |
| 15 Employer's State ID number | | 11 Nonqualified plans Section 457 distributions or contributions \$ 0.00 Not section 457 distributions or contributions \$ 0.00 | |
| 16 State wages, tips, etc. \$ 0.00 | | 12a Code: \$ 0.00 | |
| 17 State income tax \$ 0.00 | | 12b Code: \$ 0.00 | |
| 18 Local wages, tips, etc. \$ 0.00 | | 12c Code: \$ 0.00 | |
| 19 Local income tax \$ 0.00 | | 12d Code: \$ 0.00 | |
| 20 Locality name | | 13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| 14 Other Description (1): Amount (1): \$ 0.00 Description (2): Amount (2): \$ 0.00 Description (3): Amount (3): \$ 0.00 | | | |

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13. En la página *Enter W-2 Information* (ingresar información del W-2):

- Seleccione el botón **Save and Create a New W-2** (guardar y crear un nuevo W-2) para guardar esta información de W-2 y crear un nuevo W-2. El sistema puede mostrar algunos mensajes de alerta. Si se muestra un mensaje de alerta, puede proceder haciendo correcciones al W-2 o seleccionando la casilla de *Override* (confirmación de anulación).
- Seleccione el botón **Save and Go to Next W-2** (guardar e ir a siguiente W-2) para guardar esta información de W-2 y editar el siguiente W-2 en la *W-2 List for this Submission* (Lista de W-2 para este envío) para esta página. El sistema puede mostrar algunas alertas. Si se muestra una alerta, puede proceder haciendo correcciones al W-2 o seleccionando la casilla de *Override* (confirmación de anulación).
- Seleccione el botón **Save and Go to W-2 List** (guardar e ir a la lista de W-2) cuando termine de crear o editar los W-2 para ir a la página *W-2 List for this Submission* (lista de los W-2 para este envío).

Nota aclaratoria: Puede ingresar un máximo de cincuenta W-2. El número del W-2 actual se muestra en la parte superior de la página «Enter W-2 Information (introducir información del W-2)». Al ingresar su quincuagésimo W-2, el sistema ya no mostrará el botón «Save and Create a New W-2 (guardar y crear un nuevo W-2)».

- Seleccione el botón **Cancel Changes** (cancelar cambios) para descartar los cambios realizados en este W-2 y vaya a la página *W-2 List for this Submission* (lista de W-2 para este envío).
- Seleccione el botón **Delete this W-2** (eliminar este W-2). Si el formulario ha sido guardado anteriormente, el sistema mostrará la página *Are you sure you want to delete this W-2* (¿Está seguro que desea eliminar este W-2?). Si el formulario no ha sido guardado anteriormente, el sistema mostrará la página *W-2 List for this Submission* (lista de W-2 para este envío).



Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ **W-3 Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

④ W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

| | | | |
|---|-------------------------------|--|--|
| a Control number | | For official use only OMB No. 1545-0008 | |
| b Kind of payer 941 - Regular | | 1 Wages, tips, other compensation \$77.00 | 2 Federal income tax withheld \$8.00 |
| Kind of employer Federal Government | | 3 Social security wages \$8.00 | 4 Social security tax withheld \$7.00 |
| c Total number of forms W-2 1 | d Establishment number | 5 Medicare wages and tips \$99.00 | 6 Medicare tax withheld \$4.00 |
| e Employer identification number 000000000 - | | 7 Social security tips \$2.00 | 8 Allocated tips \$0.00 |
| Employer's name, address, and ZIP code ABC BAL TIMORE, MD 22222 | | 9 Not Applicable | |
| | | 11 Nonqualified plans \$0.00 | 12a Deferred compensation \$0.00 |
| | | 13 For third-party sick pay use only | 12b Not Applicable |
| | | 14 Income tax withheld by payer of third-party sick pay \$ 0.00 | |
| h Other EIN used this year | | Note: The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity. | |
| 15 State Employer's state ID number | | 16 State wages, tips, etc. \$ 0.00 | 17 State income tax \$ 0.00 |
| | | 18 Local wages, tips, etc. \$ 0.00 | 19 Local income tax \$ 0.00 |
| Contact person TEST | | Telephone number 000000000 | |
| E-mail address | | Fax number | |

* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

***Warning:** once the forms are submitted to SSA, you may not change your selection.

- SSNs will be fully displayed (Format: 123456789)
- SSNs will be truncated (Format: *****1234)

Save and Quit

<< Return to W-2 List

Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

14. En la página *W-3 Preview for this Submission* (vista previa del W-3 para este envío):

- Los totales que se muestran en los encasillados 16, 17, 18 y 19 son sumas directas de la información tributaria estatal ingresada en los formularios W-2. Si tiene la intención de usar este formulario para informar a su estado y su estado tiene diferentes reglas para informar esos totales, puede ingresar sus propios totales y seleccionar el encasillado de verificación ***I Agree*** (acepto) para continuar. Esta información no será usada por el Seguro Social, ni será enviada a ninguna entidad estatal o municipal.
- Abreviatura del SSN: para reducir el riesgo de robo de identidad, puede optar por abreviar los números de Seguro Social (SSN, por sus siglas en inglés) en los PDF que les da a sus empleados seleccionando la casilla de verificación llamada *SSNs will be truncated (Format *****1234)* (Los SSN serán abreviados [formato ***** 1234]); Si elige no abreviar los SSN, seleccione la casilla de verificación llamada *SSNs will be fully displayed (Formate 123456789)* (Los SSN se mostrarán por completo [formato 123456789]). Una vez que los formularios se envían al Seguro Social, no podrá cambiar su selección.
- Seleccione el botón ***Continue*** (continuar) para ir a la página *Print Unsubmitted Form(s) W-2/W-3 for Review* (imprimir formularios no enviados W-2 / W-3 para revisión).
- Seleccione el botón ***Return to W-2 List*** (regrese a la lista de W-2) para volver a la página *W-2 List for this Submission* (lista W-2 para este envío).
- Seleccione el botón ***Save and Quit*** (guardar y salir) para salir de *W-2 Online* (W-2 por internet) sin enviar su informe salarial al Seguro Social. Cuando seleccione este botón, se mostrará la página *Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA* (¿Está seguro de que desea guardar y salir de W-2 por internet sin enviar su informe de salario anual al Seguro Social?) para su ayuda.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ **Print & Review** ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

5 Print Unsubmitted Form(s) W-2/W-3 for Review

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2 and W-3, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2 information, please select the "**Return to W-2 List**" button.
- When you believe the W-2 information is accurate, you can continue to the "**Sign & Submit**" step.
- Check with the IRS for online filing [deadlines](#).

Your Unsubmitted Copy

Your unsubmitted work has been saved for future use.

[Print Unsubmitted W2/W3 240053436.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

15. En la página *Print Unsubmitted Form(s) W-2/W-3 for Review* (Imprimir formularios no enviados W-2 / W-3 para revisión):

- Seleccione el botón **Continue** (continuar) para ir a la página *Sign and Submit* (firmar y enviar).
- Seleccione el botón **Return to W-2 List** (regresar a la lista W-2) para regresar a la página *W-2 List for this Submission* (lista de los W-2 para este envío).
- Seleccione el botón **Save and Quit** (guardar y salir) para salir de *W-2 Online* (W-2 por internet) sin enviar su informe salarial al Seguro Social. Cuando seleccione este botón, se mostrará la página *Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA* (¿Está seguro que desea guardar y salir de W-2 por internet sin enviar su informe de salario anual al Seguro Social?) para su ayuda.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ **Sign & Submit** ⑦ Submission Confirmation ⑧ Save PDF

⑥ Sign and Submit

Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me.

By checking agreement below and selecting the "**Submit this Wage Report**" button, I affirm that the above statement is true.

I, **DQTV TEST**, read and agree with the above.

Note: You are only attesting to the accuracy of this information.

[Save and Quit](#) [<< Previous](#) [Submit this Wage Report >>](#)

* Once you submit this wage report electronically, do not send any paper forms to SSA.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

16. En la página *Sign and Submit* (firmar y enviar)»:

- Seleccione el encasillado para confirmar la veracidad del informe y seleccione el botón ***Submit This Wage Report*** (enviar este informe salarial) para enviar la corrección de su informe salarial. El sistema mostrará la página *Confirmation Receipt - Your W2/W-3 File Was Received* (recibo de confirmación: se recibió su archivo W-2 / W-3) con una ventana emergente.
- Seleccione el botón ***Save and Quit*** (guardar y salir) para salir de *W-2 Online* (W-2 por internet) sin enviar su corrección de informe salarial al Seguro Social. Cuando seleccione este botón, se mostrará la página *Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA* (¿Está seguro que desea guardar y salir de W-2 por internet sin enviar su informe de salario anual al Seguro Social?) para su ayuda.
- Seleccione el botón ***Previous*** (anterior) para volver a la página *Print Unsubmitted Form(s) W-2 for Review* (imprimir formularios no enviados W-2 para revisión).

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Forms W-2/W-3 Online

Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 **Submission Confirmation** 8 Save PDF

7 Confirmation Receipt - Your W-2/W-3 File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFD) is your confirmation number **81B1WJ**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

! Do not mail us any paper Form(s) W-2 or W-3.

| Your Receipt | | | |
|-----------------------------|----------------------------------|-------------------------------|---------------|
| Employer: | ABC | Employer EIN: | 900000000 |
| Tax year: | 2020 | Payer type: | 941 - Regular |
| Received on: | 03/29/2021 12:44 PM Eastern Time | Form type: | W-2 |
| Received: 1 Form W-2 | | | |
| Total wages: | \$77.00 | Federal income tax withheld: | \$8.00 |
| Social security wages: | \$8.00 | Social security tax withheld: | \$7.00 |
| Medicare wages and tips: | \$99.00 | Medicare tax withheld: | \$4.00 |

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

! Do not mail us any paper Form(s) W-2 or W-3.

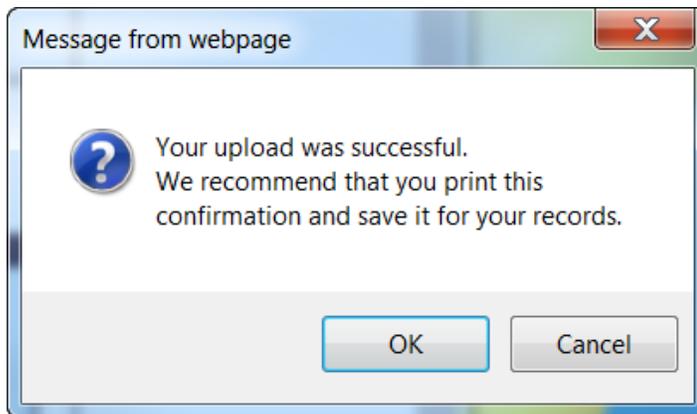
What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Print this Page Go to Save Official PDF >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

17. En la ventana emergente:



- Seleccione el botón **OK** (aceptar) para imprimir la página *Confirmation Receipt – Your W-2/W-3 File Was Received* (recibo de confirmación: se recibió su archivo W-2 / W-3).
- Seleccione el botón **Cancel** (cancelar) para cerrar la ventana emergente.

18. En la página *Confirmation Receipt – Your W-2/W-3 File Was Received* (recibo de confirmación: se recibió su archivo W-2 / W-3):

Tutorial W-2 Online (W-2 por internet) Año tributario 2020

- Seleccione el botón **Print this Page** (imprimir esta página) para imprimir la página de confirmación.
- Seleccione el botón **Go to Save Official PDF** (ir a guardar PDF oficial) para ir a la página *Save PDF* (guardar PDF).

Nota aclaratoria: Su archivo de salarios estará disponible para que lo revise en su cuenta BSO hasta la fecha que se muestra en su página «Save PDF (guardar PDF)».

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Electronic Wage Reporting (EWR)

Forms W-2/W-3 Online

Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 **Save PDF**

8 Save PDF

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 30 days. Saving it to your hard drive will allow you to reference it later.

Save Your Official Copy

"Important: Save an official copy of the submitted file on your computer"

Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees. This file will be available online until 10-11-2020.

To save the file below to your hard drive, please rightclick the file name and use the "Save Target As ..." option.

81B0X4.pdf (Final)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

Do not mail us any paper Form(s) W-2 or W-3.

[EWR Home](#) [View Unsubmitted Reports](#) [Start a New Report](#)

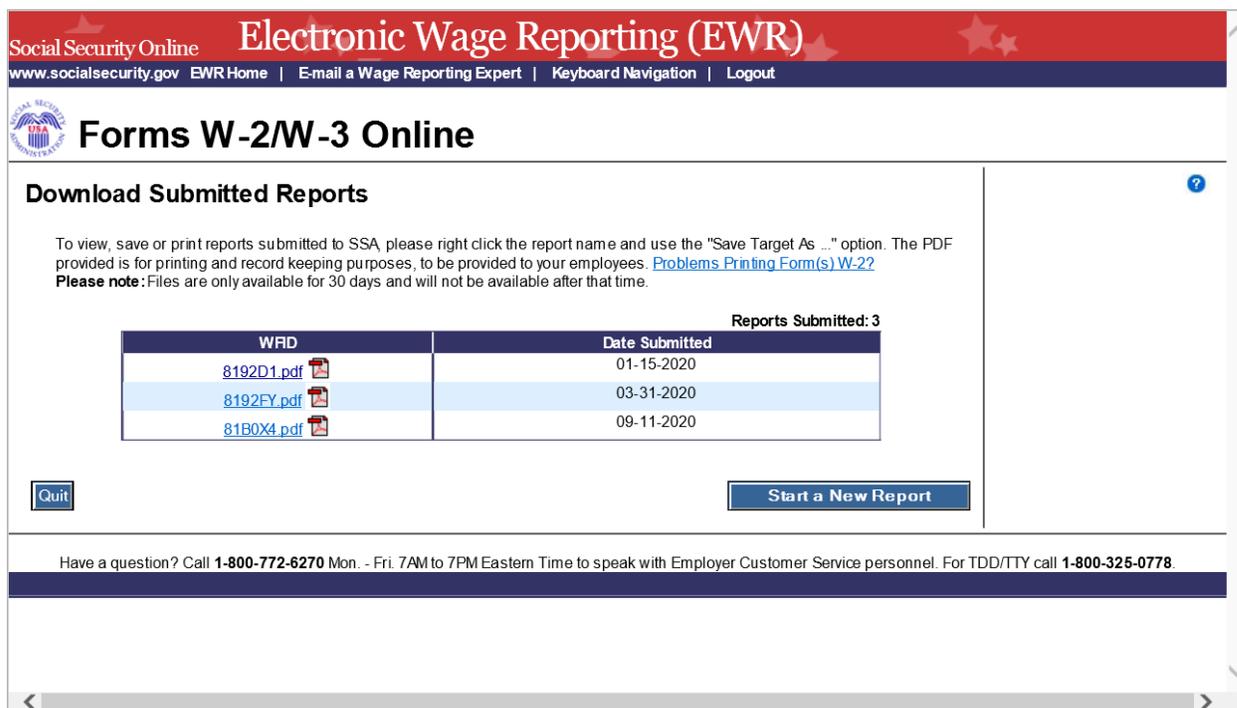
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

19. En la página *Save PDF* (guardar PDF):

- Haga clic con el botón derecho en el nombre del archivo (<filename.pdf>) para ver o guardar el informe enviado.
- Seleccione el botón **Start a New Report** (iniciar un nuevo informe) para regresar a la *página Before You Create Your Form(s) W-2/W-3* (antes de crear sus formularios W-2 / W-3).
- Seleccione el botón **View Unsubmitted Reports** (ver informes que no han sido enviados) para ir a la página *Unsubmitted Reports* (informes que no han sido enviados).
- Seleccione el botón de **EWR Home** (inicio de EWR) para ir a la página de inicio de EWR.

Instrucciones paso a paso para descargar informes enviados

1. Seleccione el enlace **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** (guardar [o imprimir] informe(s) W-2 / PDF en su computadora) en la pestaña *Forms W2/W-3 Online* (formularios W-2 / W-3 por internet) en la página de inicio de EWR. El sistema muestra la página *Download Submitted Reports* (descargar informes enviados).



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Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 3

| WFID | Date Submitted |
|--|----------------|
| 8192D1.pdf  | 01-15-2020 |
| 8192FY.pdf  | 03-31-2020 |
| 81B0X4.pdf  | 09-11-2020 |

[Quit](#) [Start a New Report](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

2. Haga clic con el botón derecho en el enlace WFID en la página *Download Submitted Reports* (descargar informes enviados) para mostrar un menú que incluye las siguientes opciones:

- Seleccione **Save Target As** (guardar destino como) para descargar el archivo en su computadora.
- Seleccione **Open in New Window** (abrir en una nueva ventana) para ver el archivo.

Nota aclaratoria: Se requiere Adobe Acrobat Reader para ver su archivo de salario descargado. Si no tiene Adobe Acrobat Reader en su computadora, puede descargarlo en el sitio por internet de [adobe](http://adobe.com).

Nota aclaratoria: Si el usuario ha eliminado un envío a través de la aplicación «Submission Status (estado del envío)», se mostrará un mensaje para informarle que el informe no se puede descargar

- Seleccione el botón **Quit** (salir) para volver a la página de inicio de EWR.
- Seleccione el botón **Start a New Report** (iniciar un nuevo informe) para pasar a la página *Before You Create Your Form(s) W-2/W-3* (antes de crear sus formularios W-2 / W-3).

Apéndice: Otras páginas

1. La página *Are You Sure You Want to Delete This W-2* (¿Está seguro que desea eliminar este W-2?): Si un usuario selecciona el botón *Delete This W-2* (eliminar este W-2) en la página *Enter W-2 Information* (ingresar información W-2), el sistema mostrará el mensaje *Are you sure you want to delete this W-2* (¿Está seguro que desea eliminar este W-2?).

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Forms W-2/W-3 Online

Are you sure you want to delete this W-2?

| Options | |
|------------------------------------|--|
| <input type="button" value="Yes"/> | Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page. |
| <input type="button" value="No"/> | This will take you back to the W-2 List for this Submission page. |

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

2. La página *W-2 Online Restrictions Page* (restricciones de W-2 por internet): Los usuarios pueden acceder a la página de *W-2 Online Restrictions* (restricciones de W-2 por internet) seleccionando el botón *Continue* (continuar) en la página *Before You Create Your Form(s) W-2/W-3* (antes de crear sus formularios W-2 / W-3) cuando el encasillado de verificación *Yes, one or more of these situations apply to this wage report* (Sí, una o más de estas situaciones le aplica a este informe salarial)» está seleccionado.

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Forms W-2/W-3 Online

W-2 Online Restrictions

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

3. La página *Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA?* (¿Está seguro que desea guardar y salir de W-2 por internet sin enviar su informe anual de salarios al Seguro Social?): Si un usuario selecciona el botón *Save and Quit* (guardar y salir) en la página *W-2 List for this Submission (ABC Limited)* (lista W-2 para este envío [ABC Limited]), en la página *W-3 Preview for this Submission* (vista previa W-3 para este envío), en la página *Print Unsubmitted Form(s) W-2/W-3 for Review* (imprimir formulario(s)

no enviado(s) W -2 / W-3 para revisión) o en la página *Sign and Submit* (firmar y enviar), el sistema mostrará la página *Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA* (¿Está seguro que desea guardar y salir de W-2 por internet sin enviar su informe de salario anual al Seguro Social?).

4. La página *Are You Sure You Want to Delete the Unsubmitted Report* (¿Está seguro que desea eliminar la página informe no enviado): si un usuario selecciona el botón *Delete* (eliminar) en la página *Unsubmitted Reports* (informes no enviados), el sistema mostrará la página *Are you sure you want to delete the Unsubmitted Report* (¿Está seguro que desea eliminar el informe no enviado?).