

BSO Tutorial for Tax Year 2011

Social Security Number Verification Service (SSNVS)

Contains the following lessons:

- <u>Request Online SSN Verification</u>
- <u>Submit an Electronic File for SSN Verification</u>
- <u>View Status and Retrieval Information</u>
- <u>View Social Security Number Verification Service Handbook</u>

LESSON 1: REQUEST AN ONLINE SSN VERIFICATION

Registered users (employers and certain third-party submitters) can verify up to 10 names and Social Security Numbers (SSNs) online and receive immediate results.



In order access the Social Security Number Verification Service (SSNVS) users must first register with the Integrated Registration Services (IRES) and receive a User Identification Number (User ID) and password.

To request access to SSNVS, after you have registered, complete the following steps:

- **STEP 1**: Point your browser to the Business Services Online (BSO) Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **STEP 2**: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation	HELP
*******	Log In to Online Services	
Online Services Availability	For your security, please log out of the application and close all Internet w	indows when you are finished.
 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? Duderstand that the Social Security Administration (SSA) will validate the information in SSA's files I have read & agree to these terms. Log In
www.socialsecurity.gov	BSO Welcome BSO Information Keylevant Javigation	

STEP 3: Enter your User ID and password.

STEP 4: Select the "I have read & agree to these terms." check box to indicate you have read the user certification statement and agree to its contents. Select the Log In button. This will open the BSO Main Menu web page.



To return to the BSO Welcome page, select the **BSO Welcome** link.

Social Security Online	Business Services Online	**	* **
www.socialsecurity.gov	BSO Main Menu BS	O Information Contact Us Keyboard Na	vigation
MARY VALIDATOR	Welcome, MARY VALIDATOR Your password expires on May 13, 2009	Main Menu	HELP
Manage Account View / Edit Account Info Change Password Disable Account 	Report Wages To Social Security Submit, download or process W-2s and W-2cs View submission status, acknowledge resubmission notices or Request resubmission extensions View errors and error notices for wage files and/or wage reports Social Security Number Verification Service	, submitted by or for your company	
Manage Services View / Edit Services Request New Services View Pending Services Enter Activation Code(s)	Request online SSN verification, or Submit files for SSN verification Form SSA-1694 Request for Business Enti Submit or update a Business Taxpayer Information form to rece	ty Taxpayer Information Bive form 1099 for work related to claima	nt representation
Manage Employer Information Add/Update Employer Information Remove Employer Information 			
www.socialsecurity.gov	BSO Main Menu BS	O Information Contact Us Keyboard Na	vigation

STEP 5: Select the **Social Security Number Verification Service** link.

Social Security Number Verification Service

Request online SSN verification, or Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



STEP 6: Select the **Request Online SSN Verification** link. (To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Request Online SSN Verification

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

The system displays the SSNVS Attestation page.

ocial Security Online	Business Services Online
Social Secui	rity Number Verification System
OMB Ap	proval No. 0960-0660 Expires 11/30/12
	SSNVS Attestation
roper Use of Social Security i	Number Verification Service (SSNVS)
SSNVS should only be use	d for the purpose for which it is intended.
 SSA will verify Social Security former employees are correct Form W-2 (Wage and Tax 5) 	rity Numbers (SSNs) solely to ensure the records of current or ect for the purpose of completing Internal Revenue Service (IRS) Statement).
 It is illegal to use the service preparation of tax returns. 	e to verify SSNs of potential new hires or contractors or in the
 It is appropriate to use SSN been established. SSA def one of the following has occ 	IVS only once an official employer-employee relationship has ines the existence of an employer-employee relationship as when urred.
 The employer's offer of emp he/she has not started work 	bloyment and acceptance by the person being hired (even though ing); and/or
 The future employee's com 	pletion of the paperwork to establish the payroll record.
 Company policy concerning workers; for example: 	g the use of SSNVS should be applied consistently to all
 If used for newly hired 	workers, verify information on all newly hired workers.
 If used to verify inform 	ation on other workers, verify the information for all other workers.
 Third-party use of SSNVS i either handle the wage represented to annual wage represented to annual wage represented by the third-party use SSNVS for non-wage rapplications, etc. 	s strictly limited to organizations that contract with employers to orting responsibilities or perform an administrative function directly orting responsibilities of hired employees. It is suggested that -party and the employer stipulate that the functions being / contractor adhere to the proper use of SSNVS. It is not proper to eporting purposes, such as identity, credit checks, mortgage
 Anyone who knowingly and under false pretenses viola both. 	willfully uses SSNVS to request or obtain information from SSA tes Federal law and may be punished by a fine, imprisonment or
 SSA may ban you and/or th determines there has been 	e company you represent from the use of SSNVS if SSA misuse of the service.
 SSA returns all names and SSA advises the following: 	SSNs submitted. If the name and SSN do not match our records,
 This response does n information about the 	ot imply that you or your employee intentionally provided incorrect employee's name or SSN.
 This response does r 	ot make any statement about your employee's immigration status.
 This response is not a employee, such as lay employee. 	a basis, in and of itself, to take any adverse action against the ying off, suspending, firing, or discriminating against the
If you rely only on the inf verification to justify adve Federal law and be subje	ormation SSA provides regarding name and SSN erse action against a worker, you may violate State or ct to legal consequences.
ederal Privacy Act Statement	for Third-Party Submitters
ou can use a fee-based approa e taken. SSA offers services, lik ffer those same services for a fe iscourage the use of misleading pecific prohibitions in Section 3 nprovements Act of 1994 that br lite 42 of the U.S. Code, Sectior rovisions and conform to their re	ch when offering SSNVS to your clients. However, caution should te SSNVS, free of charge. Some companies in the private sector e and develop misleading brochures and advertisements. To mailings about Social Security and Medicare, Congress enacted 12 of the Social Security Independence and Program oadened the existing deterrents. The prohibitions are codified at 1320b-10. You should ensure that you are aware of these legal equirements and:
Be cautious not to suggest	to your clients that this service is only available through you;
 Advise all clients that this se a unique or exclusive arrang 	ervice is available at no cost from SSA and that this service is not gement between SSA and your company; and
 Be sure not to give any imp your company has an arran software, etc. 	ression when describing your SSNVS service to your clients that gement that allows direct access to SSA databases, program
aperwork Reduction Act Stat	ement
his information collection meets ection 2 of the <u>Paperwork Redu</u> lless we display a valid Office o ke about 2 minutes to read the end comments on our estimate e uilding, Baltimore, MD 21235-0	the clearance requirements of 44 U.S.C. § 3507, as amended by <u>iction Act of 1995</u> . You do not need to answer these questions f Management and Budget control number. We estimate that it will instructions, gather the facts, and answer the questions. You may of the time needed to complete the form to: SSA, 1338 Annex 001.
User Certification for Use of S certify that:	SNVS - Please Read Carefully!
 I have read and understand Verification Service (SSNV Submitters". 	the above section titled "Proper Use of Social Security Number (S)" and the "Federal Privacy Act Statement for Third-Party
 I am verifying SSNs solely t employees are correct for the solely to the solely the solely the solely solely solely the solely solely the solely solely the solely solely solely the solely solely the solely solely the solely solely the solely solely solely the solely solely solely the solely solely solely solely the solely solely the solely solely solely the solely solely solely the solely solely solely the solely solely the solely solely solely solely the solely solely solely the solely solely solely solely solely the solely solely solely solely solely the solely sole	o ensure that the records of my client's or my current or former he purposes of Form W-2 reporting.
 I am authorized, under valid will request SSN verification receive the results of SSNV 	contracts with all outside employers of any individual for whom I n, to transmit employee SSNs and identifying information and to 兮;
or	
I have the authority from my employee SSNs and identit	employer (or am the owner of the company) to transmit ying information and to receive the results of SSNVS.
y selecting the "I Accept" button ertification of Business Services	, you certify that you have read, understand and agree to the user Online.
	LAccept LDO NOT Accept

STEP 7: Select the **I** Accept button to indicate you have read the SSNVS user certification statement and agree to its contents. The system will then display the SSN Verification page. (To return to the BSO Main Menu page, select the **I** DO NOT Accept button.)

				SSN Ve	erification		
Name	E: MARY VALIDATOR						
Pleas	e enter the following in	formation for each emplo	oyee you would like to r	verify. Mandatory fields are in	dicated by an *. Fi	Id specific help is available by selecting the underlined links	below.
Plea	se Note:						
	Effective 09/24/11 de	nder is no longer used a	as part of the SSN verifi	ication process			
	All verified, unverified	and deceased records v	vill be returned.	L be given two (2) entione:			
•	o Overnight Pro	cessing - saves the data	you entered to a file fo	r overnight processing and d	displays a confirm	tion number on the Confirmation page that you will need to c	heck the status of
	o BSO Main Mer	nu - cancels the request	and any data you enter	red on the SSN Verification fo	orm is not saved		
	- I	The Freelow	erie Fiblie Hee Freedow	- Identification Number (EIA		where employees' serves and SOMs are being writted. For	
(<u>9</u> 9	99999999 <u>)</u>	security and	audit purposes, this inf	ormation must be provided a	and will not be pro	rose employees names and SSNs are being verned. For ressed without it.	
	* CON	t First Namo	Middlo	t Lact Namo	Cuffix	Date of Birth	
	<u>(999999999)</u>	riist Name	Name		<u>Sumx</u>		
1.							
-							
2.							
2. 3.							
2. 3. 4.							
2. 3. 4. 5.							
2. 3. 4. 5. 6.							
2. 3. 4. 5. 6. 7. 8							
2. 3. 4. 5. 6. 7. 8.							
2. 3. 4. 5. 6. 7. 8. 9.							

STEP 8: In the Employer's EIN field place the EIN of the employer under which wages are to be reported for the names and SSNs being verified. Complete one (1) row for each name and SSN you would like to verify. You must complete all mandatory fields in at least one (1) row before selecting the **Submit** button.



- The Employer's EIN, SSN, First Name and Last Name fields are mandatory.
- *The Middle Name, Suffix, and Date of Birth (DOB) fields are optional.*
- **STEP 9:** Select the **Submit** button to process the data (Otherwise, select the **Clear Form** button to delete the data.). The system displays the SSN Verification Results page.

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w socialsocurit	by gov B	SO Main Monu I	BUSINESS N BSO Information	Service	S Online	n Logout		*	The second se
w.socialseculi	ty.gov B.		BSO Information	Contact 03		i Logout			
					•				
Soci	al Sec	urity Ni	imper vei	ification	on System	(SSNVS)			
SSINVS Help									
				SS	N Verification R	esults			
loyer's EIN:	010000000	Name: JOHN BENT	<u>r</u>						
ords Submitted: ad:	4	The following table	displays your submitted	results. The firs	t column indicates if the sut	bmitted record verified,	failed or employe	e is deceased. The first fiv	e digits of the SSN will be mas
ied Records:	0	for verified records	and records with a verific	ation results co	de of 3 or 6.				
		• Failed - Dat	a does not match Social	Security Admini:	stration's records. Select W	hat to do if an SSN I	Fails to Verify fo	or more information.	
ty More SSNs to do if an SS	SN fails to	 Deceased 	Data matches Recial Re	ourity Administr	ation's records, and our rec	ards indicate that the p		d For more information in	loans contact our constal SSA
Y Office Locator		information	line at 1-800-772-1213 (TDD/TTY 1-800	325-0778) or your local Soc	cial Security field office.	Select Field Offi	ce Locator to find the offi	ce nearest you.
I Office Educator	-	 Verified - D 	ata matches Social Secu	rity Administrati	on's records.				
		Results	S SN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Verification Results
		Failed	449490703	KELLEY	RAE	REYNOLDS	-	10201965	1
		Failed	085767000	SYLVESTER	۰ -	WILLIAMS	-	08031955	1
		Failed	309902002	THOMAS	EDWARD	NIESE	· ·	02201978	1
		Failed	240215300	MELISSA	CAROL	MILLER	-	05271977	<u>5</u>
			Verification Results						
		Code	Description						
		1 55	SN not in file (never issued).						
		5 Na	ime does not match; DOB no	t checked.					
		5 Na	ime does not match; DOB no	t checked.					
	Have	5 Na a question? Call 1-	ume does not match; DOB no 800-772-6270 Mon Fri.	7AM to 7PM Eas	tern Time to speak with Em	ployer Customer Servi	ce personnel. Fo	r TDD/TTY call 1-800-325 -	0778.
	Have	a question? Call 1-	ime does not match; DOB no 800-772-6270 Mon Fri.	TAM to 7PM Eas	tern Time to speak with Em	ployer Customer Servi	ce personnel. Fo	r TDD/TTY call 1-800-325 -	0778.
	Have	a question? Call 1-	me does not match; DOB no 800-772-6270 Mon Fri.	7AM to 7PM Eas	tern Time to speak with Em	iployer Customer Servi	ce personnel. Fo	r TDD/TTY call 1-800-325-	0778.

This page will display:

- Left-Hand Menu the Employer's EIN, total number of records submitted, total number of failed verifications, total number of deceased records and total number of verified records.
- Body All of the information submitted by the user plus the verification results code.



If any problems occur with the submission the system will display the Convert to Batch page. Select the **Overnight** button and SSA will process your request and send you the results within 2 business days. Follow the instructions in <u>Lesson 2: Submit an</u> <u>Electronic File for SSN Verification</u> for more information.

STEP 10: The SSN submitted for verification matches SSA's records.

The user will see a "-" in the Verification Results field.



For security reasons, if the record has a "-" Verification Result, the first five (5) positions of the SSN will be masked with an "X".

STEP 11: The SSN submitted for verification matches SSA's records but our records indicate the individual is deceased.

The user will see the word "Deceased" in the Results column and a "-"in the Verification Results field.

STEP 12: If there are failed verifications, the number in the Verification Results column displays the reason for the failed verification.

The following are failed verification result code descriptions:

- 1 SSN not in file (never issued).
- 3 Name matches; DOB does not match.
- 5 Name does not match; DOB not checked.
- 6 SSN did not verify; other reason.



For security reasons, if the record has a verification results code of 3 or 6, the first five (5) positions of the SSN will be masked with an "X".

If the data does not match SSA's records, select the **What to do if an SSN Fails to Verify** link to view important information.

STEP 13: Select the Verify More SSNs link to verify additional SSNs (To return to the BSO Main Menu page, select the BSO Main Menu link.).

LESSON 2: SUBMIT AN ELECTRONIC FILE FOR SSN VERIFICATION

Follow the instructions below to upload a file containing names and SSNs to be verified by the SSA. The results are usually available the next government business day.

- **STEP 1**: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **STEP 2**: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

Social Security Online	Business Services Online	
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation	HELP
** ** ** *	Log In to Online Services	
Online Services Availability	For your security, please log out of the application and close all Internet w	indows when you are finished.
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: Parson Decision
www.socialsecurity.gov	BSO Welcome 150 Information repletered (balgetion	

- **STEP 3:** Enter your User ID and password.
- STEP 4: Select the "I have read & agree to these terms." check box to indicate you have read the user certification statement and agree to its contents. Select the Log In button (To return to the BSO Welcome page, select the BSO Welcome link). The system displays the BSO Main Menu page.



STEP 5: Select the **Social Security Number Verification Service** link.

Social Security Number Verification Service

Request online SSN verification, or Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



STEP 6: Select the **Submit an Electronic File for SSN Verification** link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

Submit an Electronic File for SSN Verification

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

The system displays the SSNVS Attestation page.

Social Security Online	Business Services Online
1. NC.	
Social Secur SSNVS)	ity Number Verification System
OMB App	proval No. 0960-0660 Expires 11/30/12
	SSNVS Attestation
roper Use of Social Security N	Number Verification Service (SSNVS)
SSNVS should only be used	for the purpose for which it is intended.
 SSA will verify Social Secur former employees are corre Form W-2 (Wage and Tax S 	ity Numbers (SSNS) solely to ensure the records of current or ct for the purpose of completing Internal Revenue Service (IRS) statement).
 It is illegal to use the service preparation of tax returns. 	to verify SSNs of potential new hires or contractors or in the
 It is appropriate to use SSN been established. SSA definition one of the following has occurrent. 	VS only once an official employer-employee relationship has nes the existence of an employer-employee relationship as when urred:
 The employer's offer of emp he/she has not started working 	loyment and acceptance by the person being hired (even though ng); and/or
 The future employee's comp 	eletion of the paperwork to establish the payroll record.
 Company policy concerning workers; for example: 	the use of SSNVS should be <i>applied consistently to all</i>
 If used for newly hired 	workers, verify information on all newly hired workers.
 If used to verify information 	ation on other workers, verify the information for all other workers.
 Third-party use of SSNVS is either handle the wage reporrelated to annual wage reporrelated to annual wage reporrent be third-party performed by the third-party use SSNVS for non-wage reapplications, etc. 	a strictly limited to organizations that contract with employers to ring responsibilities or perform an administrative function directly ring responsibilities of hired employees. It is suggested that party and the employer stipulate that the functions being contractor adhere to the proper use of SSNVS. It is not proper to aporting purposes, such as identity, credit checks, mortgage
 Anyone who knowingly and y under false pretenses violat both. 	willfully uses SSNVS to request or obtain information from SSA tes Federal law and may be punished by a fine, imprisonment or
 SSA may ban you and/or the determines there has been it 	e company you represent from the use of SSNVS if SSA misuse of the service.
 SSA returns all names and s SSA advises the following: 	SSNs submitted. If the name and SSN do not match our records,
 This response does no information about the 	ot imply that you or your employee intentionally provided incorrect employee's name or SSN.
 This response does not 	ot make any statement about your employee's immigration status.
 This response is not a employee, such as lay employee. 	basis, in and of itself, to take any adverse action against the ing off, suspending, firing, or discriminating against the
If you rely only on the info verification to justify adve Federal law and be subjec	ormation SSA provides regarding name and SSN rse action against a worker, you may violate State or st to legal consequences.
ederal Privacy Act Statement	for Third-Party Submitters
ou can use a fee-based approad e taken. SSA offers services, lik ffer those same services for a fe liscourage the use of misleading pecific prohibitions in Section 31 nprovements Act of 1994 that br ilte 42 of the U.S. Code, Section orovisions and conform to their re-	th when offering SSNVS to your clients. However, caution should e SSNVS, free of charge. Some companies in the private sector e and develop misleading brochures and advertisements. To mailings about Social Security and Medicare, Congress enacted 2 of the Social Security Independence and Program badened the existing deterrents. The prohibitions are codified at 1320b-10. You should ensure that you are aware of these legal quirements and:
 Be cautious not to suggest t 	o your clients that this service is only available through you;
 Advise all clients that this se a unique or exclusive arrang 	rvice is available at no cost from SSA and that this service is not rement between SSA and your company; and
 Be sure not to give any impr your company has an arrang software, etc. 	ession when describing your SSNVS service to your clients that jement that allows direct access to SSA databases, program
aperwork Reduction Act State	ement
his information collection meets lection 2 of the <u>Paperwork Redu</u> nless we display a valid Office of ake about 2 minutes to read the i end comments on our estimate c suilding, Baltimore, MD 21235-00	the clearance requirements of 44 U.S.C. § 3507, as amended by ction Act of 1995. You do not need to answer these questions Management and Budget control number. We estimate that it will nstructions, gather the facts, and answer the questions. You may of the time needed to complete the form to: SSA, 1338 Annex 201.
Iser Certification for Use of SS	SNVS - Please Read Carefully!
I have read and understand	the above section titled "Proper Use of Social Security Number
Verification Service (SSNV: Submitters".	S)" and the "Federal Privacy Act Statement for Third-Party
 I am verifying SSNs solely to employees are correct for th 	o ensure that the records of my client's or my current or former le purposes of Form W-2 reporting.
 I am authorized, under valid will request SSN verification receive the results of SSNV 	contracts with all outside employers of any individual for whom I , to transmit employee SSNs and identifying information and to S;
I have the authority from my employee SSNs and identify	employer (or am the owner of the company) to transmit ying information and to receive the results of SSNVS.
y selecting the "I Accept" button,	you certify that you have read, understand and agree to the user

I Accept I DO NOT Accept

STEP 7: Select the I Accept button after reading the conditions defined on the SSNVS Attestation page. The system displays the Submit a File for SSN Verification – Before You Start page. (To return to the BSO Main Menu page, select the I DO NOT Accept button.)

Social Security Online BSO Main Menu BSO Information Contact Us Keyboard Navigation Logout
Social Security Number Verification System (SSNVS)
Submit a File for SSN Verification - Before You Start
Name: JOHN BENT
Steps: 1. Before You Start 2. Submit Your File 3. Confirmation
]. Before You Start
The followine items below are unspections to follow before submitting your file for SSN verification.
Review your file(s) for correct formatting Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
 We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected. Submission, File Format
 Do NOT send an Excel Spreadsheet. If you are using Excel, select Excel Users for more information.
 Effective 09/24/11, gender is no longer used as part of the SSN verification process. You do not need to make any changes to the file format. If a value is included in position 754? of a file, we will remove it and replace it with a blank prior to the verification attempt. All returned files will have a blank in position 748?.
 Zip Your File If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.
BSO Main Menu Continue
Have a question? Call 1-800-772-6270 Mon Fri. 7All to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-8778.

STEP 8: Select Continue after reading the information on the Submit a File for SSN Verification – Before You Start page. The system displays the Submit a File for SSN Verification – Submit Your File page.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

Social Security Online BSO Main Menu BSO Information Contact Us Keyboard Navigation Logout
Social Security Number Verification System (SSNVS)
SSNVS Help
Submit a File for SSN Verification - Submit Your File
Name: MARY VALIDATOR
Steps: 1. Before You Start 2. Submit Your File 3. Confirmation
2. Submit Your File
 First, enter the Employer's EIN. (Also select a Submitter's EIN if required.) Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file. Third, select the Submit button to upload your file.
* Employer'S EIN (99999999) The Employer's EIN is the Employer identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.
Select file Browse
Submit
Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your file submission is complete.
BSO Main Menu Previous 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.

STEP 9: Enter the Employer's EIN of the employer under which wages are to be reported for the names and SSNs being verified. If you know the name of the file you wish to upload, type the file name in the **Select file** field or select a file from your local or network directory by selecting the **Browse** button.



- The file should contain no more than 250,000 SSN verification requests.
- If you have over 500 SSN verification requests or you have a slow connection it is recommended that you zip your file using WinZip, PKZIP, or another zip-compatible program.

STEP 10: Select the Submit button. The system displays a file upload in process pop-up window.



Once the file has been transferred, the system displays the Submit a File for SSN Verification – Confirmation page.

Social Security Online BSO Main Menu BSO Information Contact Us Keyboard Navigation Logout
Social Security Number Verification System (SSNVS)
SSNVS Help
Submit a File for SSN Verification - Confirmation
Steps: 1. Before You Start 2. Submit Your File 3. Confirmation
3. Confirmation Receipt - Your File Was Received
Your submission was successful . Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.
Confirmation Number assigned by SSA: 12C7AED46D4F103D
Date: 11/23/2010 05:49 PM Eastern Time Your file name: good_data.bt Assigned file name: 12C7AED46D4F103D_F790017E File size: 1,846 bytes (1.8 Kb)
What You Should Do Next: Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select Properties. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.
What to expect: You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.
Thank you for submitting your file using Business Services Online.
BSO Main Menu Submit Another File
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.



Be sure to keep a record of your confirmation number. You will need it to track the status of your submitted file.

STEP 11: Select the OK button in the pop-up window to print the Submit a File for SSN Verification - Confirmation page.

Windows I	nternet Explorer	×
?	Your file submission was successful. We recommend that you print or save a copy of this acknowledgement at this time. Would you like to print this page now?	
	OK Cancel	

Otherwise select the **Cancel** button to close the pop-up window

STEP 12: Select the Submit Another File button to submit another file or select the BSO Main Menu button to return to the BSO Main Menu page.

Lesson 3: View Status and Retrieval Information

Follow the instructions below to view the status of electronic files submitted for overnight processing.

- **STEP 1**: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- **STEP 2**: Select the **Log In** button on the BSO Welcome page. The system displays the Log In to Online Services page.

Social Security Online	Business Services Online		
www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation		HE <u>L</u> P
*******	Log In to Online Services		
Online Services Availability	For your security, please log out of the application and close all Internet w	vindows when you are finished.	
 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: Eorgot user ID? Eorgot your password? User Certification: I understand that the Social Security Administration (SSA) will validate the information in SSA's files I have read & agree to these terms. Log I	n
www.socialsecurity.gov	BSO Welcome 150 Information (evideard Havingtion		

STEP 3: Enter your User ID and password.

STEP 4: Select the "I have read & agree to these terms." check box to indicate you have read the user certification statement and agree to its contents. Select the Log In button (To return to the BSO Welcome page, select the BSO Welcome link). The system displays the BSO Main Menu page.



STEP 5: Select the Social Security Number Verification Service link.

Social Security Number Verification Service

Request online SSN verification, or Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



STEP 6: Select the View Status and Retrieval Information link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View Status and Retrieval Information

View the current status of a submission.

The system displays the SSNVS Attestation page.

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 If you rely only on the Information SSA provides regarding name and SSN professions of justify adverse action against a worker, you may violate state or Federal law and be subject to legal consequences. Ideral Privacy Act Statement for Third-Party Submitters U can use a fee-based approach when offering SSNVS to your clients. However, caution should taken. SSA offers services, like SSN 6, free of charge, Dome companies in the private state concorrege the use of misleading mailings about Social Security and Medicare, Congress enacted actio prohibitions in Section 312 of the Social Security and Medicare, Congress enacted actio prohibitions are codified at the 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal wisions and conform to their requirements and. Be cautious not to suggest to your clients that this service is only available through you; Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company, and Be sure not to give any impression when describing your SSNVS service to your clients that this service is not a unique or exclusive arrangement and Budget control number. We estimate that it will be about 2 minutes to read the instructions, gather the facts, and answer the selented by easy available the resting deget control number. We estimate that it will be about 2 minutes to read the above section tilled "Proper Use of Social Security Number Versitication For Use of SNVS's and the "Federal Privacy Act Statement for Third-Party Submitters". I an verifying SSNs solely to ensure that the records of my client's or my current of former employees are correct for the purposes of Foorm W-2 reporting. I an verifying SSNs solely to ensure that the receives of social Security Number Verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS. I an verif	 This response is no employee, such as employee. 	ot a basis, in and of itself, to take any adverse action against the laying off, suspending, firing, or discriminating against the
 Bernal Privacy Act Statement for Third-Party Submitters But can use a fee-based approach when offering SSNVS to your clients. However, caution should taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector for those same services for a fee and develop misleading brochures and advertisements. To prove the use of misleading nallings about Social Security and Medicate, congress enacted by the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal ovisions and conform to their requirements and: Be cautious not to suggest to your clients that this service is only available through you; Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company, and Be sure not to give any impression when describing your SSNS service to your clients that your company, has an arrangement that allows direct access to SSA databases, program software, etc. Output: Advise and advection Act Statement is information collection meets the clearance requirements of 44 U.S. C. § 3507, as amended by to close of the <u>Eaperwork Reduction Act of 1995</u> . You do not need to answer these questions your company has a direct access to SSA, 1338 Annex illiga, Baltimore, MD 21235-0001. Prever Certification for Use of SSNVS - Please Read Carefully! ertify that: I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters". I am verifying SSNs solely to ensure that the records of my clients or my current or former employees are correct for the purposes of Form W-2 reporting. I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive	If you rely only on the i verification to justify ac Federal law and be sub	Information SSA provides regarding name and SSN Iverse action against a worker, you may violate State or oject to legal consequences.
 Beer Certification for Use of SSNVS - Please Read Carefully! ertify that: I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters". I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting. I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS; or I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS; selecting the "I Accept" button, you certify that you have read, understand and agree to the user rtification of Business Services Online. 	 Advise a fee-based approvement of the services, traken. SXA offers services, traken SXA offers services, for those same services for a secourage the use of mislead excitor prohibitions in Section provements Act of 1994 that le 42 of the U.S. Code, Sectovisions and conform to their Be cautious not to sugge Advise all clients that this a unique or exclusive array or exclusive array or exclusive array or exclusive array of the section to the section the section of the section	Int for Third-Party Submitters back when offering SSNVS to your clients. However, caution should like SSNVS, free of charge. Some companies in the private sector ree and develop misleading brochures and advertisements. To ing mailings about Social Security and Medicare, Congress enacted 312 of the Social Security independence and Program broadened the existing deternets. The prohibitions are codified at ion 1320b-10. You should ensure that you are aware of these legal requirements and: st to your clients that this service is only available through you; service is available at no cost from SSA and that this service is not angement between SSA and your company; and mpression when describing your SSNVS service to your clients that angement that allows direct access to SSA databases, program statement at the clearance requirements of 44 U.S.C. § 3507, as amended by duction Act of 1995. You do not need to answer these questions of Management and Budget control number. We estimate that it will the instructions, gather the facts, and answer the questions. You may e of the inne needed to complete the form to: SSA, 1338 Annex -0001.
 I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters". I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting. I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS; or I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS. 	ser Certification for Use of ertify that:	SSNVS - Please Read Carefully!
I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting. I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS; or I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS. selecting the "I Accept" button, you certify that you have read, understand and agree to the user trification of Business Services Online.	 I have read and understar Verification Service (SSI Submitters". 	nd the above section titled "Proper Use of Social Security Number NVS)" and the "Federal Privacy Act Statement for Third-Party
I am autionized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS; or I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS. selecting the "I Accept" button, you certify that you have read, understand and agree to the user rtification of Business Services Online.	I am verifying SSNs solel employees are correct fo	y to ensure that the records of my client's or my current or former r the purposes of Form W-2 reporting.
I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS. selecting the "I Accept" button, you certify that you have read, understand and agree to the user rtification of Business Services Online.	 r am authorized, under va will request SSN verificat receive the results of SSI or 	ind considers with all outside employers of any individual for whom I ion, to transmit employee SSNs and identifying information and to NVS;
selecting the "I Accept" button, you certify that you have read, understand and agree to the user rtification of Business Services Online.	I have the authority from r	ny employer (or am the owner of the company) to transmit ntifying information and to receive the results of SSNVS.
	employee ooks and ide	

STEP 7: Select the I Accept button after reading the conditions defined on the SSNVS Attestation page. The system displays the Status and Retrieval page. (To return to the BSO Main Menu page, select the I DO NOT Accept button.)

ocialsecurit	ne BSO Main Menu BSO	INESS Services	Online Us Keyboard Navigation	Logout	*	**
Social Security Number Verification System (SSNVS)						
VS Help						
		Sta	tus and Retrieval			
lame: MARY VA	LIDATOR					
here are three o	ptions for checking the status of your file(s	:):				
ption 1 - Enter y	our 16 character confirmation number or y	our 8 character tracking number f	or submitted files.			
elect <u>Do you h</u>	Jave a Tracking Number? for more info	ormation.				
ption 2 - view s	tatus of your submitted files by entering a r	ange of submission dates.				
puon 5 - Reulev	e a list of your submitted lifes available to	your Oser ID.				
Option 1	Confirmation or Tracking Number	Submit				
Option 1	Confirmation or Tracking Number Range Start Date	Submit				
Option 1 Option 2	Confirmation or Tracking Number	Submit				
Option 1 Option 2	Confirmation or Tracking Number	Submit				

STEP 8: Select one of the following options to view the status of your submitted file.

- **Option 1**: Enter the specific tracking or confirmation number to view the status of an individual file.
- **Option 2**: Enter a start and end date to view the status of files submitted within a date range.
- **Option 3**: View the 100 most recent SSNVS file submissions associated with your User ID.



If the file you are searching for is not displayed, focus your search by using Option 1 or 2.

STEP 9: Select the corresponding Submit button. The system displays the Status and Retrieval Results page.

Social Security Online www.socialsecurity.go	v BSO Mai	Busine	SS Serv	vices Or	line Keyboard N	avigation	Logout			*	★ ★
Social Security Number Verification System (SSNVS)											
SSNVS Help											
			St	atus and	Retrieva	al Resu	ults				
Name: MARY VALIDATOR The following table displays yo	ur submitted file(s	;).									
You may retrieve your s Please note large files Some SSNs may be m SSN did not verify? Sel	You may retrieve your submission(s) by clicking the VIEW and/or DOWNLOAD link under Retrieval Options. Piease note large files may take some time to open. Some SSNs may be masked. Select <u>Why Are Some SSNs Masked?</u> for more information. SSN did not verify? Select <u>What to do if an SSN fails to verify</u> .										
Retrieval Options											
 Select "VIEW" if the tota Select "DOWNLOAD" to To save the downloade 	Select "VIEW" if the total number of records submitted is 10 or less. Select "DOWNLOAD" to download your file. To save the downloaded file as a text file:										
1. Right click "DOWNLOAD" 2. Select "Save Target As" 3. Complete the Save As dialog box											
Status of Submissions: 12C7AED46D4F103D											
Select the links below for more information about your submission(s).											
	Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	<u>Verified</u>	<u>Status</u>	<u>File Size</u>	Retrieval Option(s)	<u>Available</u> <u>Through</u>	
	10/28/2010	12C7AED46D4F103D	-	-	-	-	IN PROCESS	1.8 KB	-	-	
Additional Status Request											
What To Do If an SSN Fails to Verify											
	Have a question	? Call 1-800-772-6270 M	on Fri. 7AM to 7	PM Eastern Time	to speak with E	mployer Cus	tomer Service per	rsonnel. For T	DD/TTY call 1-8	00-325-0778.	

STEP 10: The status and retrieval options are displayed in a table; for a full explanation of each column, click on the column header. This opens a new browser to the SSNVS Help web page which is only accessible when logged into SSNVS.

Select the **Download/View** link in the Retrieval Option(s) column to view your results.



- For 10 or less SSNs submitted, the results may be downloaded or viewed online.
- For more than 10 SSNs submitted, the results may be downloaded only.

STEP 11: Select the link in the Status column for more information about the status of your submission, if applicable.



- The Available Through column displays the date the Status and/or Results are available to the user.
- Users are able to view or download the results for 30 days from the day they become available.
- After 30 days and up to two (2) years, the user can only view the status of their files.
- During the period files are available, you can download or view them an unlimited number of times.

Lesson 4: View the SSNVS Handbook

The SSNVS Handbook can either be viewed by logging-in to the SSNVS application or by selecting the **SSNVS Handbook** links below.

- BSO Welcome page <u>http://www.ssa.gov/bso/</u>
- SSNVS News page <u>http://www.ssa.gov/employer/ssnvsNews.htm</u>
- SSNVS Information and Instructions page http://www.ssa.gov/employer/ssnv.htm#overview

To access the SSNVS handbook from the SSNVS application, follow the instructions below.

- **STEP 1**: Point your browser to the BSO Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.
- STEP 2: Select the Log In button on the BSO Welcome page. The system displays the Log In to Online Services page.

www.socialsecurity.ov BSO Welcome [BSO Information [Keyboard Navigation] Het www.socialsecurity.ov Did point of the application and close all Internet windows when you are finished. For your security, please log out of the application and close all Internet windows when you are finished. Monday-Friday 5 AM - 11 PM ET For your security, please log out of the application and close all Internet windows when you are finished. Monday-Friday 5 AM - 11 PM ET Sunday; 8 AM - 11 PM ET Sunday; 8 AM - 11 30 PM ET For your security out will be provide a User ID to log in to our online services. Provide personal information Provide contact information Provide personal information Provide contact information Create your password and security questions Eorgol your password? Did you register with SSA by phone or paper form and need to create a password? Inderstand that the Social Security Administration (SSA) will validate the information in provide against the information in these terms. [I have read & agree to these terms. [I have read & agree to these terms. [Log In	Social Security Online	Business Services Online	
Cog in coordinations of the services of the	www.socialsecurity.gov	BSO Welcome BSO Information Keyboard Navigation	HEL
Online Services Availability • Monday-Friday: 5 AM - 1 AM ET • Saunday: 8 AM - 1130 PM ET • Sunday: 8 AM - 1130 PM ET For your security, please log out of the application and close all Internet windows when you are finished. • Monday-Friday: 5 AM - 1 AM ET • Sunday: 8 AM - 1130 PM ET For your security, please log out of the application and close all Internet windows when you are finished. • Concept End and A Count to use this website. Once you do, you will be provide a User ID to log in to our online services. • Drovide personal information • Create Log In Account Did you register with SSA by phone or paper form and need to create a password? Log The Provide against the information I provide against th	↓ ¥ + ↓* ↓ ¥ + ↓	Log In to Online Services	
 Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11:30 PM ET 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 I og In Account Did you register with \$SA by phone or paper form and need to create a password? Log In Log In 	Online Services Availability	For your security, please log out of the application and close all Internet w	indows when you are finished.
	 Monday-Friday: 5 AM - 1 AM ET Saturday: 5 AM - 11 PH 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? Duderstand that the Social Security Administration (SSA) will validate the information in provide against the

STEP 3: Enter your User ID and password.

STEP 4: Select the "I have read & agree to these terms." check box to indicate you have read the user certification statement and agree to its contents. Select the Log In button (To return to the BSO Welcome page, select the BSO Welcome link). The system displays the BSO Main Menu page.



STEP 5: Select the **Social Security Number Verification Service** link.

Social Security Number Verification Service

Request online SSN verification, or Submit files for SSN verification

The system displays the Social Security Number Verification Service menu page.



STEP 6: Select the **View Social Security Number Verification Service Handbook** link.

(To return to the BSO Main Menu page, select the BSO Main Menu button.)

View Social Security Number Verification Service Handbook

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

The system displays the SSNVS Handbook.

