

# **Tax Year 2023**

## **Employer Report Status**

### **Tutorial**

*Users can check wage report status or view errors for wage reports submitted for their companies by a third party.*

## 1.0 Primary Pages

1. Select the **View Employer Report Status** link on the EWR homepage. The system displays the “Employer Report Selection” page.

See “Accessing EWR Suite of Services Tutorial” for how to access the EWR homepage.

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

**Pilot Program Participants - Forms W-2/W-3 Online**  
 Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports.  
 If you need to file wage reports for any [conditions that are not supported by this application](#), use the Create/Resume Forms W-2/W-3 Online link below.

**Create/Resume Forms W-2/W-3 Online** (PDF is not available for W-2PR/W-3PR.)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

**Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** (PDF is not available for W-2PR/W-3PR.)  
 A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

**Submission Status**  
[View Submission Status](#)  
 Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**  
[View Employer Report Status](#)  
 Check wage report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

**Did you receive a Resubmission Notice?** You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

**Other Useful Information**

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

2. On the “Employer Report Selection” page, select a **Tax Year**. The current tax year is the default value.
  - a. Select the **Continue** button to go to the “Search Results” page.
  - b. If there is no Report Status available, the system displays the “Search Results” page with a message.
  - c. Select the **Cancel** button to return to the EWR home page.

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Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Logout](#)

## Employer Report Status

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**Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only if the report was submitted during the most recent four years.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

**Tax Year**  
The Tax Year is the year in which the wages were earned.  
Please Choose a Tax Year:

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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**.

3. On the Search Results page:

- a. Select the **Report Details** link to see the “Report Summary” page. If there is no error information available, the system displays the “Report Summary” page with a message.
- b. Select the actual status link to see an [Explanation of Processing Status Code](#).
- c. Select the **Back to Search** button to return to the “Employer Report Selection” page.
- d. Select the **Print Page** button to print the “Search Results” page.

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## Employer Report Status

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1 Search Results
2 Report Summary
3 Error Details

**Search Results**

Name: **TEST COMPANY**  
 EIN: ██████████  
 Tax Year: **2022**  
 Total Reports: **2**


Status	Receipt Date	Status Date	Report Method	Report Type	# W-2s/W-2cs	# Errors	Details
<a href="#">COMPLETE</a>	07/27/2022	08/03/2022	W-2C ONLINE	CORRECTION	1	1	<a href="#">Report Details</a>
<a href="#">COMPLETE</a>	08/10/2022	08/16/2022	W-2 ONLINE	REGULAR	1	1	<a href="#">Report Details</a>

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4. On the Report Summary page:
  - a. Select the **Error Details** link to go to the “Error Details” page.
  - b. Select the actual status link in the Report Details section to see an [Explanation of Processing Status Code](#).
  - c. Select the actual importance link in the Error Summary section to see an [Explanation of the Error Importance](#).
  - d. Select the **Back to Search Results** button to return to the “Search Results” page.
  - e. Select the **Print Page** button to print the “Report Summary” page.



## Employer Report Status

1 Search Results
2 Report Summary
 3 Error Details

### Report Details

Name: **TEST COMPANY**

Tax Year: **2022**  
 Report Type: **CORRECTION**  
 Status: [COMPLETE](#)  
 Status Date: **08/03/2022**  
 # of W-2cs: **1**

W-3c Information	Reported	Processed	Amended
Correct Social Security Wages	\$1,000.00	\$1,000.00	NOT APPLICABLE
Correct Social Security Tips		\$0.00	NOT APPLICABLE
Correct Medicare Wages and Tips	\$1,000.00	\$1,000.00	NOT APPLICABLE
Correct Federal Taxable Income	\$1,000.00	\$1,000.00	NOT APPLICABLE

### Error Summary

Total Errors: **1**

# Critical: **0**  
 # Informational: **1**

Importance	Error Description	More Information
<a href="#">INFORMATIONAL</a>	Invalid Names and/or SSNs	<a href="#">Error Details</a>

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Back to Search Results
Print 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**.

5. On the Error Details page:
  - a. Select the **Importance** link to see an explanation of the Action you may need to take.
  - b. Select the <https://www.ssa.gov/employer/notices.html> link. The system displays the Employer Correction Request Notices (EDCOR) page.
  - c. Select the [Online Error Reference Material](#) link. The system displays the Online Error Reference Material page.

- d. Select the <http://www.socialsecurity.gov/employer/accuwage> link. The system displays the AccuWage Online Information page.
- e. Select the **Back to Report Summary** button to return to the “Report Summary” page.
- f. Select the **Print Page** button to print the “Error Details” page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Employer Report Status

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1 [Search Results](#)
2 [Report Summary](#)
3 **Error Details**

**Error Details for: Invalid Names and/or SSNs**

**Importance**  
[INFORMATIONAL](#)

**Description**  
Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefix% or suffixes; c) the SSN does not begin with "666" or "9"; and d) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
0	0	1	1

**TIP:** Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	*****2352	SDFDSF		SDAF

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**Action**  
The error listed is **INFORMATIONAL** and in most instances requires no further action. This means that Social Security was able to complete processing of your submission.

However, if you received an Employer Correction Request letter (EDCOR), then you should read the information under the [Description](#) heading and provide corrections by submitting a Form W-2c. Additional resources are available on the Employer Correction Request landing page at [www.ssa.gov/employer/notices.html](http://www.ssa.gov/employer/notices.html).

You can find instructions for correcting many common errors in our [Online Error Reference Material](#). We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit <http://www.socialsecurity.gov/employer/accuwage> for more information.

Back to Report Summary
Print 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.

## 2.0 Other Pages

### 2.1 Explanation of Processing Status Code Page:

Users can access this page by selecting the specific status link in the Status column on any page. Here is an example of “COMPLETE” status page.

**Explanation of Processing Status Code**  
 You have requested information about the COMPLETE processing status code.

<b>COMPLETE</b>	Social Security was able to complete processing of this report. If you or the people filing on your behalf are required to resubmit your wage file, do NOT change the information in this report.
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*Please note that you may have to close this window in order to resume your BSO session.*

*You can use the File menu to close this window.*

### 2.2 Explanation of Error Importance Page:

Users can access this page by selecting either **CRITICAL** link or **INFORMATIONAL** link in the Importance column on any error page. Here is an example of “INFORMATIONAL” error.

**Explanation of Error Importance**  
 You have requested information about **INFORMATIONAL** errors.

The error listed is **INFORMATIONAL** and in most instances requires no further action. This means that Social Security was able to complete processing of your submission.

However, if you received an Employer Correction Request letter (EDCOR), then you should read the information under the Description heading and provide corrections by submitting a Form W-2c. Additional resources are available on the Employer Correction Request landing page at [www.ssa.gov/employer/notices.html](http://www.ssa.gov/employer/notices.html).

You can find instructions for correcting many common errors in our [Online Error Reference Material](#). We encourage you to use our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit <http://www.socialsecurity.gov/employer/accuwage> for more information.