NEW AUTHORIZATION PROCESS FOR ELECTRONIC WAGE REPORTING

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BE PREPARED!

Register as soon as possible to ensure continued access and compliance. Registration codes are sent by mail, so anyone who waits until the last minute may not receive their code in time to report. Businesses are strongly encouraged to register early to avoid disruptions.

Ssa.gov/bso and click on Sign in or create an account for Electronic Wage Reporting

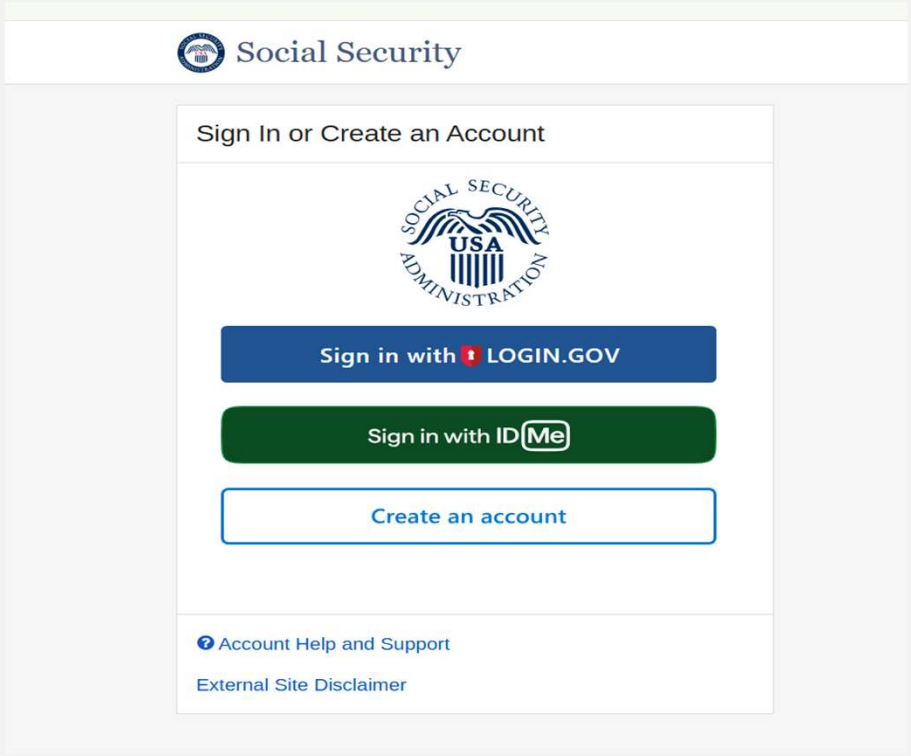
Things to Know

This change is not a NEMRC Change, this is a Social Security Administration change.

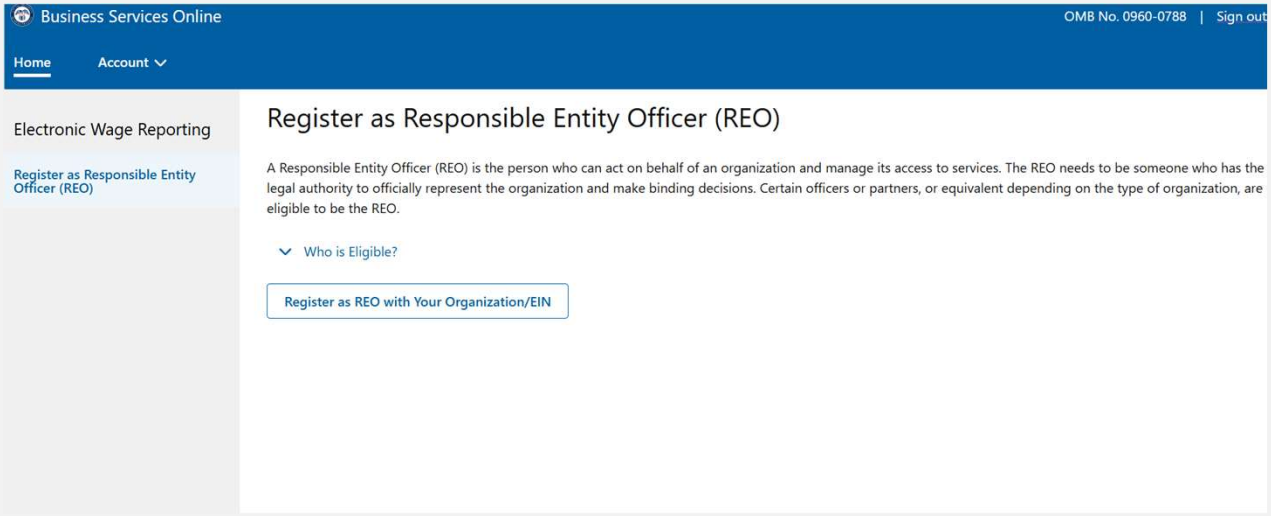
This change does not directly relate to the NEMRC Software, all business, no matter what software are affected.

There will be no changes to the NEMRC payroll system as a result of this change. The file created for uploading W2s is the same

For more information and tutorials you can visit: https://www.ssa.gov/employer/bsotut.htm



https://www.ssa.gov/bso



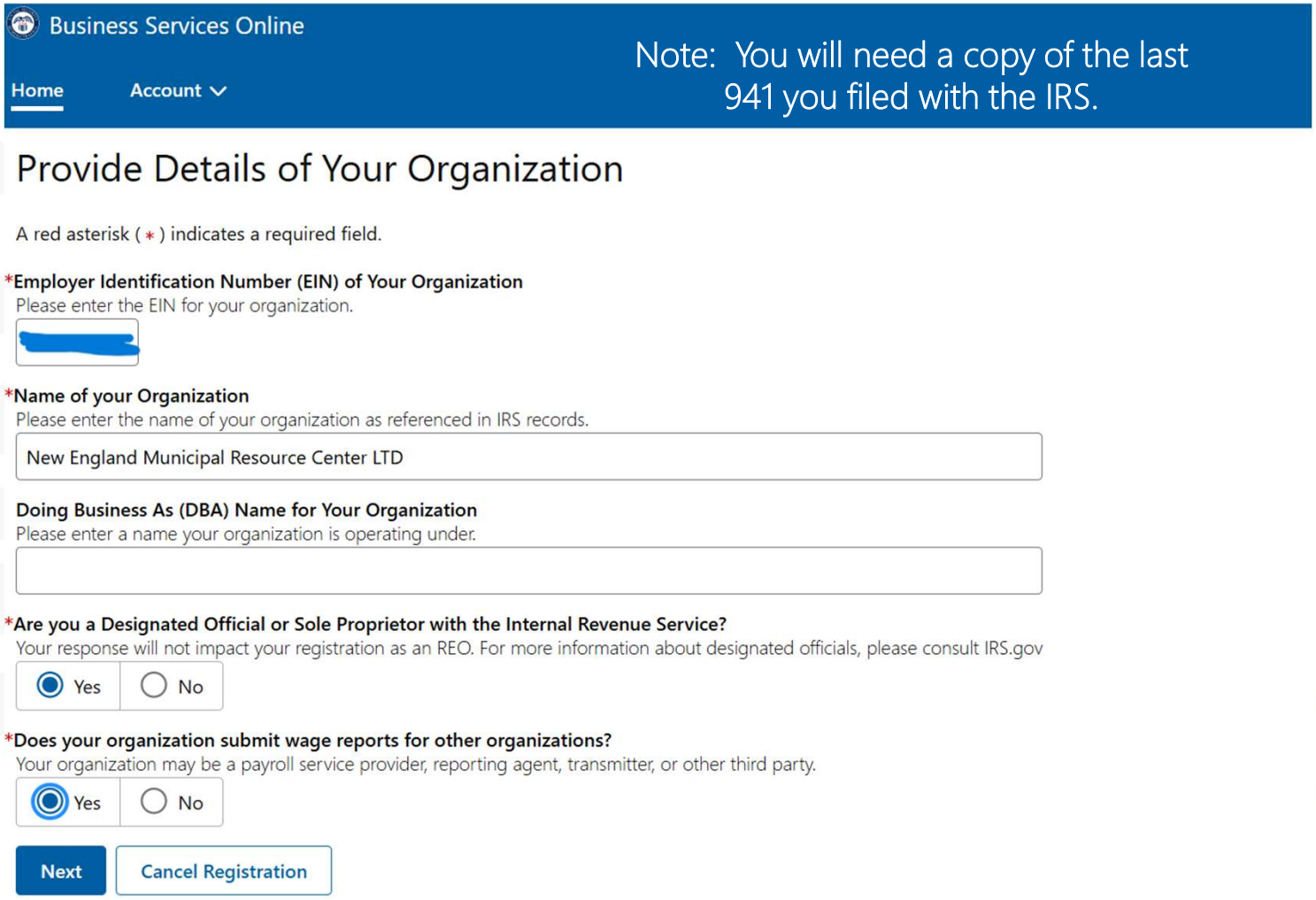
Your municipality will need to designate a person as the Responsible Entity Office (REO)

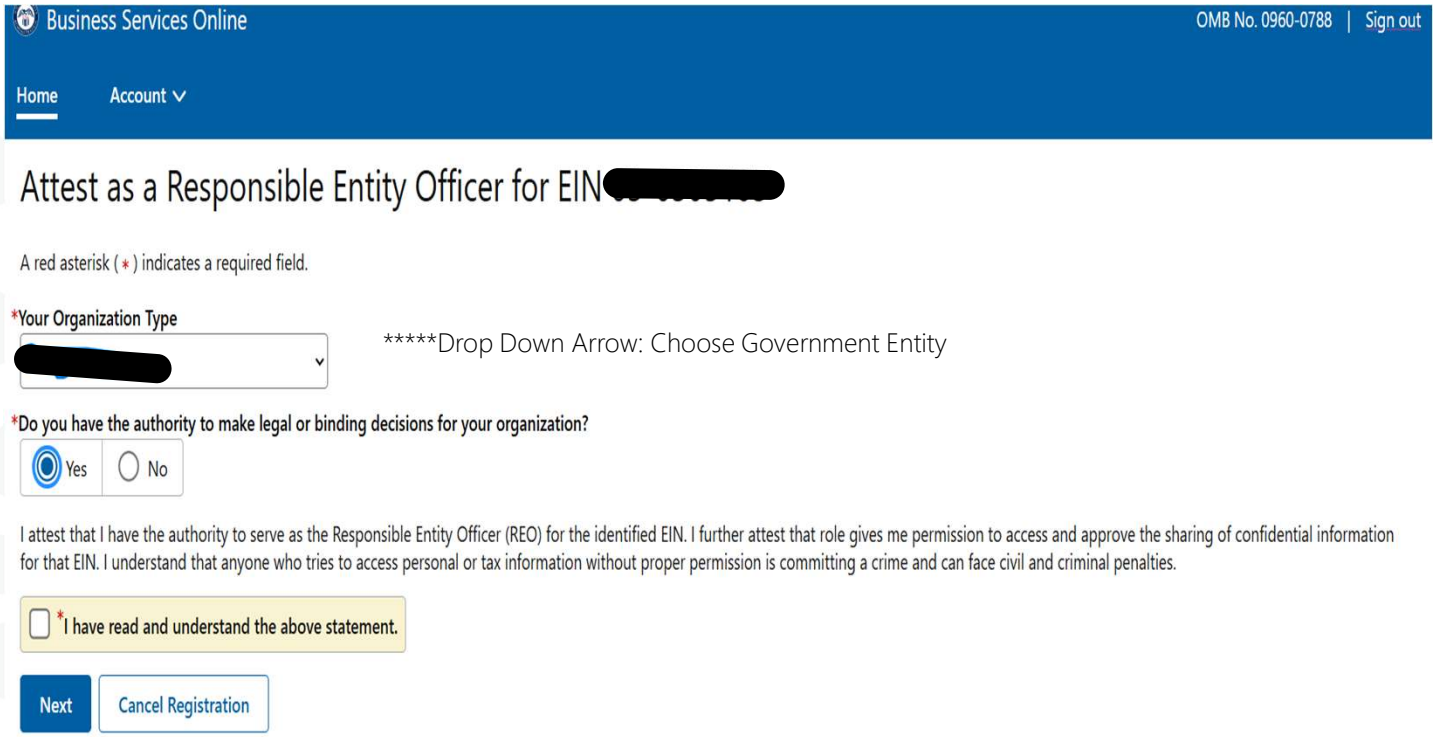
Who can this be?

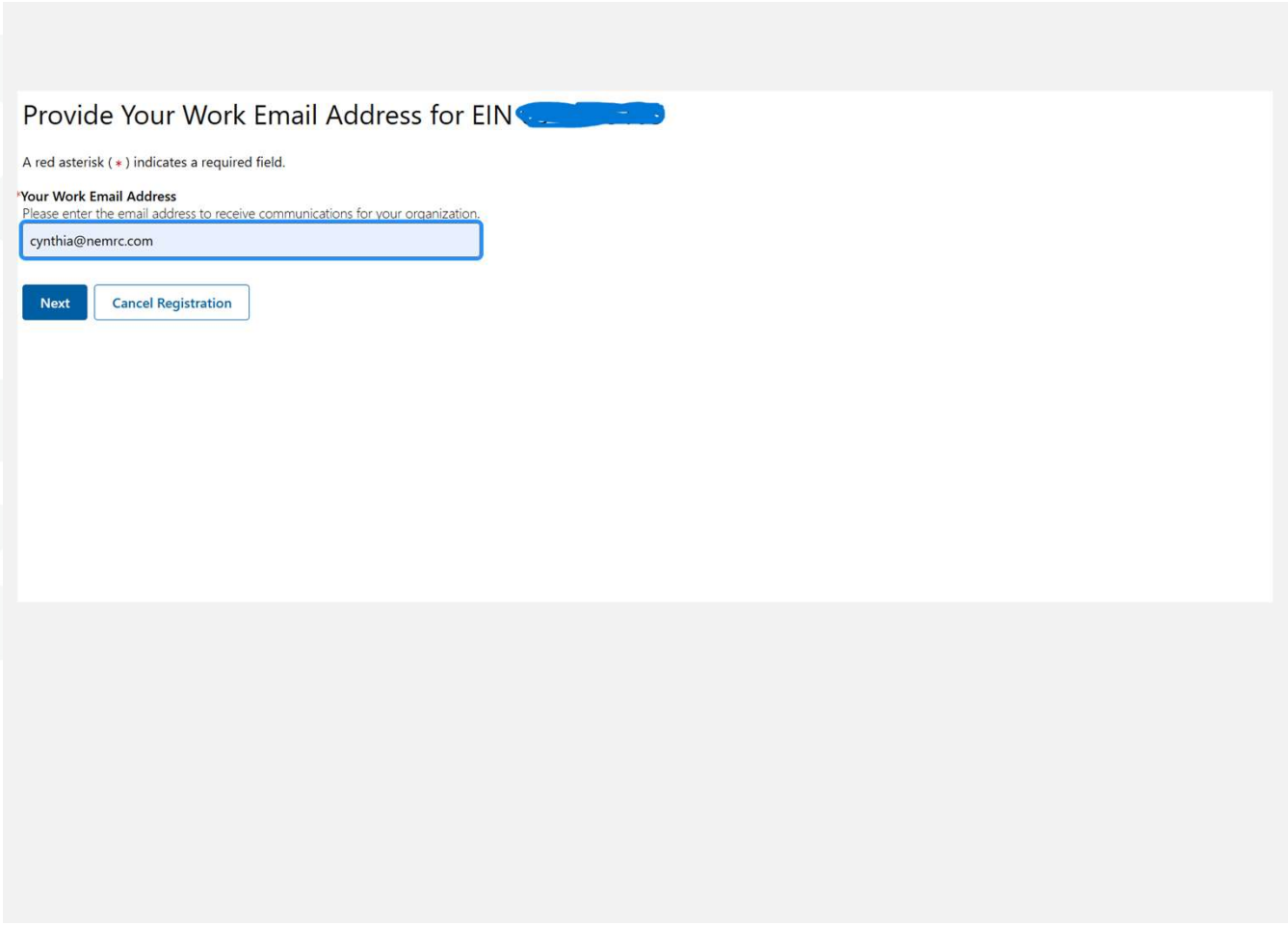
Government entity:

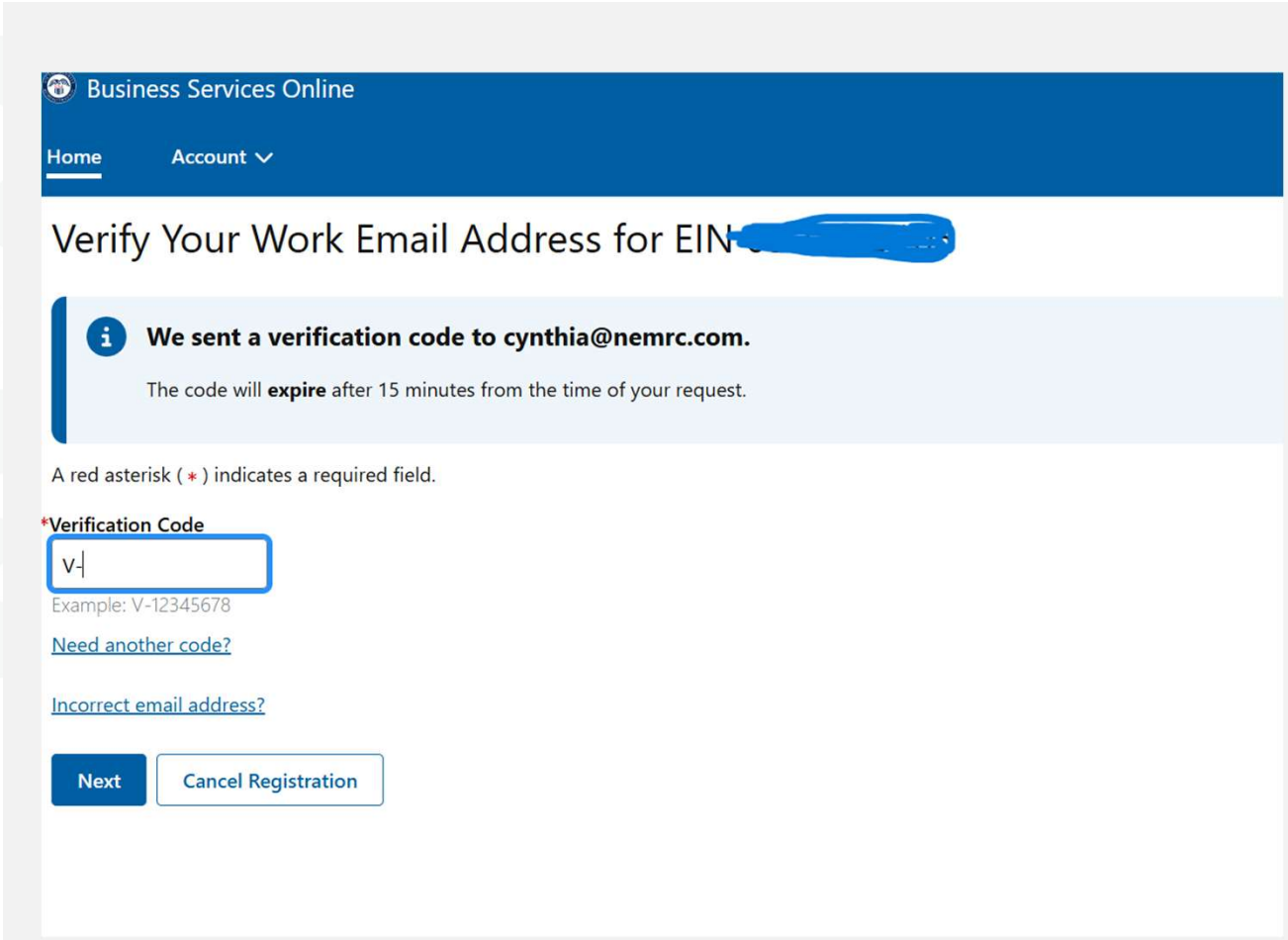
An Elected Official

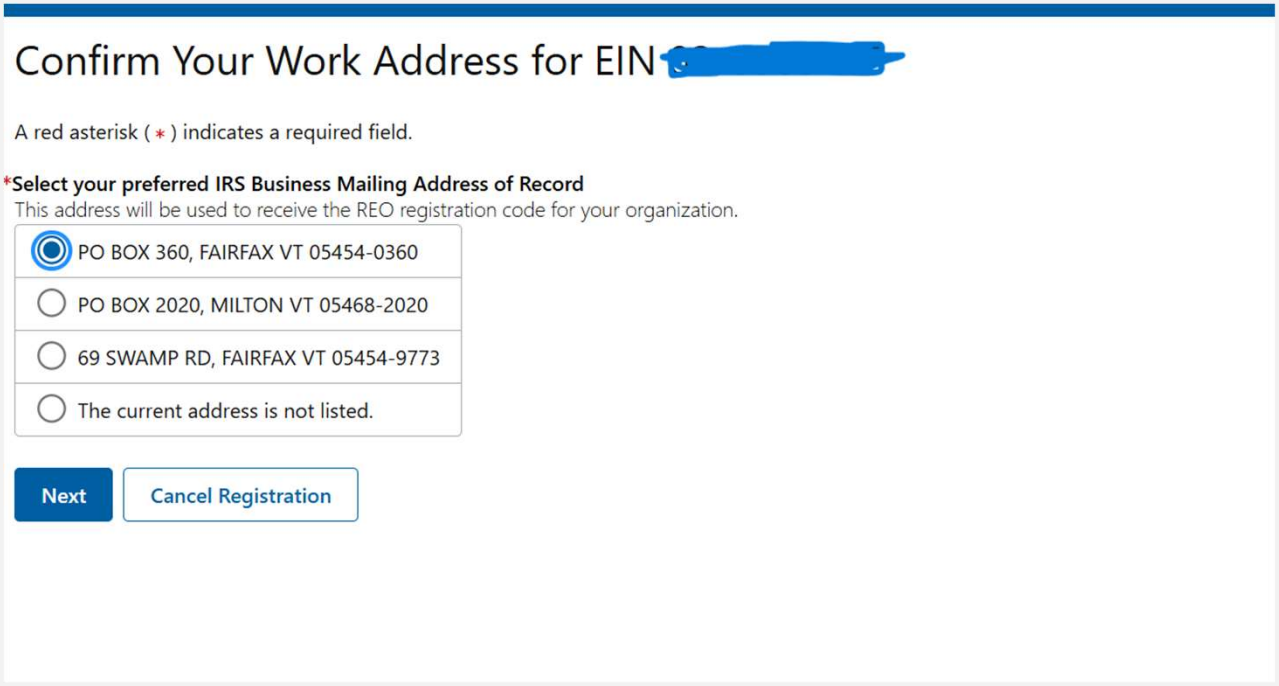
An Appointed Official

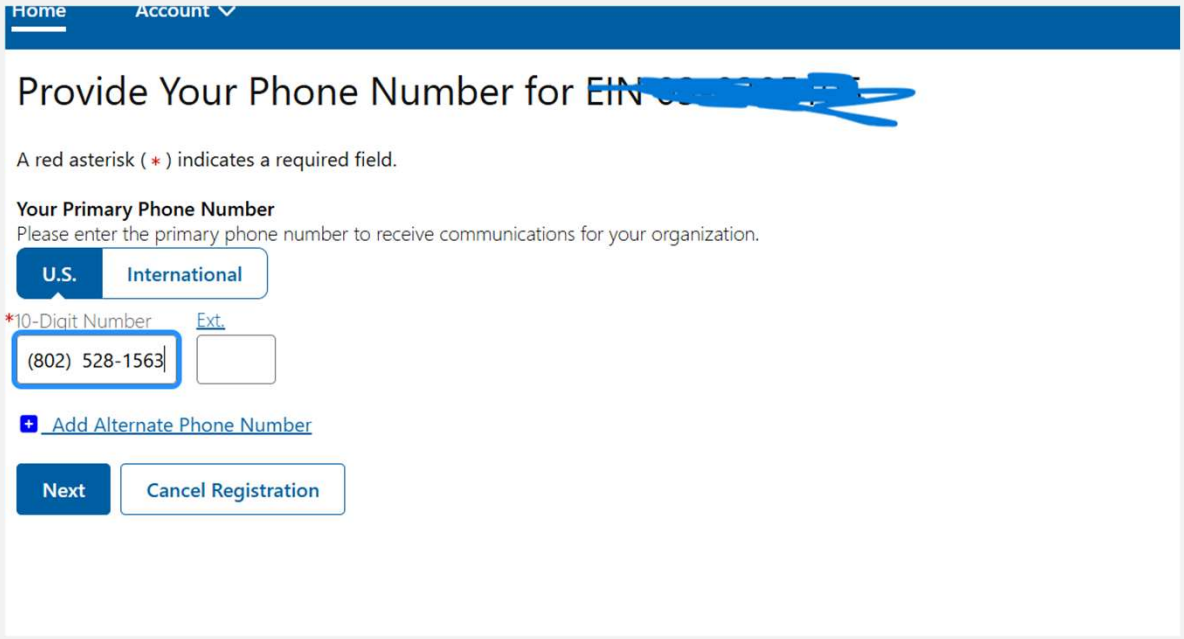

Business Services Online
Home
Account
Note: You will need a copy of the last 941 you filed with the IRS.
Provide Details of Your Organization
A red asterisk (*) indicates a required field.
*Employer Identification Number (EIN) of Your Organization
Please enter the EIN for your organization.
[redacted]
*Name of your Organization
Please enter the name of your organization as referenced in IRS records.
New England Municipal Resource Center LTD
Doing Business As (DBA) Name for Your Organization
Please enter a name your organization is operating under.
*Are you a Designated Official or Sole Proprietor with the Internal Revenue Service?
Your response will not impact your registration as an REO. For more information about designated officials, please consult IRS.gov
Yes
No
*Does your organization submit wage reports for other organizations?
Your organization may be a payroll service provider, reporting agent, transmitter, or other third party.
Yes
No
Next
Cancel Registration

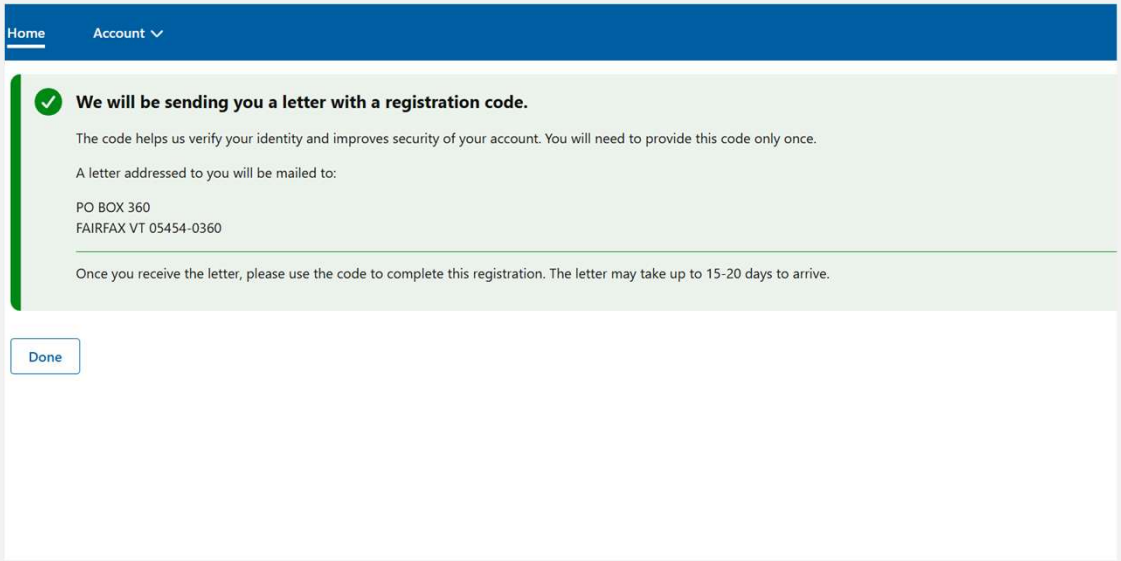

Business Services Online
OMB No. 0960-0788 | Sign out
Home
Account
Attest as a Responsible Entity Officer for EIN[redacted]
A red asterisk (*) indicates a required field.
*Your Organization Type
[redacted]
*****Drop Down Arrow: Choose Government Entity
*Do you have the authority to make legal or binding decisions for your organization?
Yes
No
I attest that I have the authority to serve as the Responsible Entity Officer (REO) for the identified EIN. I further attest that role gives me permission to access and approve the sharing of confidential information for that EIN. I understand that anyone who tries to access personal or tax information without proper permission is committing a crime and can face civil and criminal penalties.
*I have read and understand the above statement.
Next
Cancel Registration

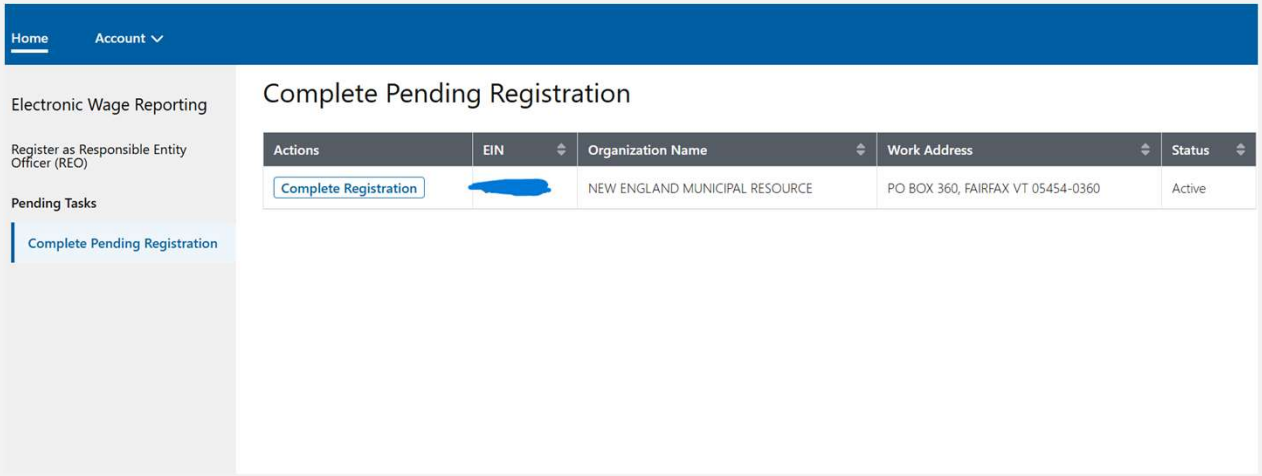

Provide Your Work Email Address for EIN
A red asterisk (*) indicates a required field.
*Your Work Email Address
Please enter the email address to receive communications for your organization.
cynthia@nemrc.com
Next
Cancel Registration


Business Services Online
Home
Account
Verify Your Work Email Address for EIN
We sent a verification code to cynthia@nemrc.com.
The code will expire after 15 minutes from the time of your request.
A red asterisk (*) indicates a required field.
*Verification Code
V-
Example: V-12345678
Need another code?
Incorrect email address?
Next
Cancel Registration


Confirm Your Work Address for EIN
A red asterisk (*) indicates a required field.
*Select your preferred IRS Business Mailing Address of Record
This address will be used to receive the REO registration code for your organization.
PO BOX 360, FAIRFAX VT 05454-0360
PO BOX 2020, MILTON VT 05468-2020
69 SWAMP RD, FAIRFAX VT 05454-9773
The current address is not listed.
Next
Cancel Registration


Home
Account
Provide Your Phone Number for EIN
A red asterisk (*) indicates a required field.
Your Primary Phone Number
Please enter the primary phone number to receive communications for your organization.
U.S.
International
*10-Digit Number
Ext.
(802) 528-1563
Add Alternate Phone Number
Next
Cancel Registration


Home
Account
We will be sending you a letter with a registration code.
The code helps us verify your identity and improves security of your account. You will need to provide this code only once.
A letter addressed to you will be mailed to:
PO BOX 360
FAIRFAX VT 05454-0360
Once you receive the letter, please use the code to complete this registration. The letter may take up to 15-20 days to arrive.
Done



The letter that your organization received will contain a code that you will input once when you complete this registration.