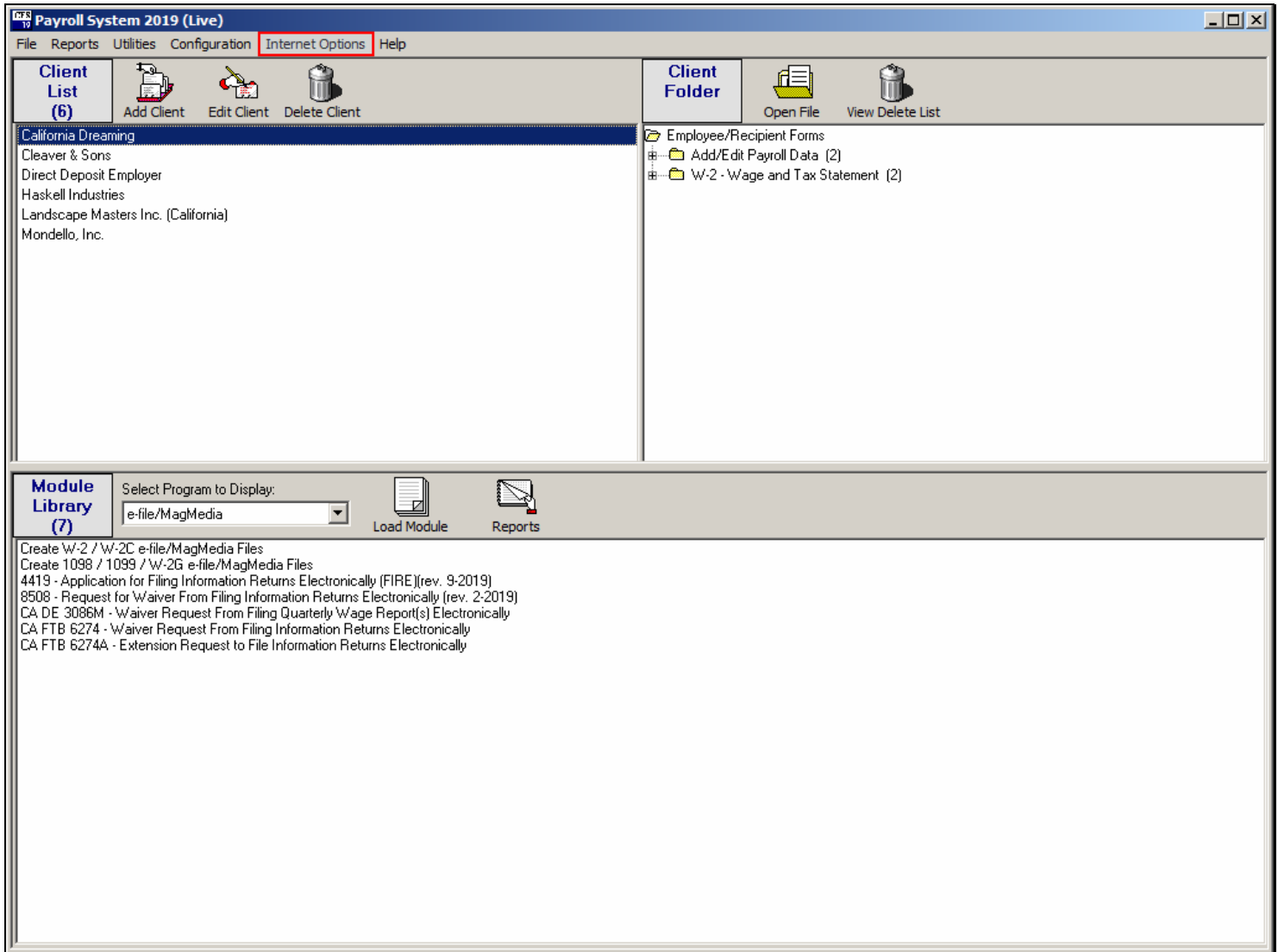




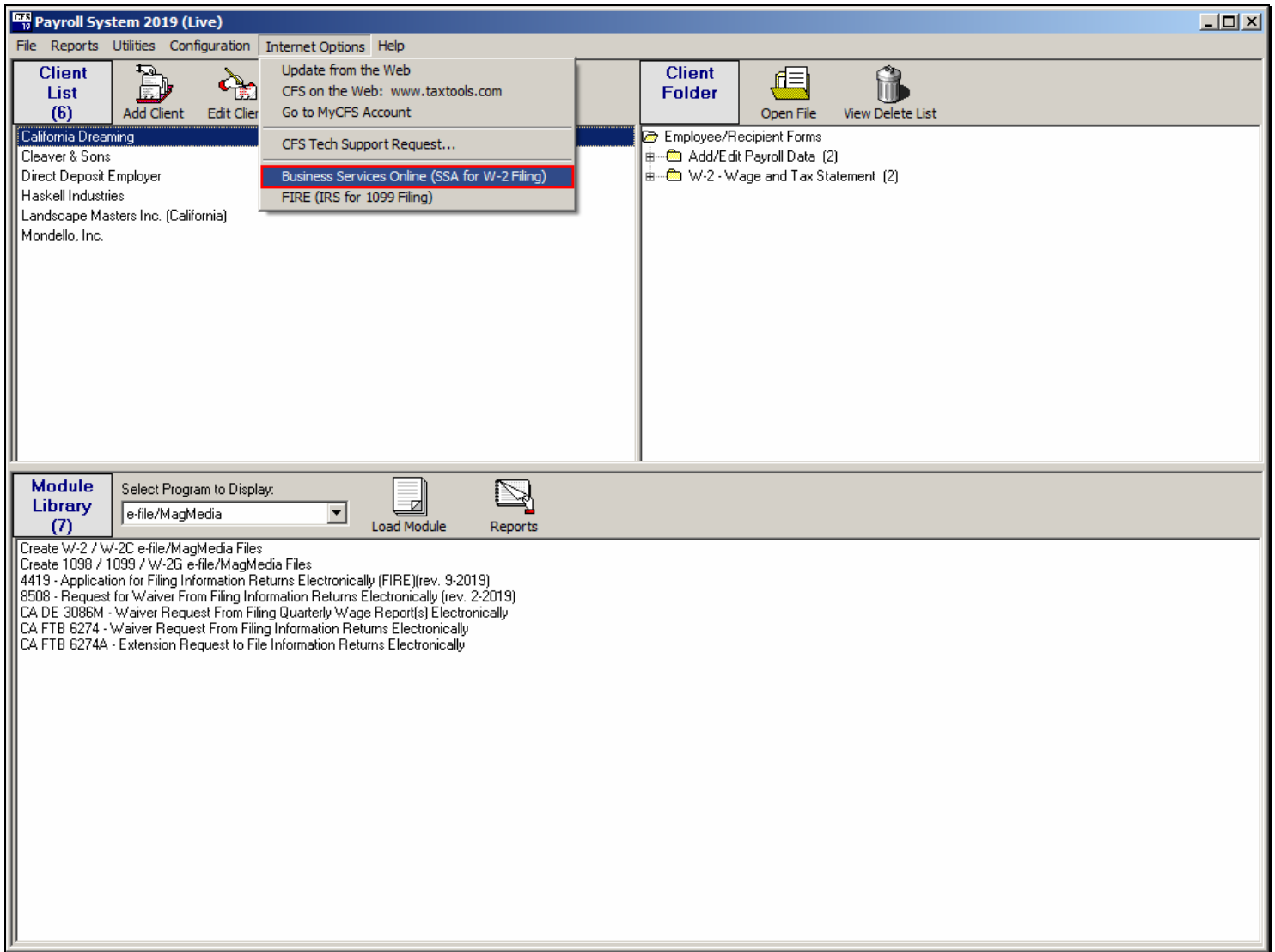
**How to e-file W-2s with  
W2/1099 and e-file add-on**



The **W2/1099 e-file add-on** can be used to electronically file information returns after first generating the forms in the W2/1099 program.

Before e-filing W-2s, you must have a **Social Security Business Services Online** account.

Use the **Internet Options** menu to open your browser to the BSO website.



Select **Business Services Online (SSA for W-2 Filing)**.

**Welcome**

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

**Alert**

Attention Tax Year 2019 Wage Filers:

Wage reports for Tax Year 2019 are now being accepted.

Reminder, Tax Year 2019 wage reports must be filed with the Social Security Administration by January 31, 2020.

**Message**

If you received an Employer Correction Request (EDCOR) letter concerning name

**Business Services Online**

[Log In](#) [Register](#)

[Complete Phone Registration](#)

**Business Services Online (BSO)**

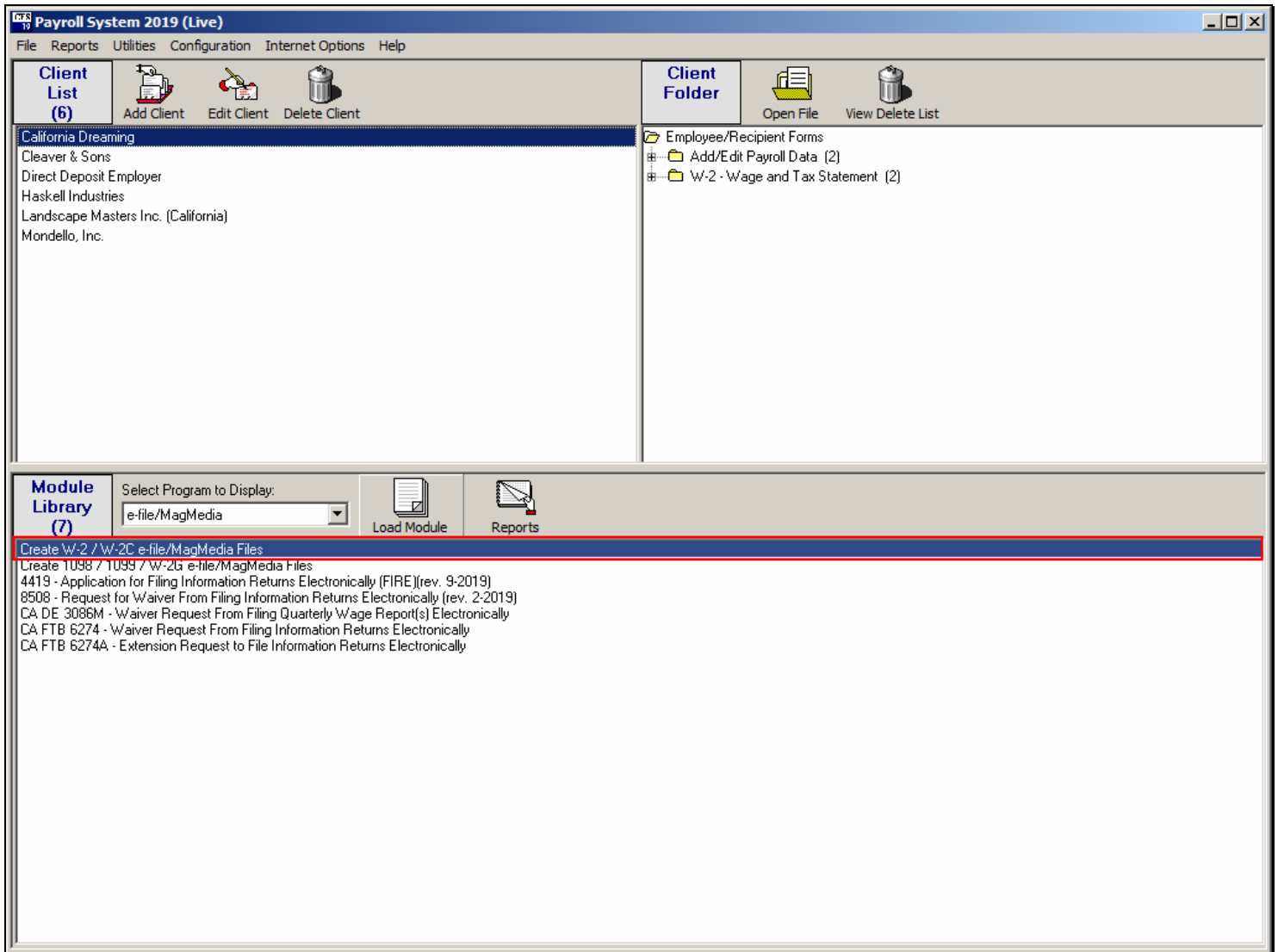
Hours of Operation

Monday - Friday: 5 AM - 1 AM ET  
Saturday: 5 AM - 11 PM ET  
Sunday: 8 AM - 11:30 PM ET

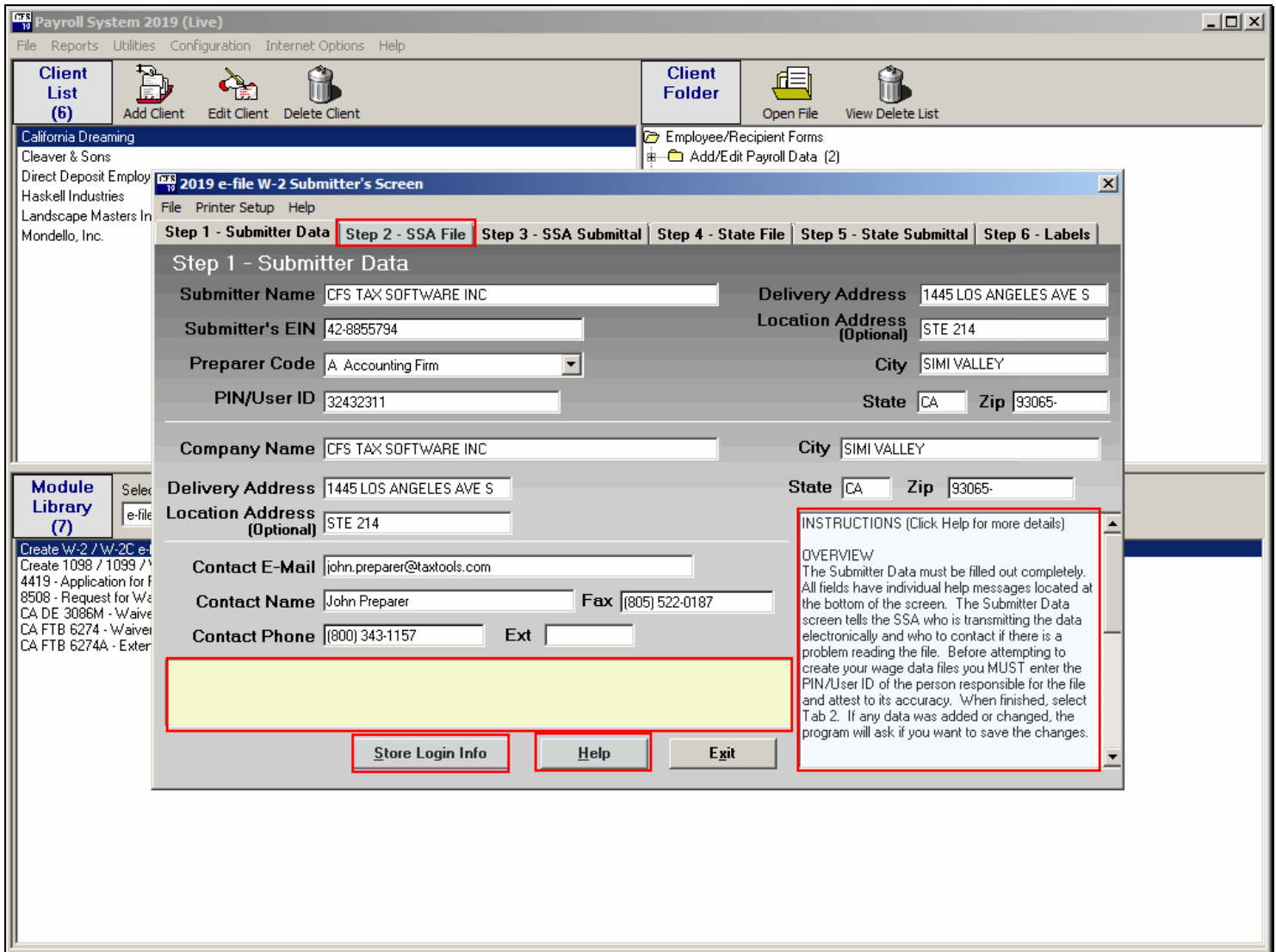
[+ For Employers](#)

[+ For Attorneys & Appointed Representatives](#)

Click **Register** to create an account. If you already have an account, you must change your password at least every 90 days to keep it from expiring.



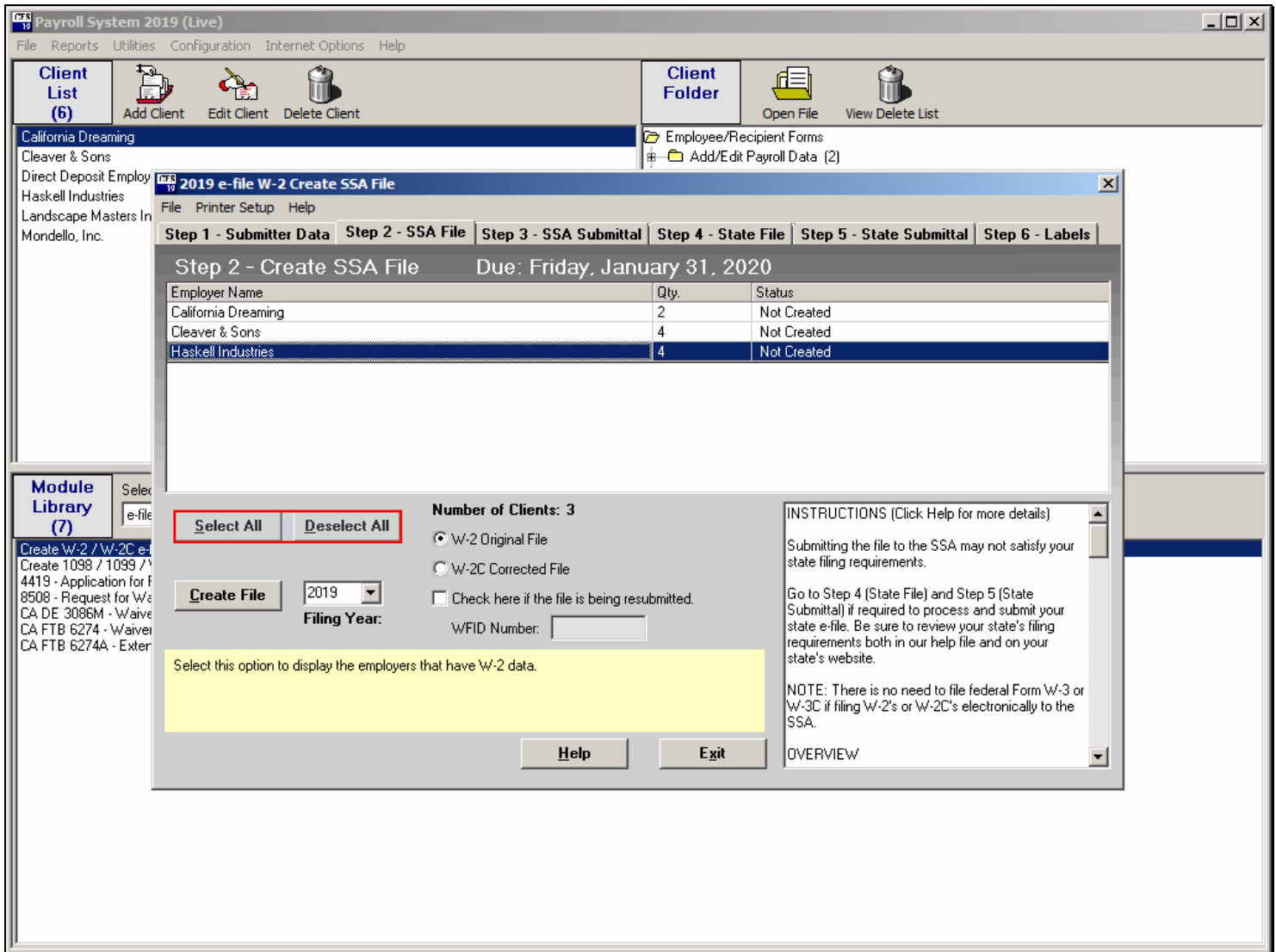
Once you have a BSO account and have generated the forms in the W2/1099 program, you are ready to e-file. Open the **Create 1098/1099/W-2G e-file/MagMedia Files** module.



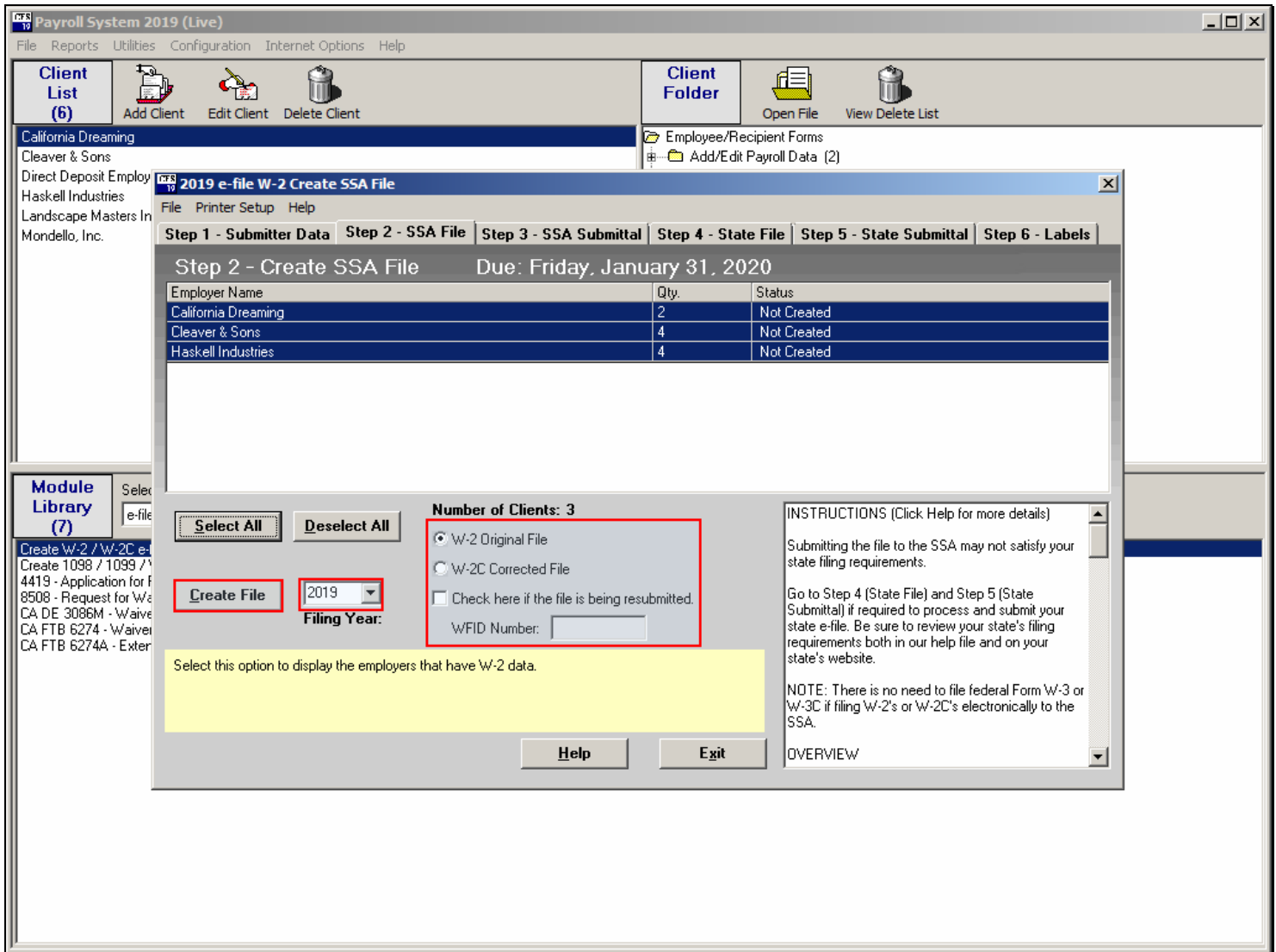
Note the **Instructions** and **Field Help**. Additional help is available by clicking the **Help** button or pressing **F1**.

The **Store Login info** button can be used to store login information for the BSO and state sites.

Make sure all of the required fields are correctly filled in. If you used the e-file add-on last year, this data will be imported. Once you have verified that the information on this screen is correct, click tab **2 - Create SSA File**.



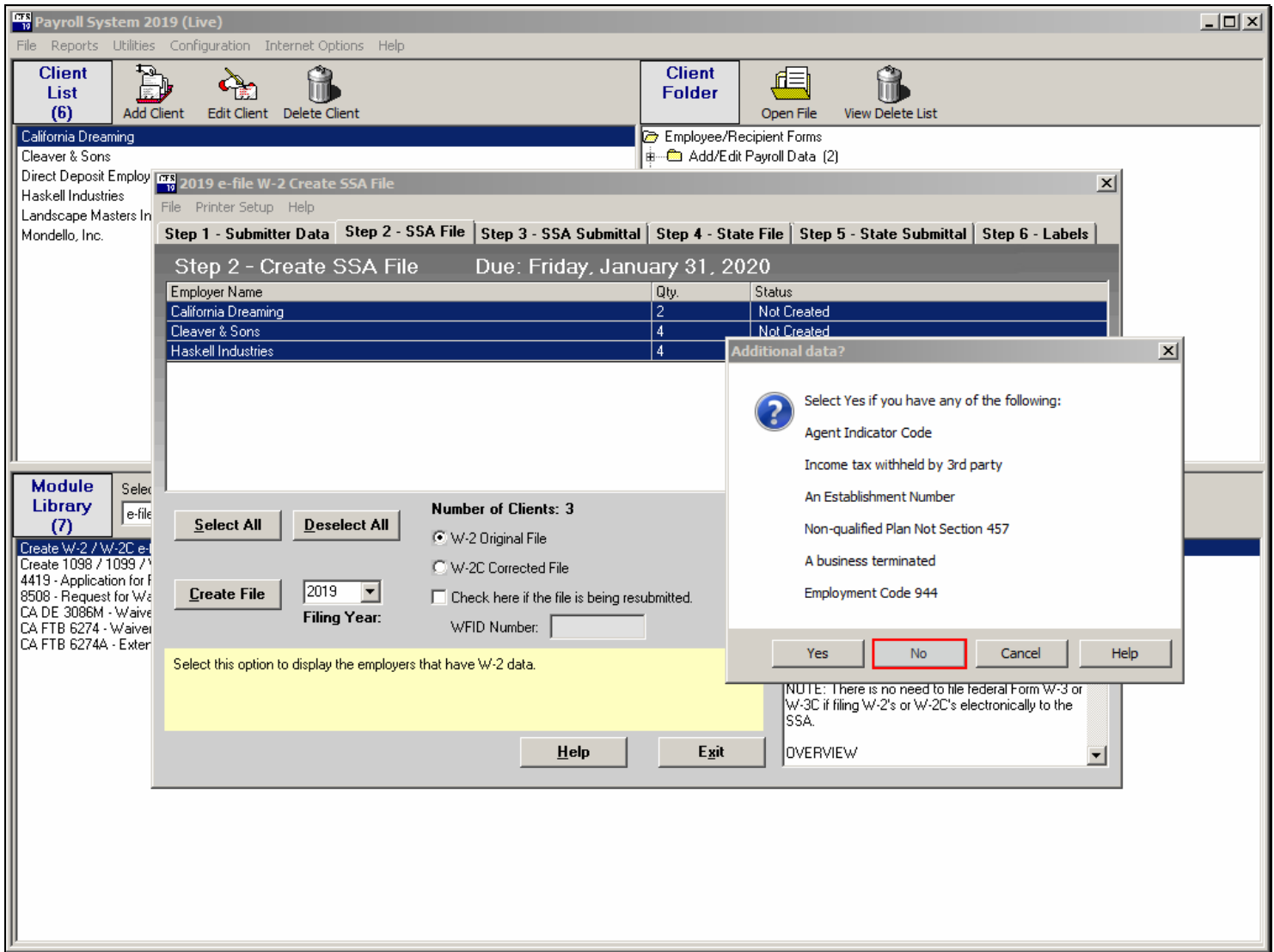
You can select individual employers or use the **Select All** and **Deselect All** buttons.



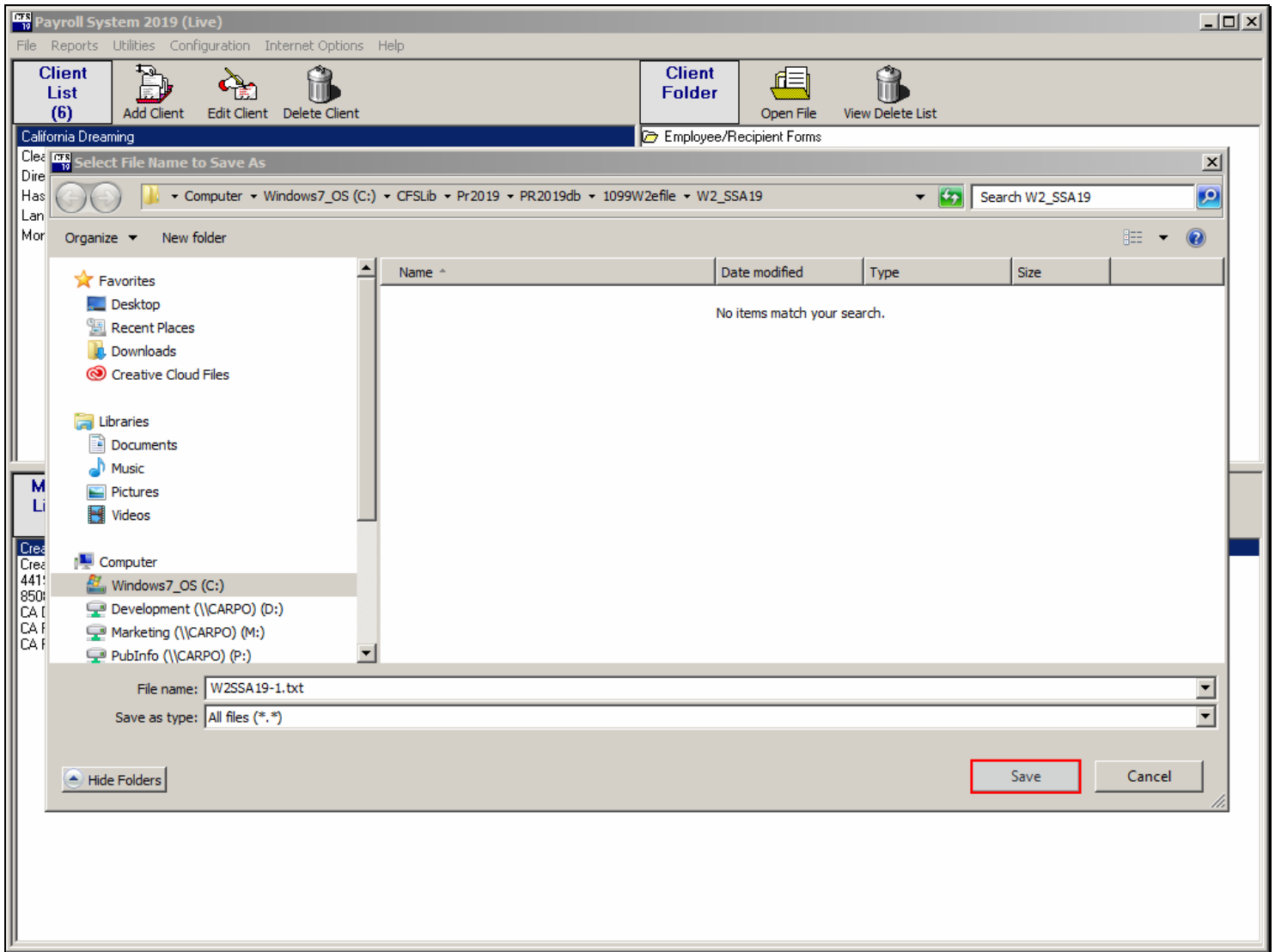
Make sure the **Filing Year** is correct. Use the radio buttons/check box to indicate whether this is an original file, a corrected file, or a resubmission.

When you are ready to create the file, click the **Create File** button.

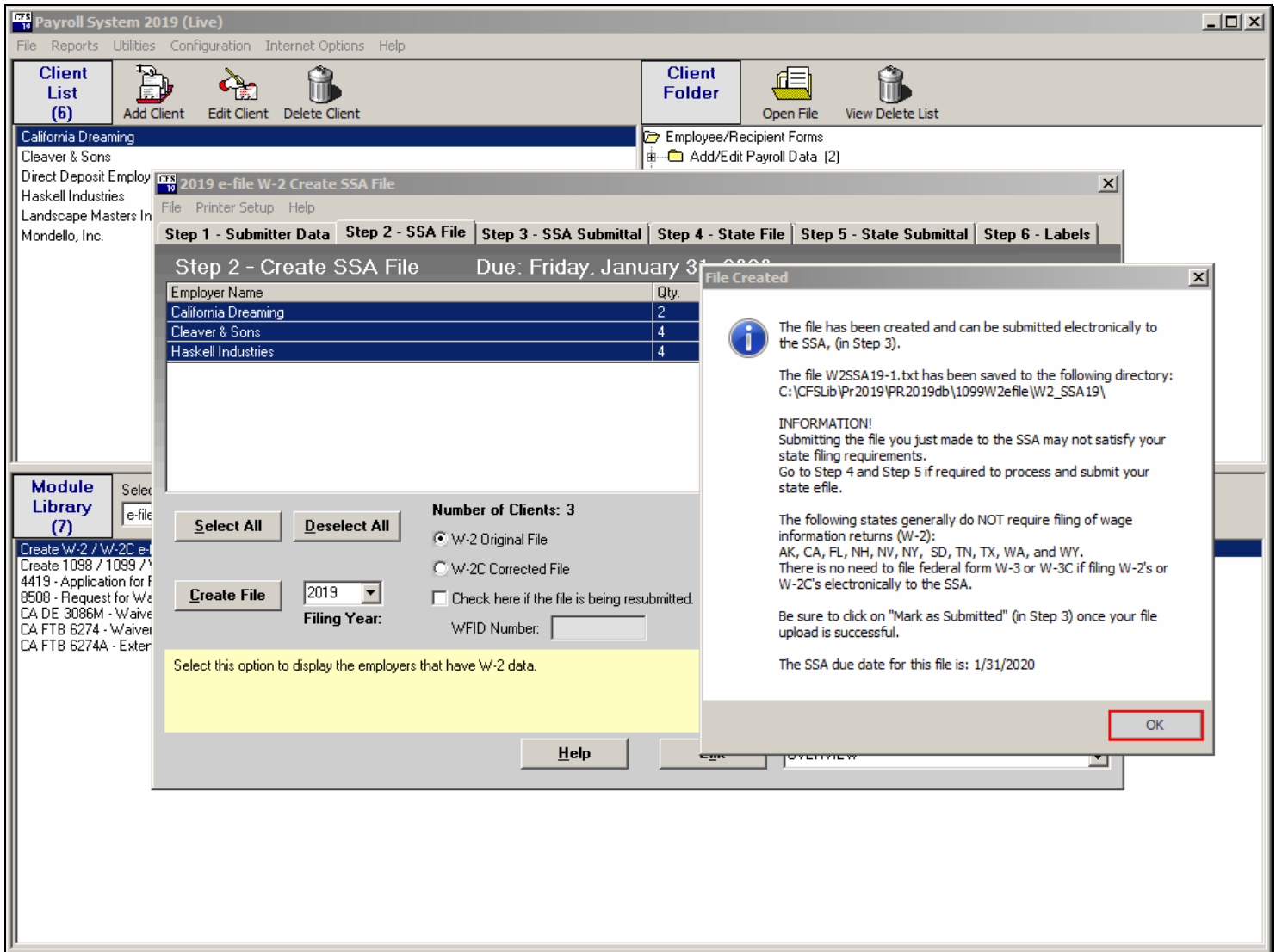




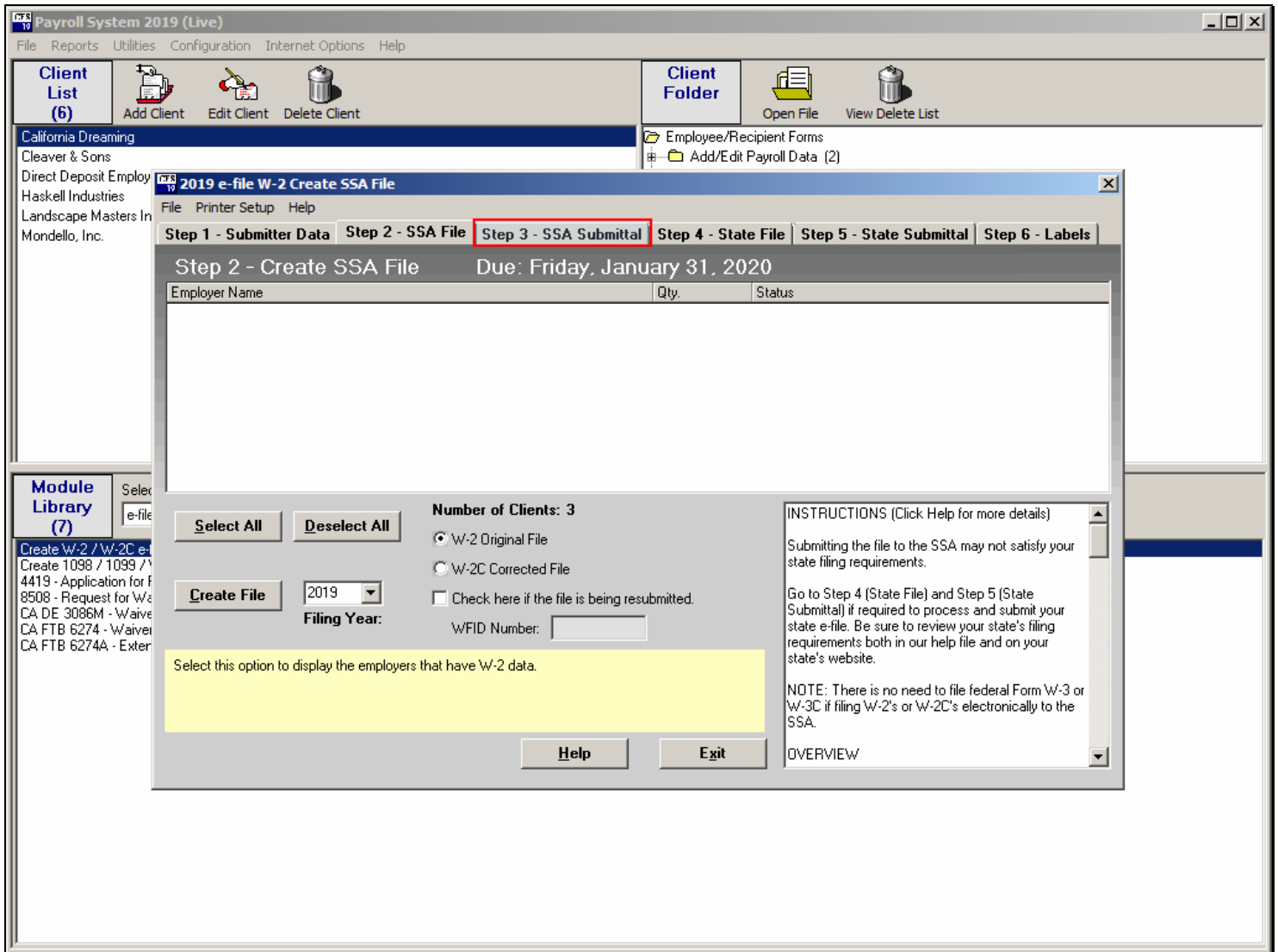
Items listed on the **Additional data?** pop-up are not common. Ordinarily, you will click the **No** button.



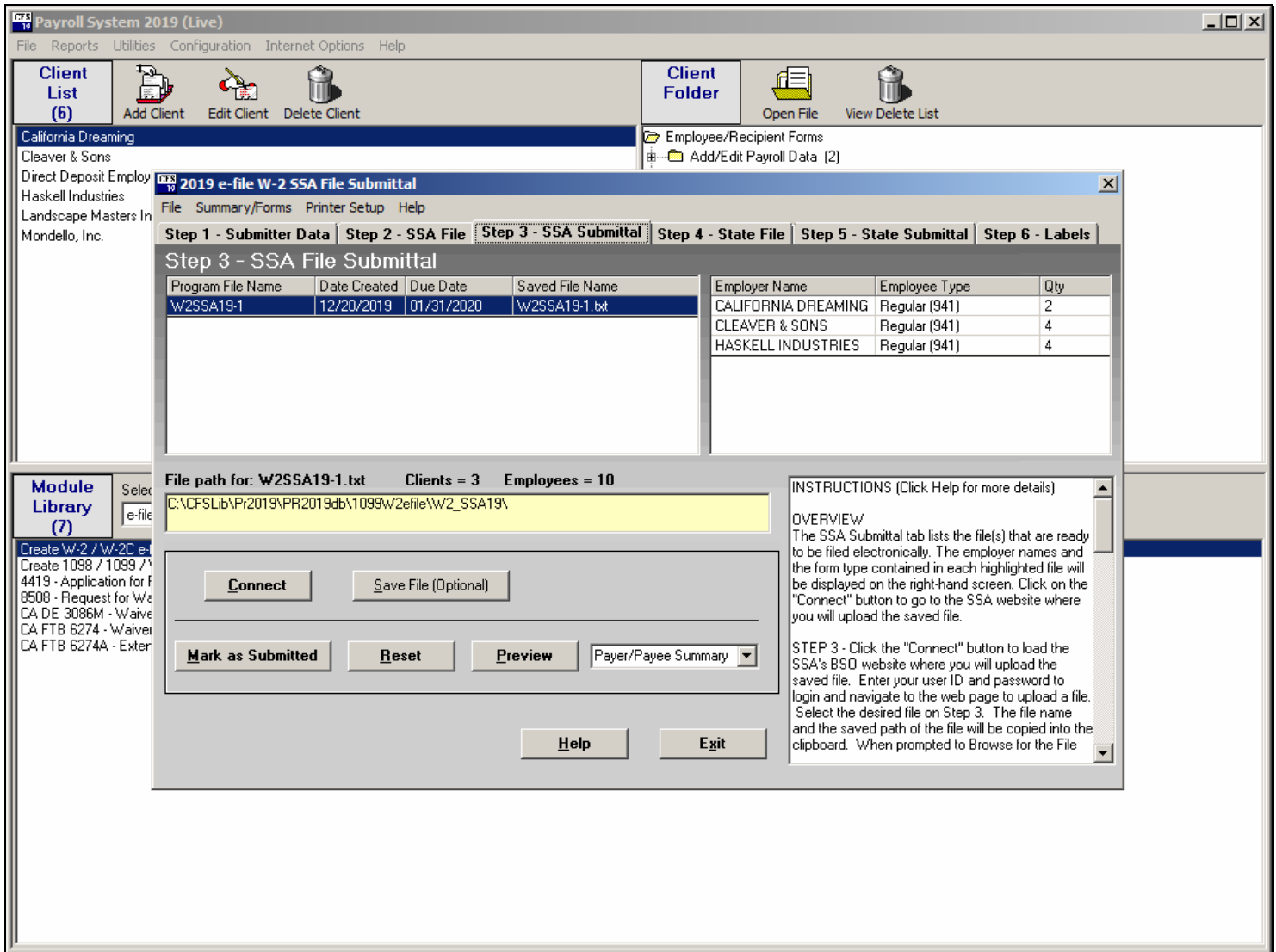
**Save** the file, using the default filename and location.



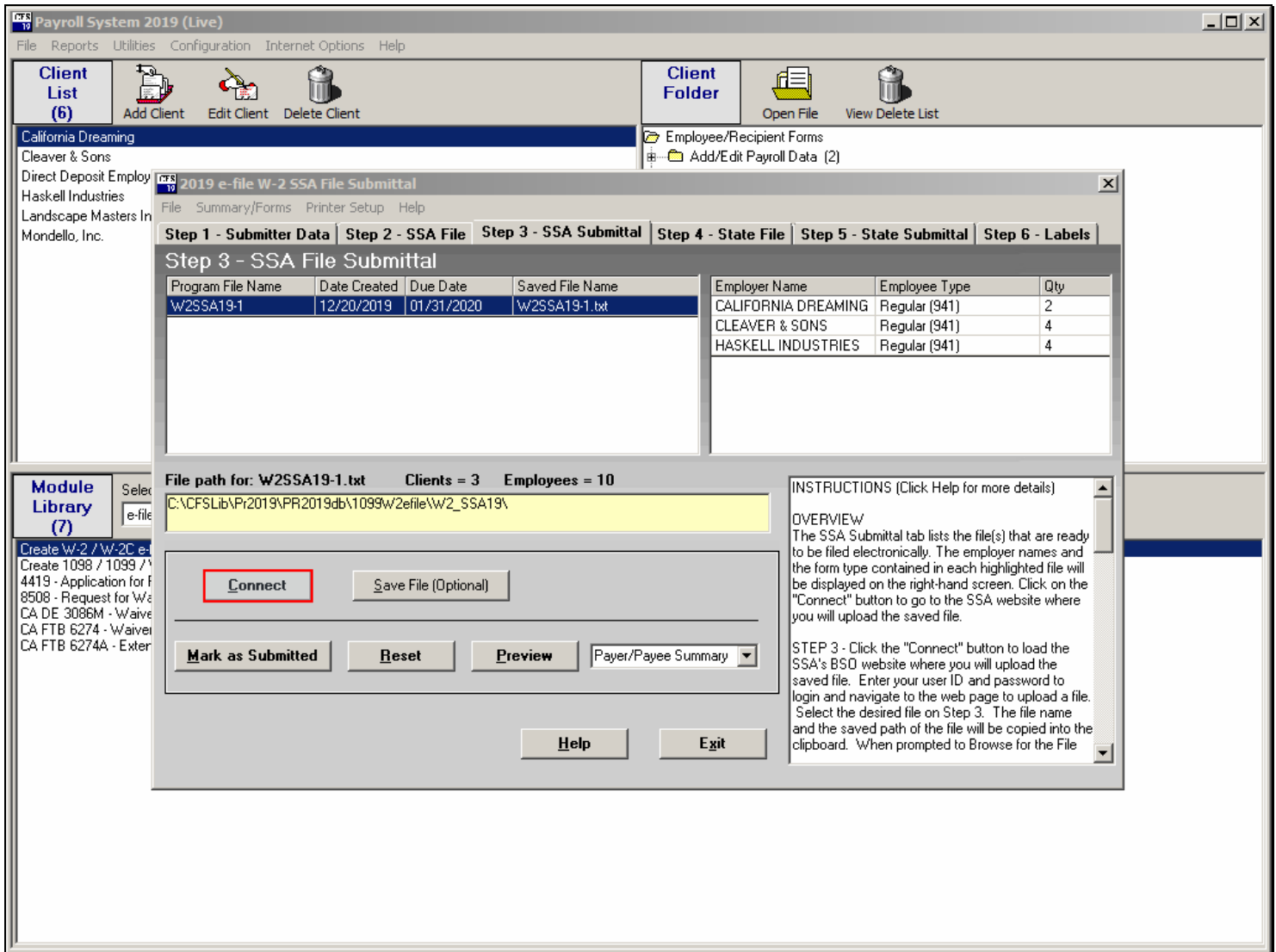
Note the pop-up message regarding state filing requirements.



The file is now ready to be submitted. Click tab **3 - SSA Submittal**.

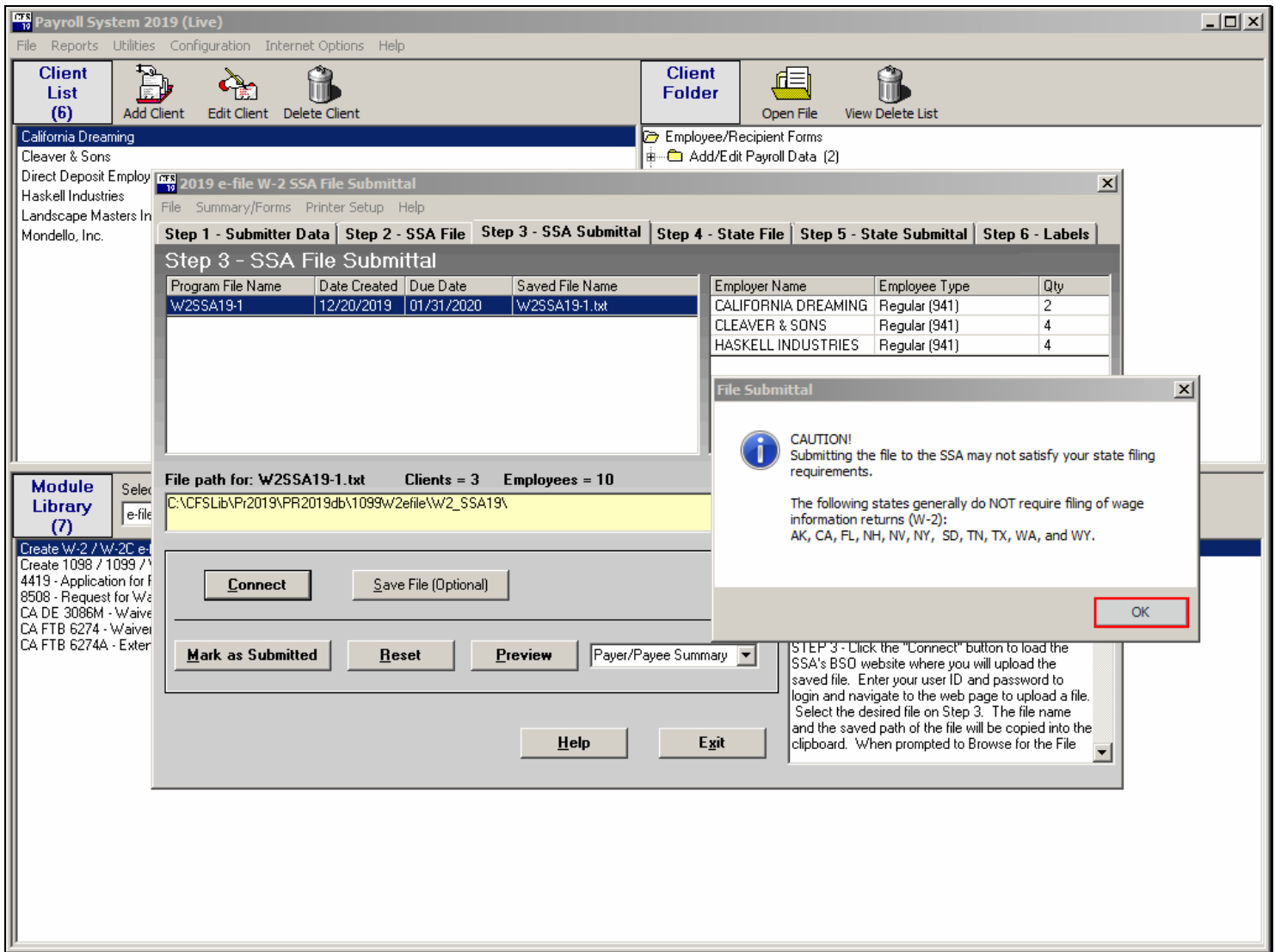


Select the file you wish to submit.

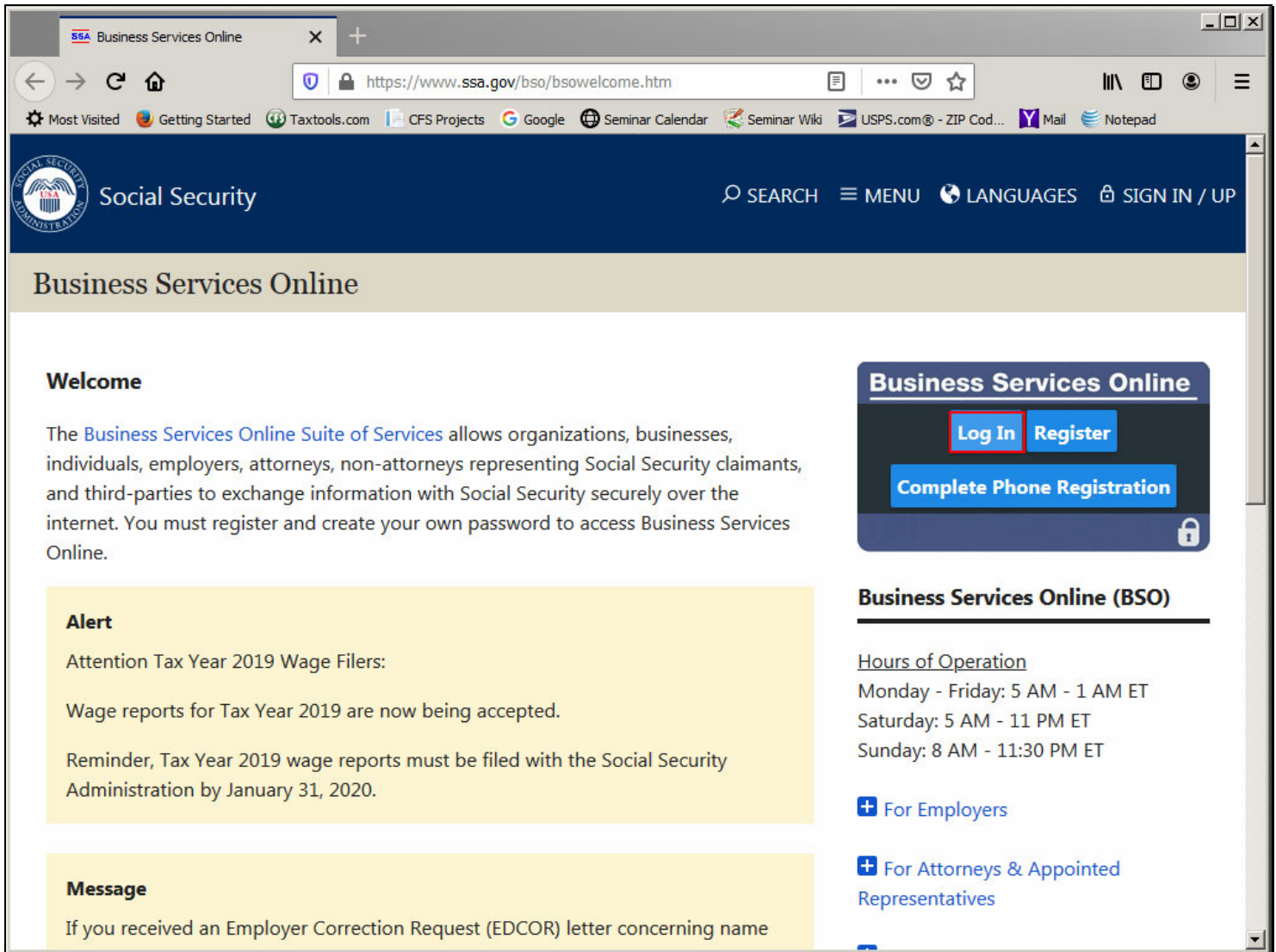


The yellow field displays the path to the file. The path and file name are also copied to the clipboard, so that you can paste them into the appropriate field on the BSO website.

Proceed to the BSO website by clicking the **Connect** button.

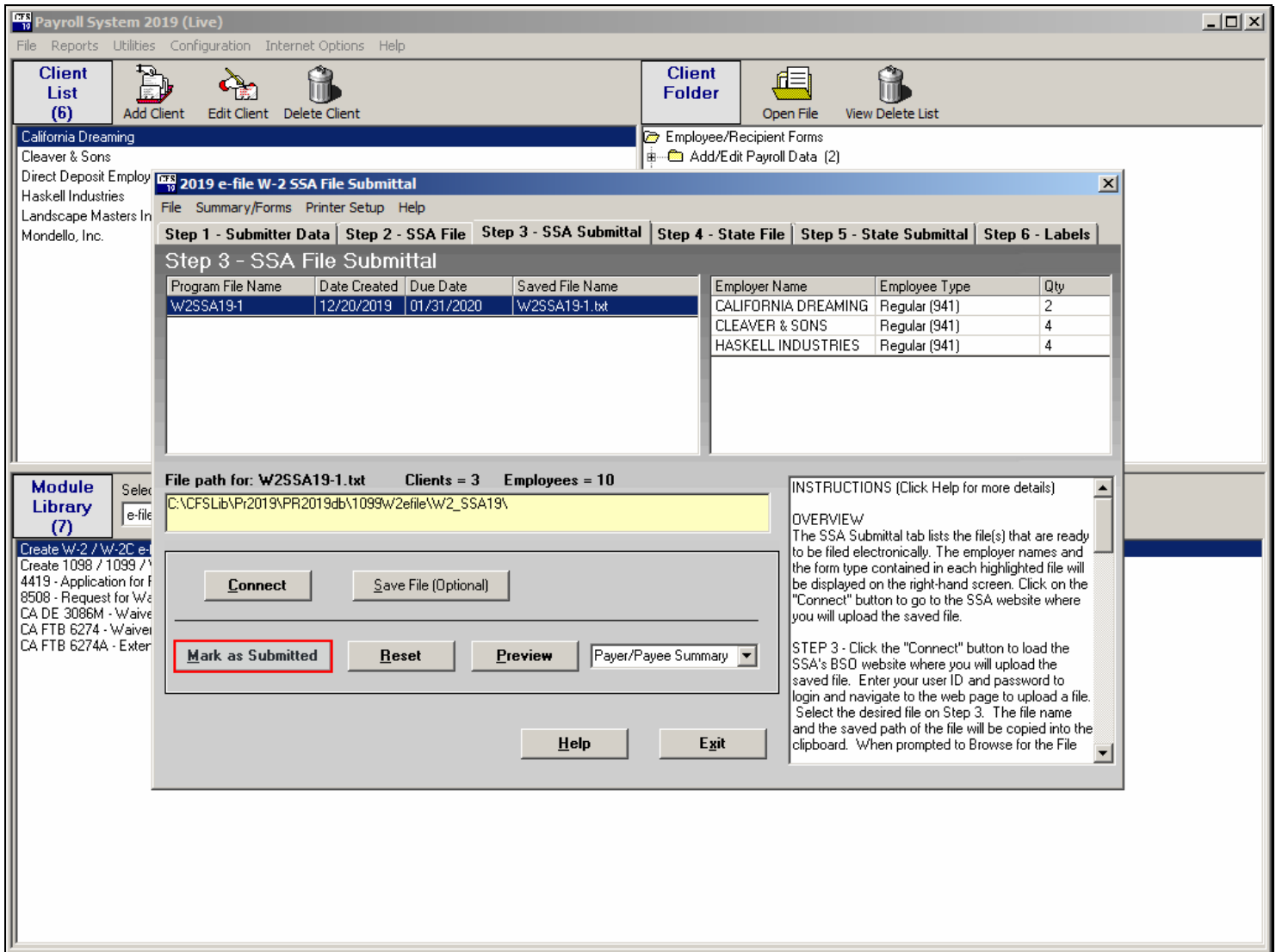


Note the pop-up message re state filing requirements.

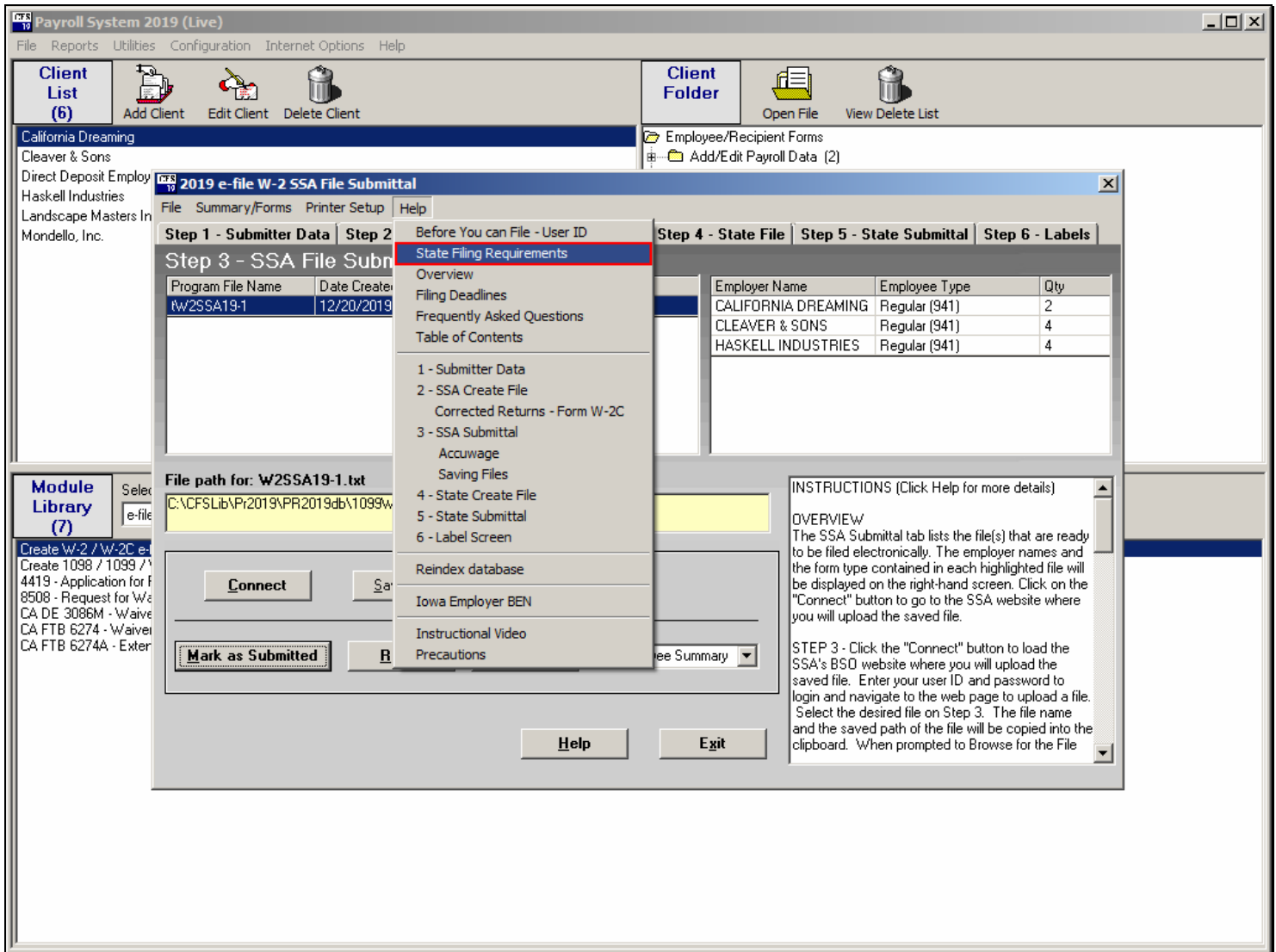


Your browser will open to the BSO home page. Click **Log In** and follow the instructions to upload the file.





After submitting the file, click the **Mark Submitted** button to mark the file as submitted.



Submitting files to the BSO may not fulfill your state's filing requirements. The help file contains information about state filing requirements.

The screenshot displays the 'Payroll System 2019 (Live)' application. On the left, the 'Client List (6)' shows several clients, with 'Mondello, Inc.' selected. Below this is the 'Module Library (7)' section. The main window is titled 'Help for Payroll System 2019' and contains a 'State Filing Requirements' dialog box. This dialog box features a 'WARNING' about state penalties and a list of states with expandable options for 'Corrected W-2C' filings. On the right side of the interface, there is a table with columns 'Type' and 'Qty', and a 'Help for more details)' section with explanatory text.

**Client List (6)**

- California Dreaming
- Cleaver & Sons
- Direct Deposit Employ
- Haskell Industries
- Landscape Masters In
- Mondello, Inc.

**Module Library (7)**

- Create W-2 / W-2C e-
- Create 1098 / 1099 /
- 4419 - Application for F
- 8508 - Request for Wa
- CA DE 3086M - Waive
- CA FTB 6274 - Waiver
- CA FTB 6274A - Exter

**State Filing Requirements**

**WARNING:** Some states assess penalties if an employer/agent does not file electronically or by magnetic media, and should have because of mandatory state filing requirements. Contact the state agency for any applicable penalty amounts.

See also the [W-2 Additional State Filing Information](#) page.

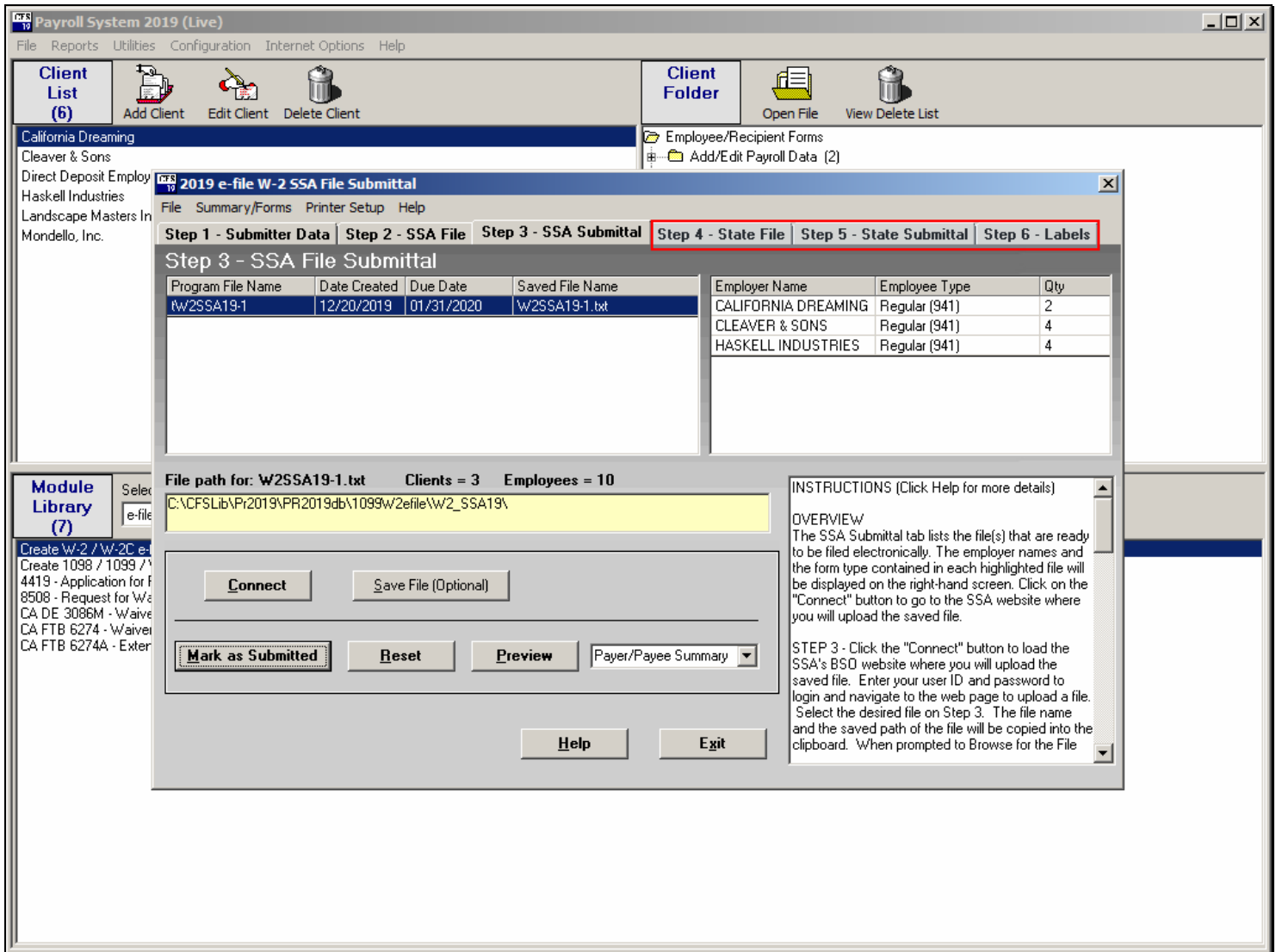
- Alabama
- Alaska
- Arizona
- Arizona - Corrected W-2C
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- District of Columbia - Corrected W-2C
- Florida
- Georgia
- Georgia - Corrected W-2C
- Hawaii
- Hawaii - Corrected W-2C
- Idaho
- Illinois
- Illinois - Corrected W-2C
- Indiana
- Iowa
- Kansas
- Kentucky
- Kentucky - Louisville Metro
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Minnesota - Corrected W-2C
- Mississippi
- Mississippi - Corrected W-2C
- Missouri

Type	Qty
B41)	2
B41)	4
B41)	4

Help for more details)

sts the file(s) that are ready  
The employer names and  
in each highlighted file will  
hand screen. Click on the  
p the SSA website where  
d file.

nect" button to load the  
re you will upload the  
er ID and password to  
web page to upload a file.  
n Step 3. The file name  
e file will be copied into the  
ed to Browse for the File



If your state requires a separate file submission, tabs 4 & 5 allow you to create and submit a state file, using the same procedure you used for the SSA.

If your state requires the file to be submitted on CD, tab 6 allows you to print shipping labels.