Fixing a wrong Social Security Number after W-2s have been filed

This procedure outlines what to do when a wrong Social Security Number has been reported on an Employee W-2 and the W-2 has already been filed with the SSA.

1. Issue the Employee a new paper W-2 with the correct Social Security Number.
2. Log into the BSO.
3. Go through the W-2c process online, ssa.gov, bso section. This only needs to be done once (i.e.: for single employee).
4. Make the corrections for the employee by filling out the online form supplied. Boxes **A** through **I** need to be filled out even though you may not be correcting all of them.
5. Click "Done"
6. Choose "W-3c"
7. Submit
8. Print out the confirmation.

No new files need to be provided to the SSA, neither as a replacement nor correction.