

# Payroll

## What is BSO?

### What Is Business Services Online?

- BSO offers Internet services for businesses and employers who exchange Information with Social Security.
- To begin using BSO, you must first complete a one-time registration process.  
You can register online at [www.ssa.gov/bso/bsowelcome.htm](http://www.ssa.gov/bso/bsowelcome.htm)  
Or by calling: 800-772-6270

### As a registered BSO user, you will be able to:

- Submit W-2 and W-2c wage files to Social Security
- Create, save, resume, print and submit Forms W-2c online
- View status and error information for W-2/W-2c data submitted
- Acknowledge receipt of a notice from Social Security
- Complete an online form or submit files to request verification of names and Social Security numbers of employees

BSO will begin accepting Tax Year 2007 submissions on December 17, 2007

### To use BSO you will need:

- Internet access
- Web browser (Internet Explorer for example)

### Information you will need to Register:

The information you provide when you register allows SSA to contact you, if necessary, and to confirm your identity before issuing a PIN.

- Name as it appears on your Social Security Card
- Social Security Number
- Date of birth
- Preferred mailing address
- Work phone number
- Fax number (optional)
- Email address
- Town/School Employer Identification Number(EIN)
- Town/School phone number

\*\*\*\*\*If you are already registered, change your password to keep your Personal Identification Number(PIN) from expiring. Passwords must be changed at least once every 365 days.

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## Important Dates

- Beginning December 17, 2007, BSO will begin accepting Tax Year 2007 submissions
- The Internal Revenue Service will consider electronic annual wage reports for Tax Year 2007 to be late if submitted after March 31, 2008.