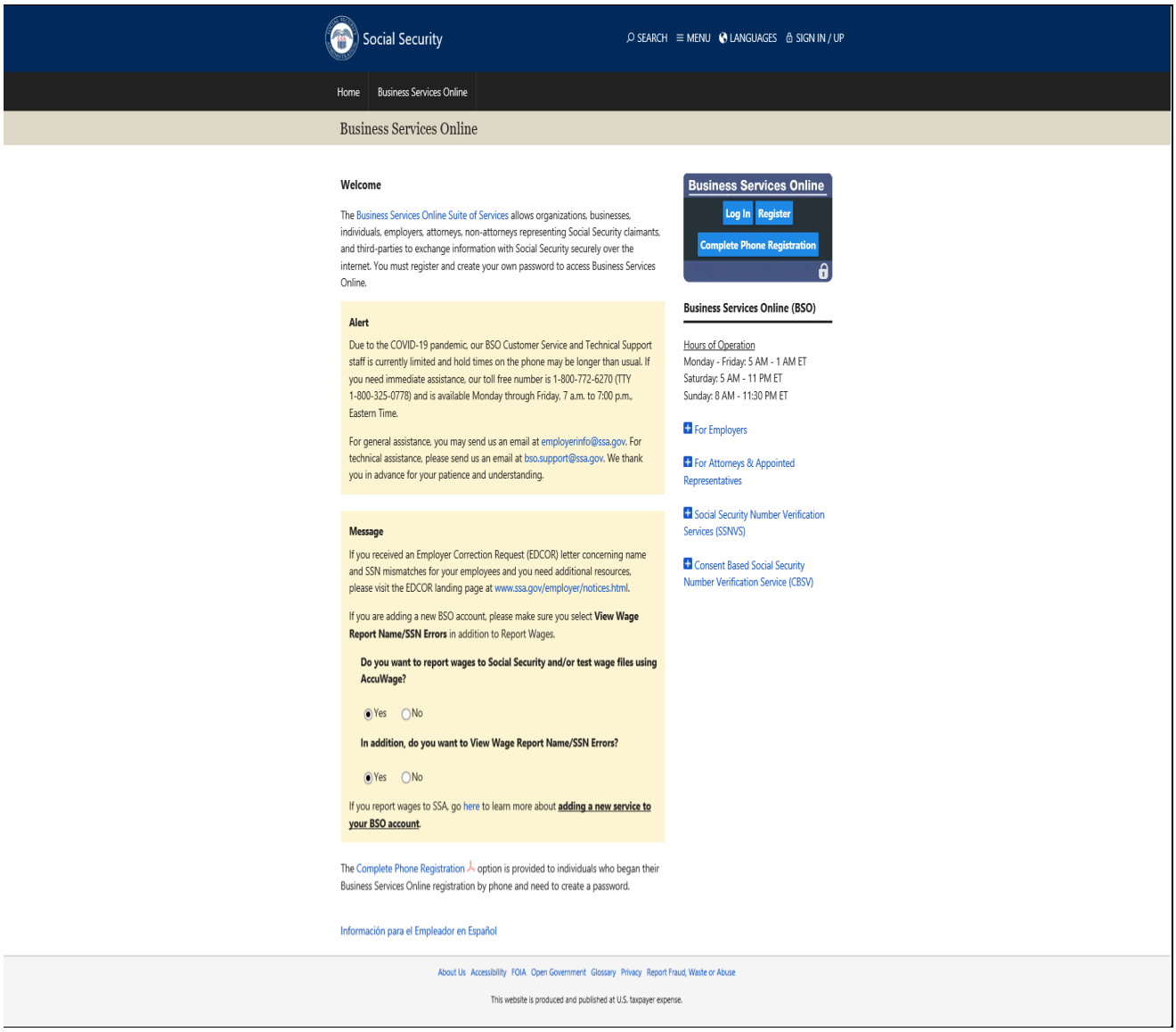
Tax Year 2020 Submission Status Tutorial

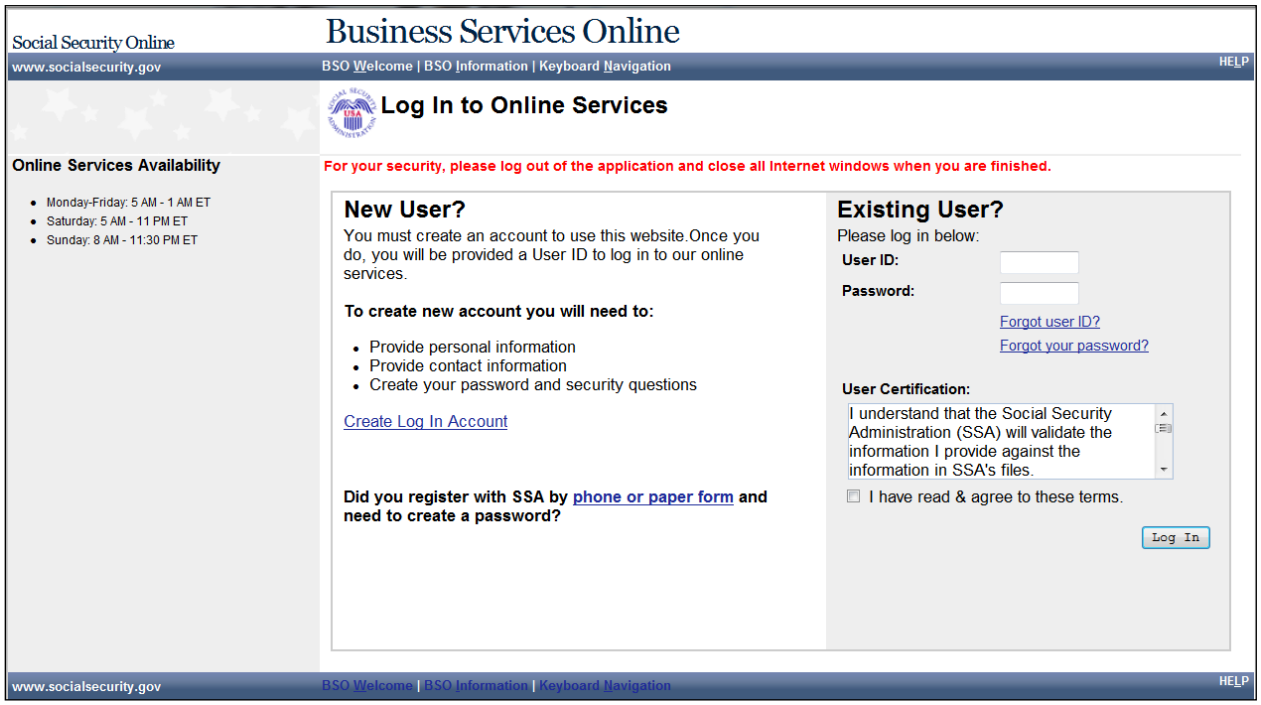
Submission Status allows submitters to view the submission status, resubmission notice, errors, and detail submission information. You need to have the View File/Wage Report Status, Error, and Error Notices role in order to access the application. If you would like to view report level information submitted on your behalf by a third party, use the Employer Report Status application. See the Employer Report Status Tutorial for more information.

Step-By-Step Instructions

1. Select **Business & Government** tab on the "Social Security" home page, then select **Business Services** menu to go to the "Business Services" page. On the "Business Services" page, select **Log in or Use Business Services Online** button to go to the "Business Services Online" page.



2. Select the **Log In** button on the "Business Services Online" page. The system displays the "Log In to Online Services" page.



3. Enter your **User ID** and **Password**.

4. Select the **I have read & agree to these terms** check box on the "Log In to Online Services" page.

    a. Select the **Log In** button to display the BSO "Main Menu" page.

    b. To return to the "Business Services Online" page, select the **BSO Welcome** link at the top or bottom of the page.

5. Select the **Report Wages To Social Security** link on the BSO "Main Menu" page. The system displays the "Wage Reporting Attestation" page.

6. Select the **I Accept** button on the "Wage Reporting Attestation" page to go to the "EWR home" page. To return to the BSO "Main Menu" page, select the **I DO NOT Accept** button.

Social Security Online Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

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.

E-mail a Wage Reporting Expert

Información en Español

Online Tutorials & Training

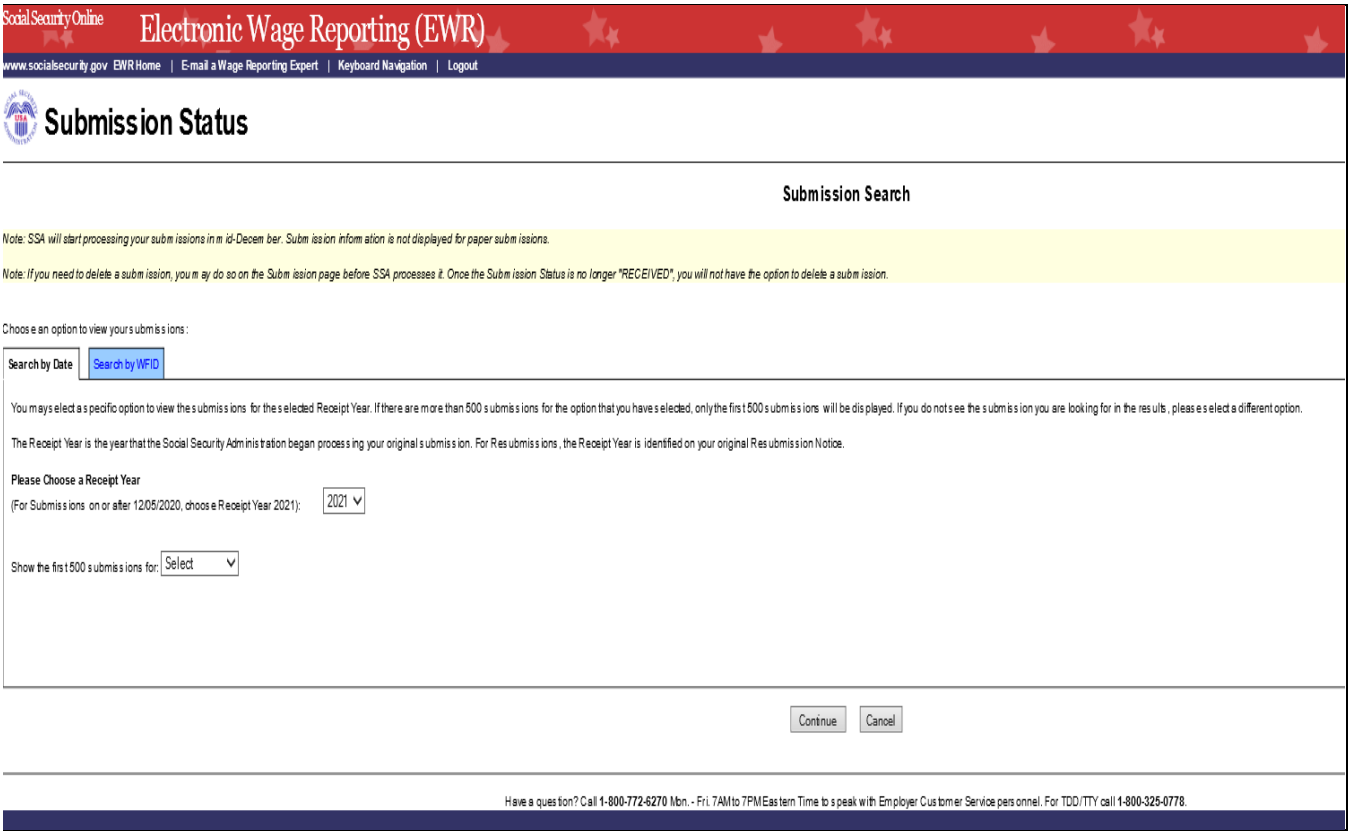
- Wage Reporting Handbook
- SSN Verification Handbook
- Online Registration Handbook
- Online Tutorial
- FAQs - General Employer

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. Select the **View Submission Status** link to access Submission Status. The system displays the "Submission Search" page.



8. You can search a submission by Date or by WFID on the "Submission Search" page.

   a. **SEARCH BY DATE:** Search by Date is a default tab. Select a Receipt Year and a submission date range, then select **Continue** button to go to the "Search Results" page. If there are no submissions matching the date range selected, the system displays the Search Results page with a message.

   b. **SEARCH BY WFID:** Select the Search by WFID tab to see the options listed on the "Submission Search" page. Select a Receipt Year and enter the WFIDs for the selected Receipt Year when you search by WFID on the "Submission Search" page. If there are no submissions matching the WFID entered, the system displays the Search Results page with a message. If you do not enter the WFIDs, the system displays all of the WFIDs for the selected Receipt Year on the "Search Results" page.

Social Security Online Electronic Wage Reporting (EWR)

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

Submission Status

Submission Search

Note: SSA will start processing your submissions in mid-December. Submission information is not displayed for paper submissions.

Note: If you need to delete a submission, you may do so on the Submission page before SSA processes it. Once the Submission Status is no longer "RECEIVED", you will not have the option to delete a submission.

Choose an option to view your submissions:

Search by Date | Search by WFID

You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, the first 500 WFIDs for the Receipt Year will be displayed.

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year

(For Submissions on or after 12/05/2020, choose Receipt Year 2021): 2021

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

Continue | Cancel

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**.

Social Security Online Electronic Wage Reporting (EWR)

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

Submission Status

1 **Search Results** | 2 Submission | 3 Report | 4 Errors | 5 Error Details

Submitter: **FIRSTMAXXXXXXXM LASNAMEEEEEEEEEEEEEX**
Receipt Year: **2021**

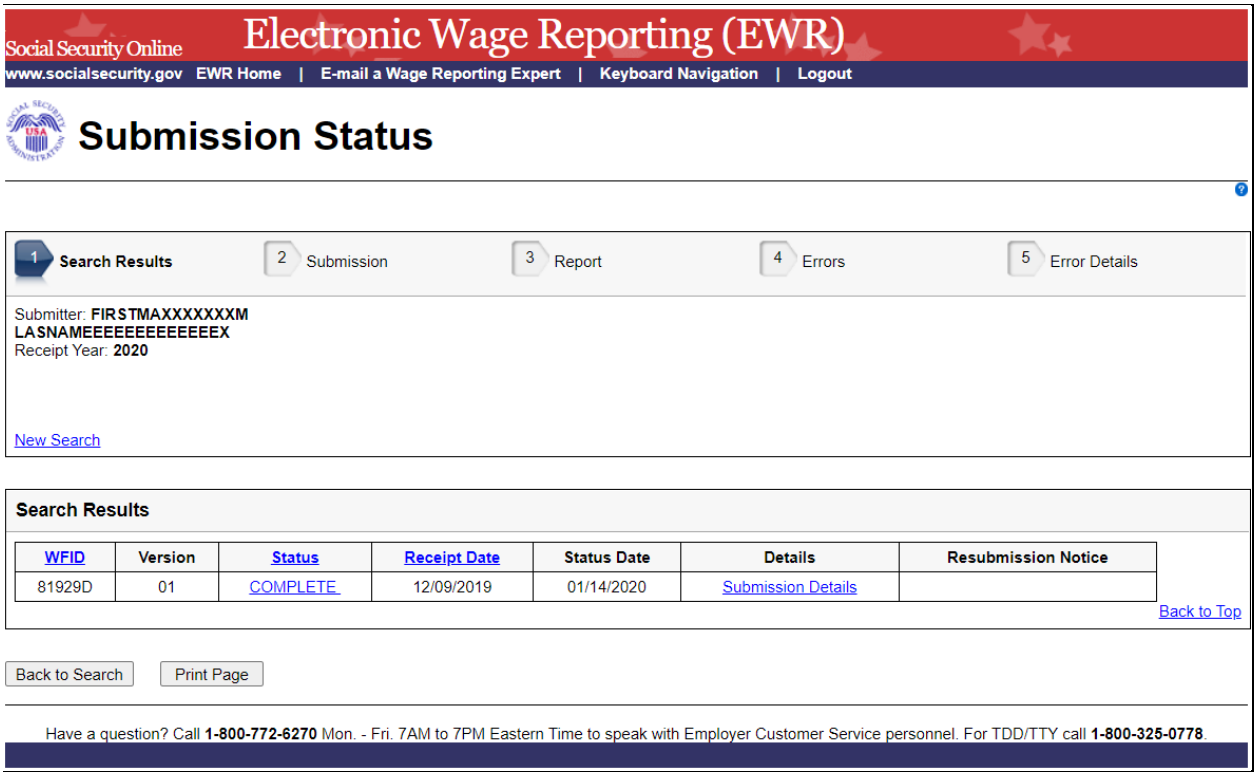
New Search

Search Results

There are currently no submissions based on your search criteria.

Back to Search | Print 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**.



9. On the Search Results page:

   a. The Submission Status is displayed in the Status column. The possible submission statuses are: RECEIVED, IN PROCESS, COMPLETE, RETURN, DELETE, and DUPLICATE.

   b. Select the column header WFID, Status or Receipt Date to sort submissions accordingly.

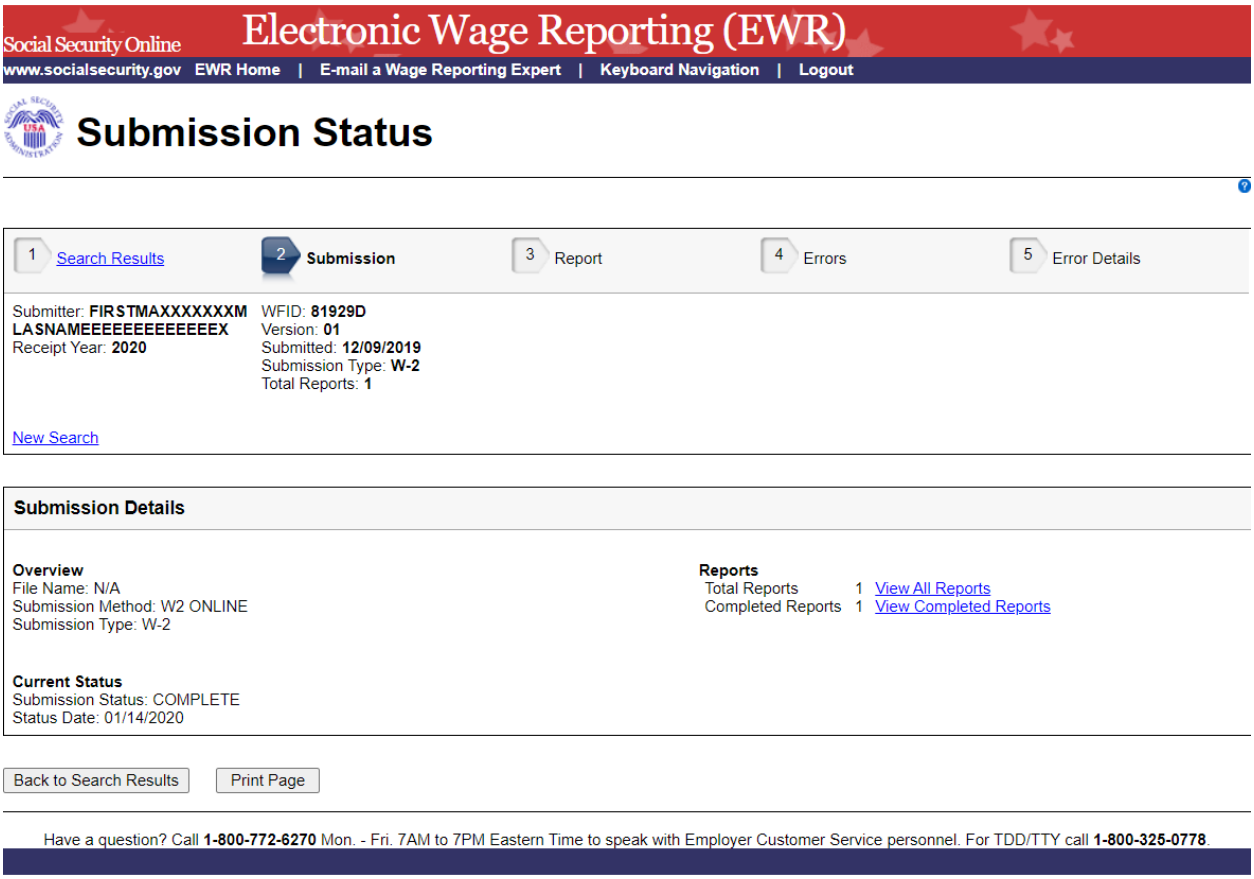
   c. Select the specific Status to see an Explanation of Processing Status Code.

   d. Select the **Submission Details** link in the Details column to see the "Submission" page. If the status is "RECEIVED", the system displays the Submission page with a Delete This Submission button; if the status is "DELETE", the system displays the Submission page with Overview and Current Status sections; if submission level error exists, the system displays the Submission page with submission error.

   e. If Resubmission Notice exists, select the **View Notice** link in the Resubmission Notice column to see the Resubmission Notice.

   f. Select the **Back to Search** button to return to the "Submission Search" page.

   g. Select the **Print Page** button to print the "Search Results" page.

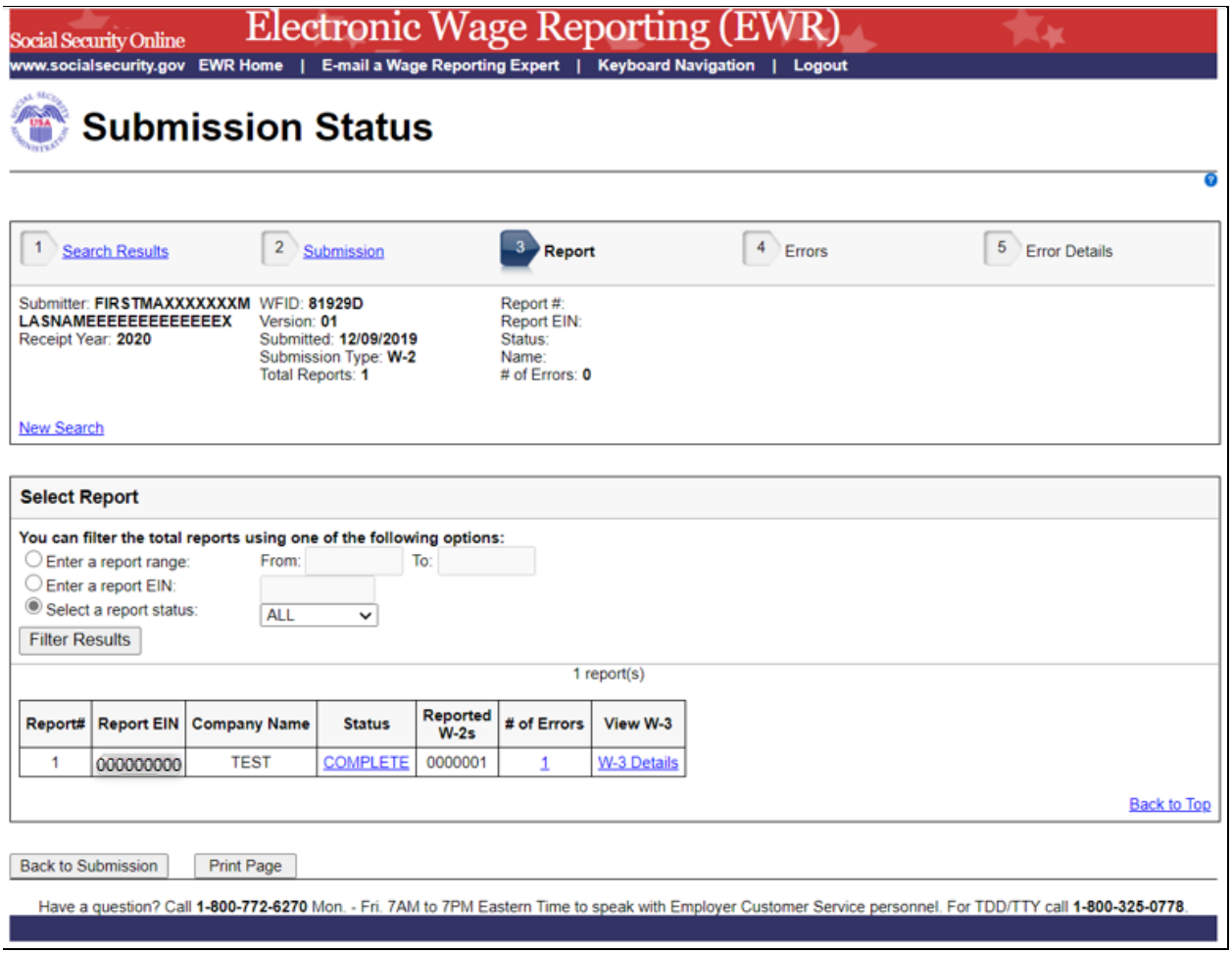


10. On the Submission page:

    a. Select any link in the Reports section to go to the Report page.

    b. Select **Search Results** link or the **Back to Search Results** button to return to the "Search Results" page.

    c. Select the **Print Page** button to print the "Submission Details" page.



11. On the Report page:

    a. Select one of the filter radio buttons to filter the total reports accordingly. The report table will be refreshed.

    b. Select the specific status link in the Status column to see an Explanation of Processing Status Code.

    c. If the report has errors, select the # of Errors link to go to the "Errors" page.

    d. Select the **W-3 Details** (or **W-3c Details**) link to view Detailed W-3 Information (or W-3c Information). See the screenshot below:

1 report(s)

Report#	Report EIN	Company Name	Status	Reported W-2cs	# of Errors	View W-3c
1	000000000	EMPLOYER NAME E M P L O Y E R N A M E EMPLOYER NAME	COMPLETE	0000002	2	W-3c Details

Detailed W-3c Information

	Reported	Processed
SS Wages	$3,972.22	$3,972.22
Medicare Wages, Tips	$6,244.44	$6,244.44
Fed Taxable Income	$4,444.44	$4,444.44

Back to Top

e. Select the **Submission** link or the **Back to Submission** button to return to the "Submission Details" page.

f. Select the **Print Page** button to print the "Report" page.

Social Security Online Electronic Wage Reporting (EWR)

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

Submission Status

1 Search Results 2 Submission 3 Report 4 Errors 5 Error Details

Submitter EIN: 000000000
Receipt Year: 2018

WFID: 8001J6
Version: 01
Submitted: 08/28/2017
Submission Type: W-2
Total Reports: 2

Report #: 1
Report EIN: 000000000
Status: RETURN
Name: NESSPOR CORPORATION
# of Errors: 2

Critical: 1
Informational: 1

New Search

Report Errors for: NESSPOR CORPORATION

Importance	Error Description	More Information
CRITICAL	Report has invalid Social Security Numbers and/or Names	Error Details
INFORMATIONAL	Invalid Names and/or SSNs	Error Details

Back to Top

Back to Report | Print 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.

12. On the Errors page:

a. Select the **Importance** link to see an Explanation of the Error Importance.

b. Select the **Error Details** link to go to the "Error Details" page.

c. Select the **Report** link or the **Back to Report** button to return to the "Report" page.

d. Select the **Print Page** button to print the "Errors" page.

Social Security Online

Electronic Wage Reporting (EWR)

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

Submission Status

1 Search Results | 2 Submission | 3 Report | 4 Errors | 5 Error Details

Submitter EIN: 000000000
Receipt Year: **2018**

New Search

WFID: **81812G**
Version: **01**
Submitted: **08/29/2018**
Submission Type: **W-2**
Total Reports: **1**

Report #: **1**
Report EIN: 000000000
Status: **RETURN**
Name: **PERFECT NEW0985 DOMESTIC TEST PERFECT DOMESTIC TEST PTEST**
# of Errors: **6**

Critical: **3**
Informational: **3**

Error Details for: Out of Balance Over Tolerance - Social Security Wages

Importance
CRITICAL

Description
We balance money fields by calculating totals for the Employee Wage Record money fields and comparing them to totals reported by submitters in the Total Record money fields. This error condition can be caused by the following: 1) failure to correctly calculate Total Record money fields; 2) failure to initialize the Total Record money fields; 3) negative amounts in the Employee Wage Record money fields - we process signed money fields as unsigned, which will change the totals you intended to report; or 4) fields in a record being shifted out of position.

Money Field(s)	Our RW Total(s)	Your RT Total(s)
Social Security Wages	$347,033,057.75	$999,039,997.75

Action
The error for which you have requested additional details is **CRITICAL**. As a result of this error, Social Security was not able to complete processing of this submission. You or the party submitting on your behalf must correct any **CRITICAL** errors that have been found in your submission and resubmit this file to Social Security.

You can find instructions for correcting many common errors in our Online Error Reference Material. We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit http://www.socialsecurity.gov/employer/accuwage for more information.

Back to Errors | Print 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**.

13. On the Error Details page:

    a. Select the **Importance** link to see an explanation of the Action that you may need to take.

    b. Select the Online Error Reference Material link to see Employer W-2 Filing Instructions & Information.

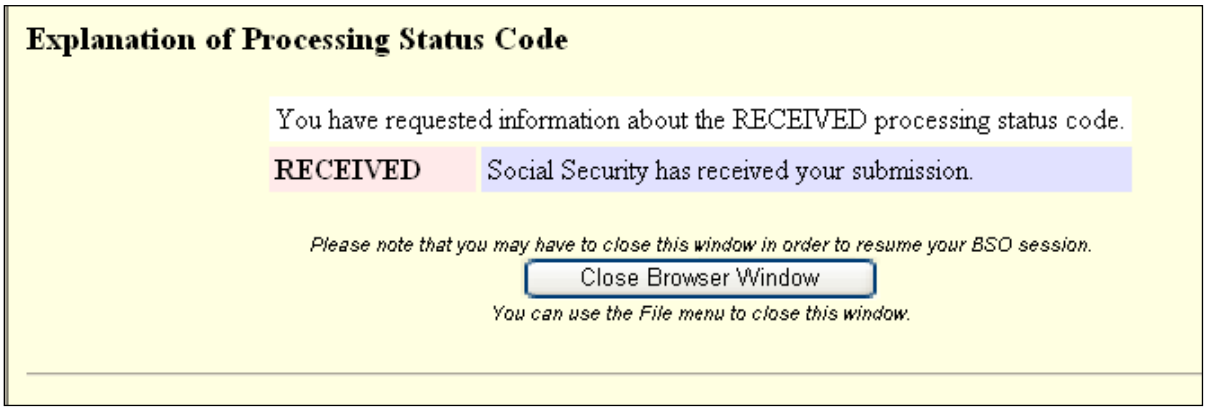
    c. Select the http://www.socialsecurity.gov/employer/accuwage link to see AccuWage Information and Software.

    d. Select the **Errors** link or the **Back to Errors** button to return to the Errors page.

    e. Select the **Print Page** button to print the "Error Details" page.

Appendix: Other pages

1. **Explanation of Processing Status Code (Submission Status) Page**: users can access this page by selecting the specific status link in the Submission Status column or the Report Status column on any error page. Here is an example of "RECEIVED".



Explanation of Processing Status Code

You have requested information about the RECEIVED processing status code.

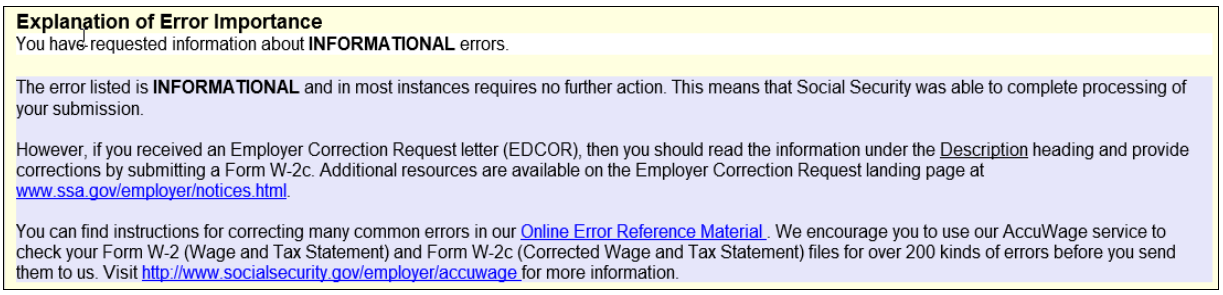
RECEIVED	Social Security has received your submission.

Please note that you may have to close this window in order to resume your BSO session.

Close Browser Window

You can use the File menu to close this window.

2. **Explanation of Error Importance Page:** users can access this page by selecting either **CRITICAL** link or **INFORMATIONAL** link in the Importance column on any error page. Here is an example of "INFORMATIONAL" error.



Explanation of Error Importance

You have requested information about **INFORMATIONAL** errors.

The error listed is **INFORMATIONAL** and in most instances requires no further action. This means that Social Security was able to complete processing of your submission.

However, if you received an Employer Correction Request letter (EDCOR), then you should read the information under the Description heading and provide corrections by submitting a Form W-2c. Additional resources are available on the Employer Correction Request landing page at www.ssa.gov/employer/notices.html.

You can find instructions for correcting many common errors in our Online Error Reference Material. We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit http://www.socialsecurity.gov/employer/accuwage for more information.

3. **Submission (with Error) Page**: the "Submission (with error)" page displays any errors at the submission level.

Social Security Online Electronic Wage Reporting (EWR)

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

Submission Status

1 Search Results | 2 Submission | 3 Report | 4 Errors | 5 Error Details

Submitter EIN: 000000000
Receipt Year: **2018**

WFID: **9003FX**
Version: **01**
Submitted: **02/22/2018**
Submission Type: **Unknown**
Total Reports: **0**

New Search

Submission Error
Multiple Submitter (RA) Records have been identified in the submission. The Submitter (RA) Record must be the first record in the submission.

Current Status
Submission Status: RETURN
Status Date: 08/04/2016
File Name: InValid_REG_3204_Multiple RARecords1_002_daw.txt
Submission Method: INTERNET

Reports
Due to the status of your submission, information on your reports is unavailable.

Back to Search Results | Print 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**.

4. Submission (when status is "RECEIVED") Page

Social Security Online Electronic Wage Reporting (EWR)

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

Submission Status

1 Search Results | 2 Submission | 3 Report | 4 Errors | 5 Error Details

Submitter EIN 000000000
Receipt Year: **2018**

WFID: **BBL640**
Version: **01**
Submitted07/23/2018
Submission Type: **W-2**

New Search

Submission Details

Overview
File Name: N/A
Submission Method: W2 ONLINE
Submission Type: W-2

Current Status
Submission Status: RECEIVED
Status Date: 07/23/2018

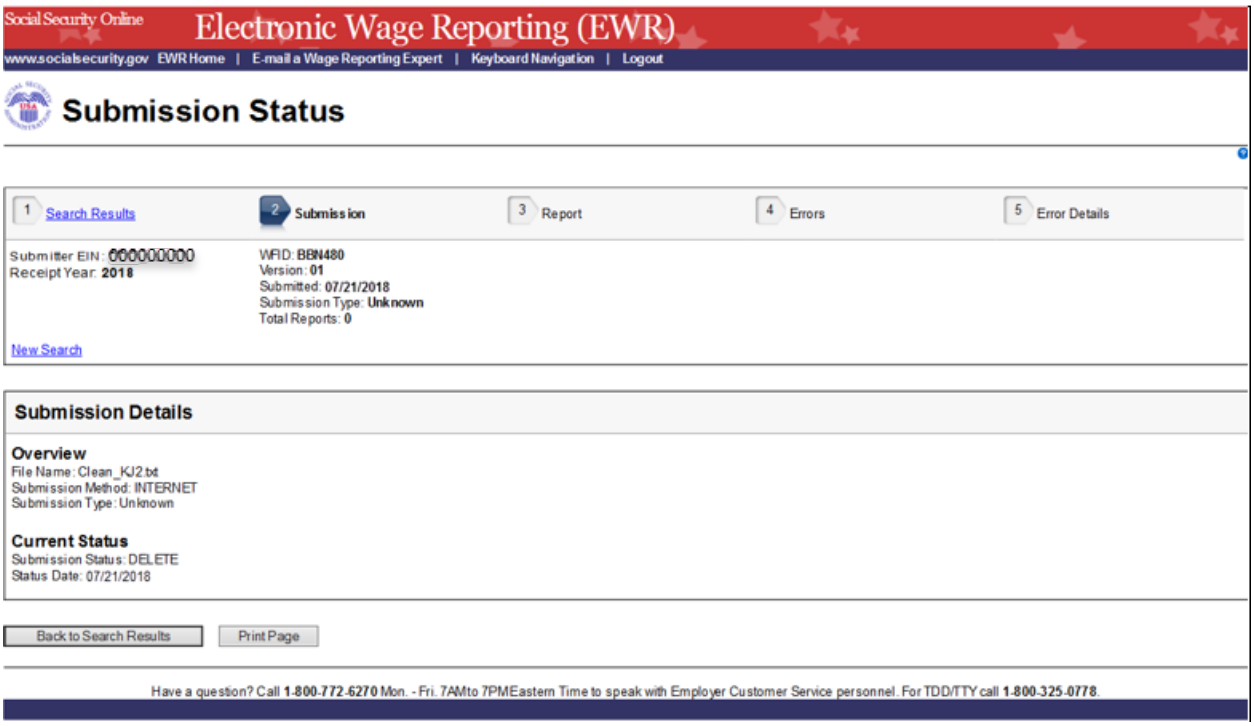
Further Action
This submission has not yet been processed. If you submitted these wages in error and would like to prevent them from being processed, you may mark the submission for deletion by selecting the Delete This Submission button below. Once processing has begun, you will no longer have the option to delete the submission.

Delete This Submission

Back to Search Results | Print 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**.

5. Submission (when status is "DELETE") Page



6. **Resubmission Notice Page:** on the "Search Results" page, select **View Notice** link to see the "Resubmission Notice" page. Select the **Back to Search Results** button to return to the "Search Results" page.

Social Security Online

Electronic Wage Reporting (EWR)

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

Submission Status

Resubmission Notice

Date: 2017-08-30
Filing Method: INTERNET **WFID:** 8001J6 - 01
Receipt Year: 2018 **Notice ID:** *0000924830*

We are unable to process your Form W-2 file.

WHAT YOU NEED TO DO

STEP 1

Please visit the Business Services Online (BSO) website at http://www.socialsecurity.gov/bso/bsowelcome.htm to view your error information. Then select "Log In." You will need an active User ID and password to log on to BSO. If you do not have an active User ID and password, select "Register." If you need help registering or viewing your errors, go to http://www.socialsecurity.gov/employer/bsohbnew.htm to view the BSO Electronic W-2/W-2c Filing Handbook.

STEP 2

Correct your file using your back-up copy of the file you originally sent us. See SSA Publication 42-007, Specifications for Filing Forms W-2 Electronically (EFW2). You can get it at http://www.socialsecurity.gov/employer/pub.htm on the Internet. Make any necessary changes to your file. Note: Please DO NOT submit a W-2c formatted file to correct the errors in your original file. If you need help correcting your file, call us toll free at 1-800-772-6270 (TTY 1-800-325-0778).

STEP 3

Use BSO to resubmit your corrected file to us within 45 days from the date of this notice. Be sure to indicate that it is a resubmission when prompted for information about your file. You must keep a back-up copy of the corrected file for your records or be able to reconstruct the data.

POSSIBLE PENALTIES

You must return your corrected file within 45 days to receive credit for filing on the date we received your original submission. Otherwise, the Internal Revenue Service (IRS) may assess penalties. Visit http://www.irs.gov to view the IRS penalty information in the General Instructions for Forms W-2 and W-3.

The deadline for initial electronic filing is the last day in January. It is the next business day if this day falls on a Saturday, Sunday, or legal holiday.

WAGE REPORTING SERVICES ON THE INTERNET

- **EMPLOYER FILING INFORMATION**
  Please visit our employer website at http://www.socialsecurity.gov/employer for many resources. It includes registration information, forms, publications, Frequently Asked Questions (FAQs), contact information, news, and much more.
- **ACCUWAGE**
  We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit http://www.socialsecurity.gov/employer/accuwage for more information.
- **VERIFYING SOCIAL SECURITY NUMBERS**
  We offer a free service that lets you verify your employees´ Social Security numbers. Visit http://www.socialsecurity.gov/employer/ssnv.htm for more information.

IF YOU HAVE QUESTIONS

If you have questions, please:
- Visit our website at http://www.socialsecurity.gov/employer
- Send an email to employerinfo@ssa.gov
- Call us toll free at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m., Eastern Time, Monday through Friday

Email transmissions are not secure. We do not send personal or sensitive information using email. Please do not send personal or sensitive information in your emails to us.

Suspect Social Security Fraud?

If you suspect Social Security fraud, please visit http://oig.ssa.gov/r or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

Social Security Administration

Back to Search Results | Print Page