

**Tax Year 2023**  
**W-2c/W-3c Online Tutorial**

## 1.0 Create/Resume Forms W-2c Online

1. Select the **Forms W-2c/W-3c Online** tab on the EWR homepage to access the “Forms W-2c/W-3c Online” application. Select the **Create/Resume Forms W-2c/W-3c Online** link. If there are no unsubmitted reports, the system displays the “Before You Create Your Form(s) W-2c/W-3c” page; if there are unsubmitted reports, the system displays the Forms W-2c/W-3c Online “Unsubmitted Reports” 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

**Warning** The wage report containing the form(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

[Create/Resume Forms W-2c/W-3c Online](#)

- Create (fill in the form), save, print and submit Forms W-2c and W-3c with up to 25 forms W-2c per W-3c. There is no limit on the number of Forms W-3c an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3c can be saved at a time to be resumed/submitted at a later date. Each Form W-3c can have up to 25 Forms W-2c associated with it.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

[Save \(or Print\) Submitted W-2c Report\(s\)/PDF to Your Computer](#)  
A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c 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](#)

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. On the Unsubmitted Reports page:
  - a. Select the **Start a New Report Correction** button. The system displays the “Before You Create Your Form(s) W-2c/W-3c” page.
  - b. Select the **Edit** link or the Employer Name link to go to the “W-2c List for this Submission” page.

- c. Select the **Delete** link to delete an unsubmitted report. The “Are you sure you want to delete the unsubmitted report?” page will be displayed.
- d. Select the **Cancel** button to return to the EWR homepage.

Note:

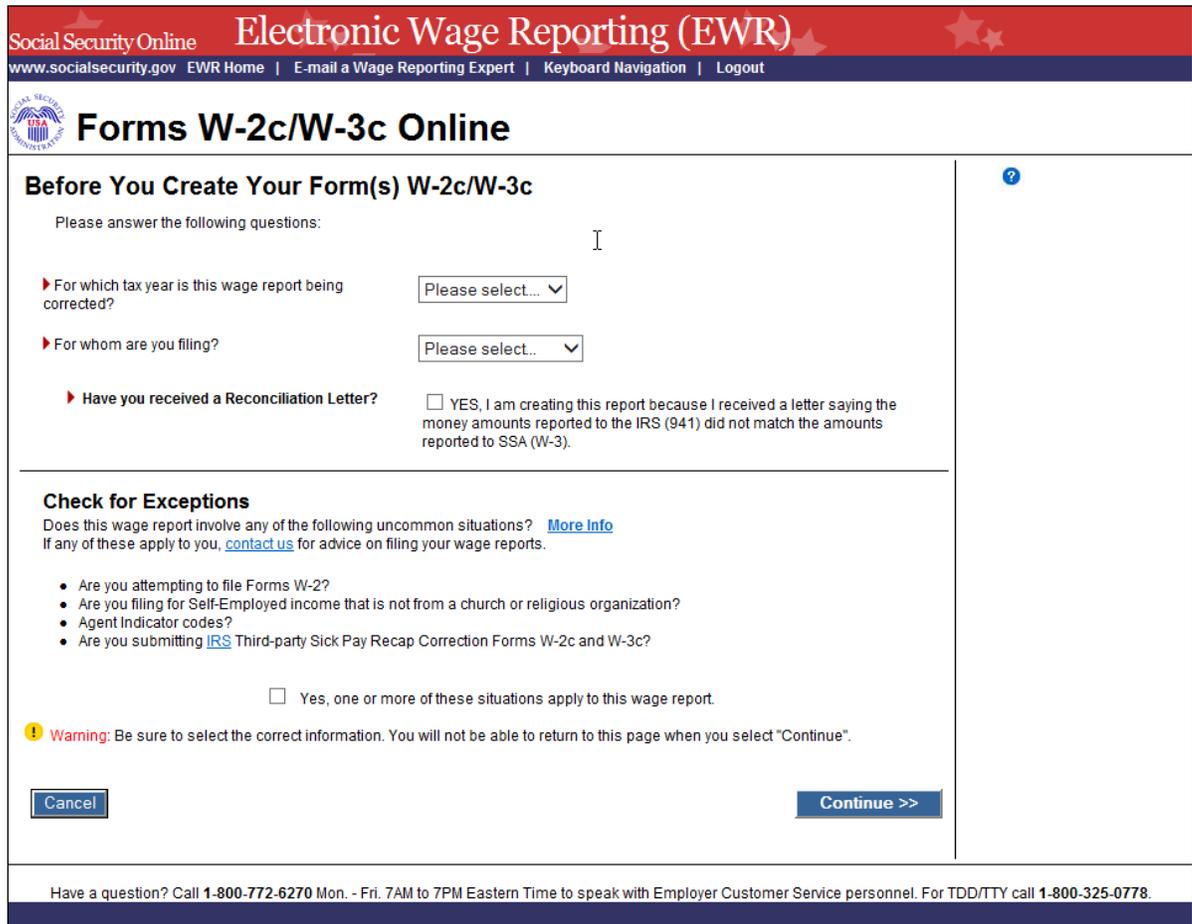
*You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report.*

*You cannot submit reports marked in red after 4-15-2024 due to the status of limitation for report corrections. However, you may view and update them.*

The screenshot shows the 'Electronic Wage Reporting (EWR)' interface. At the top, there is a red header with the Social Security Administration logo and the text 'Social Security Online Electronic Wage Reporting (EWR)'. Below the header, there is a navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', and 'Logout'. The main content area is titled 'Forms W-2c/W-3c Online' and contains a section for 'Unsubmitted Reports'. This section includes a message stating 'You have 1 saved report that you have not yet submitted. To resume a previous report, select the "Edit" button next to the report.' It also contains two notes: one about reports being deleted if not resumed before a purge date, and another about the 2024 reporting restrictions. A table lists the unsubmitted report with columns for 'Employer Name', 'EIN', '# of Form(s) W-2c', 'Save Date', 'Purge Date', and 'Tax Year'. The table shows one report with a save date of 09-22-2023, a purge date of 01-20-2024, and a tax year of 2022. Below the table are buttons for 'Cancel' and 'Start a New Report Correction'. At the bottom of the page, there is a footer with contact information: '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 Before You Create Your Form(s) W-2c/W-3c page:
  - a. Provide correct information related to Tax Year and company name. If you received a Reconciliation Letter, select the check box.
  - b. If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “Employer Information for this Wage Report Correction” page.
  - c. If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “W-2c Online Restrictions” page.

- d. Select the **Cancel** button to return to the EWR homepage.



Social Security Online **Electronic Wage Reporting (EWR)**

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**Forms W-2c/W-3c Online**

**Before You Create Your Form(s) W-2c/W-3c**

Please answer the following questions:

▶ For which tax year is this wage report being corrected?

▶ For whom are you filing?

▶ Have you received a Reconciliation Letter?  YES, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

**Check for Exceptions**

Does this wage report involve any of the following uncommon situations? [More Info](#)  
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [IRS](#) Third-party Sick Pay Recap Correction Forms W-2c and W-3c?

Yes, one or more of these situations apply to this wage report.

**Warning:** Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

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.

4. On the Employer Information for this Wage Report Correction page:
  - a. Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “Enter W-2c Information” page.
  - b. Select the **Cancel** button to return to the EWR homepage.

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**Forms W-2c/W-3c Online**

Steps: 1 **Employer Information** 2 Form(s) W-2c 3 W-2c List 4 W-3c Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF

**1 Employer Information for this Wage Report Correction**

Fields marked with an asterisk (\*) MUST be completed.

**Enter/Review Employer Information for this Wage Report Correction**  
**Please note:** If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

\* Employer Name:   
 \* EIN:   
 \* Country: United States   
 Address Line 1 (Apt, Floor, Bldg., etc.):   
 Address Line 2 (Street Address or PO Box):   
 \* City:   
 \* State Abbreviation (for U.S.)/Province:   
 \* ZIP/Postal Code:  ZIP Ext. (U.S. only):

<p><b>Contact Person for this Submission</b></p> <p>* Name: JACQUELINE SPRIGGS <input type="text"/>                  * E-mail: NICONUJUES@SSA.GOV <input type="text"/>                  * Phone: 1123456789 <input type="text"/> Ext: <input type="text"/>                  Fax: <input type="text"/></p>	<p><b>Contact Person for this Employer</b></p> <p>* Name: <input type="text"/>                  E-mail: <input type="text"/>                  * Phone: <input type="text"/> Ext: <input type="text"/>                  Fax: <input type="text"/></p>
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**Other Information**

Please fill in the following if it applies to you (it is generally uncommon).

Establishment Number:   
 Employer's State ID Number:

**Kind of Payer**

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

\* Kind of Payer:  
 ! Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

941 (Regular)  
 Household Employer  
 943 (Agriculture)  
 944 (Regular)  
 CT-1 (Railroad)  
 Medicare Government Employer (For Government Employers only)  
 Military

**Kind of Employer**

Select the Kind of Employer that best describes your situation.

\* Kind of Employer:

Federal Government  
 Tax Exempt Employer (501c Non-Govt)  
 State and Local Governmental Employer (State/Local Non-501c)  
 State and Local Tax Exempt Employer (State/Local 501c)  
 None Apply

Third-party Sick Pay

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 Enter W-2c Information page:

- a. Enter employee’s data. You must perform a name or SSN correction, a correction to any Box 1-9, 10-12 money amount, and/or a box 13 correction.
- b. Select the **Save and Start Next W-2c** button to save this W-2c information and create another W-2c. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2c or by selecting the override checkbox.
- c. Select the **Save and Go to W-2c List** button when you finish creating W-2c Forms. The system displays the “W-2c List for this Submission” page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2c or by selecting the override checkbox.

Note:

*You can enter a maximum of twenty-five W-2c Forms. The number of the current W-2c is displayed at the top of the “Enter W-2c Information” page. After entering your twenty-fifth W-2c, the system will no longer display the **Save and Start Next W-2c** button.*

- d. Select the **Cancel Changes** button to discard changes made to this W-2c. The system displays the “W-2c List for this Submission” page.
- e. Select the **Delete this W-2c** button: If the form has been saved previously, the system will display the “Are you sure you want to delete this W-2c” page; If the form has not been saved previously, the system will display the “W-2c List for this Submission” page.

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 <h2 style="margin: 0;">Forms W-2c/W-3c Online</h2>		
Steps: ① Employer Information ② <b>Form(s) W-2c</b> ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF		
<h3>② Enter W-2c Information</h3> <p>You are currently working on W-2c number: 1 of 25.</p>		
Fields marked with an asterisk ( * ) MUST be completed.		
For official use only OMB No. 1545-0008		
<b>a</b> Employer's name, address, and ZIP code  GG B, MD 21211	<b>c</b> Tax year/Form corrected 2023 / W-2	<b>d</b> * Employee's correct social security number [ ] - [ ] - [ ]
	<b>e</b> Corrected SSN and/or name <input type="checkbox"/> (Check this box if you are correcting either the employee's name or Social Security Number.) If the employee's name was entered on the W-2 (not left blank), enter it in Box g as it appeared on the W-2, even when submitting a correction for only the SSN.	
	<b>f</b> Employee's <b>previously reported</b> social security number [ ] - [ ] - [ ]	
<b>b</b> Employer's federal EIN [ ]-[ ]-[ ]	<b>g</b> Employee's <b>previously reported</b> name First: [ ] Middle: [ ] Last: [ ] Suffix: [ ]	
	<b>h</b> Employee's name * First: [ ] Middle: [ ] * Last: [ ] Suffix: [ ]	
	<b>i</b> Employee's address and ZIP code Suite/Attn.: [ ] Street/P.O. box: [ ] * City: [ ] * Country: United States * State/Province: [ ] * ZIP/Postal code: [ ] ZIP Ext. (U.S. only): [ ]	

Previously Reported	Correct Information	Previously Reported	Correct Information
1 Wages, tips, other compensation \$ <input type="text"/>	1 Wages, tips, other compensation \$ <input type="text"/>	2 Federal income tax withheld \$ <input type="text"/>	2 Federal income tax withheld \$ <input type="text"/>
3 Social security wages \$ <input type="text"/>	3 Social security wages \$ <input type="text"/>	4 Social security tax withheld \$ <input type="text"/>	4 Social security tax withheld \$ <input type="text"/>
5 Medicare wages and tips \$ <input type="text"/>	5 Medicare wages and tips \$ <input type="text"/>	6 Medicare tax withheld \$ <input type="text"/>	6 Medicare tax withheld \$ <input type="text"/>
7 Social security tips \$ <input type="text"/>	7 Social security tips \$ <input type="text"/>	8 Allocated tips \$ <input type="text"/>	8 Allocated tips \$ <input type="text"/>
9	9	10 Dependent care benefits \$ <input type="text"/>	10 Dependent care benefits \$ <input type="text"/>
11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/>  Not section 457 distributions or contributions \$ <input type="text"/>	11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/>  Not section 457 distributions or contributions \$ <input type="text"/>	12a Code: <input type="text"/> \$ <input type="text"/>  12b Code: <input type="text"/> \$ <input type="text"/>	12a Code: <input type="text"/> \$ <input type="text"/>  12b Code: <input type="text"/> \$ <input type="text"/>
13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12c Code: <input type="text"/> \$ <input type="text"/>	12c Code: <input type="text"/> \$ <input type="text"/>
14 Other  Description (1): <input type="text"/> Amount (1): \$ <input type="text"/> Description (2): <input type="text"/> Amount (2): \$ <input type="text"/> Description (3): <input type="text"/> Amount (3): \$ <input type="text"/>	14 Other  Description (1): <input type="text"/> Amount (1): \$ <input type="text"/> Description (2): <input type="text"/> Amount (2): \$ <input type="text"/> Description (3): <input type="text"/> Amount (3): \$ <input type="text"/>	12d Code: <input type="text"/> \$ <input type="text"/>	12d Code: <input type="text"/> \$ <input type="text"/>

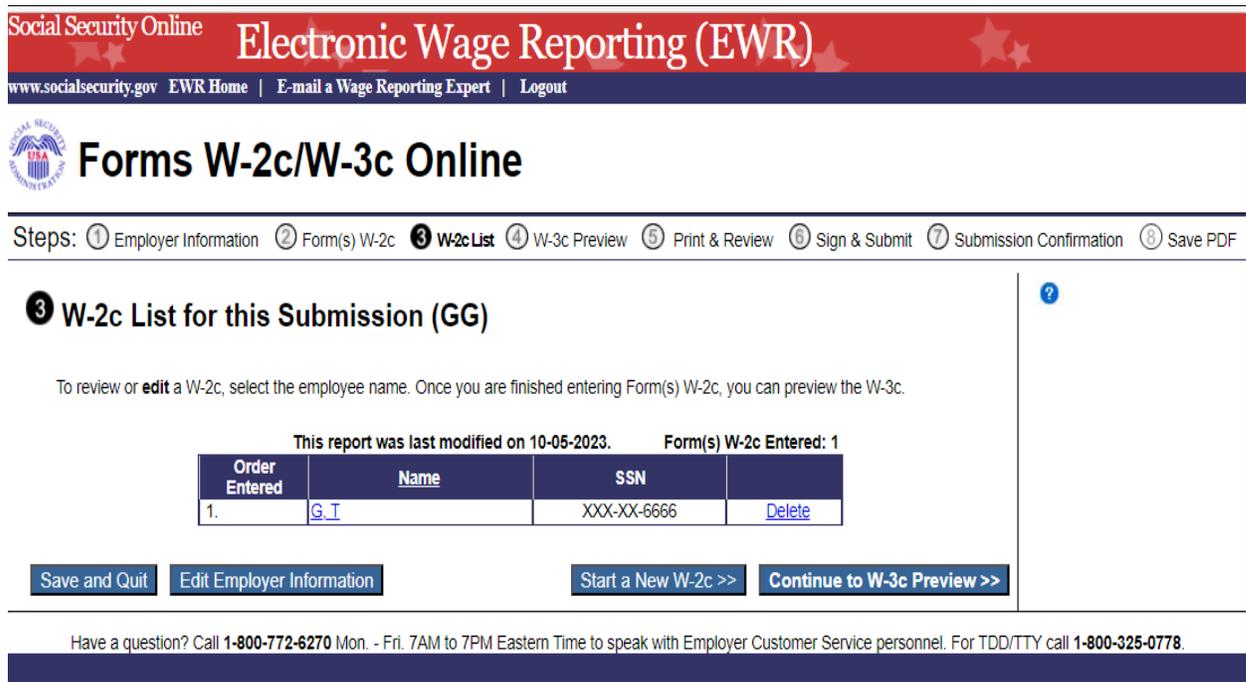
State Correction Information			
Previously Reported	Correct Information	Previously Reported	Correct Information
15 State (1) <input type="text"/> ----- Employer's state ID number (1) <input type="text"/>	15 State (1) <input type="text"/> ----- Employer's state ID number (1) <input type="text"/>	15 State (2) <input type="text"/> ----- Employer's state ID number (2) <input type="text"/>	15 State (2) <input type="text"/> ----- Employer's state ID number (2) <input type="text"/>
16 State wages, tips, etc. (1) \$ <input type="text"/>	16 State wages, tips, etc. (1) \$ <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/>	16 State wages, tips, etc. (2) \$ <input type="text"/>
17 State income tax (1) \$ <input type="text"/>	17 State income tax (1) \$ <input type="text"/>	17 State income tax (2) \$ <input type="text"/>	17 State income tax (2) \$ <input type="text"/>
Locality Correction Information			
18 Local wages, tips, etc. (1) \$ <input type="text"/>	18 Local wages, tips, etc. (1) \$ <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/>	18 Local wages, tips, etc. (2) \$ <input type="text"/>
19 Local income tax (1) \$ <input type="text"/>	19 Local income tax (1) \$ <input type="text"/>	19 Local income tax (2) \$ <input type="text"/>	19 Local income tax (2) \$ <input type="text"/>
20 Locality name (1) <input type="text"/>	20 Locality name (1) <input type="text"/>	20 Locality name (2) <input type="text"/>	20 Locality name (2) <input type="text"/>

[Cancel Changes](#) [Delete this W-2c](#)

[Save and Start Next W-2c >>](#) [Save and Go to W-2c List >>](#)

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.

6. On the W-2c List for this Submission page:
  - a. Select a name to view and edit the W-2c data.
  - b. Select the **Delete** link to delete the W-2c. When you select the delete link, “Are you sure you want to delete this W-2c” page will be displayed.
  - c. Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA” page will be displayed.
  - d. Select the **Edit Employer Information** button. The system displays the Employer Information for this Wage Report Correction page.
  - e. Select the **Start a New W-2c** button. The system displays the Enter W-2c Information page.
  - f. Select the **Continue to W-3c Preview** button. The system displays the “W-3c Preview for this Submission” page.



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 **Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ **W-2c List** ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

**3 W-2c List for this Submission (GG)** 

To review or **edit** a W-2c, select the employee name. Once you are finished entering Form(s) W-2c, you can preview the W-3c.

This report was last modified on 10-05-2023. Form(s) W-2c Entered: 1

Order Entered	Name	SSN	
1.	<a href="#">G.I.</a>	XXX-XX-6666	<a href="#">Delete</a>

[Save and Quit](#) [Edit Employer Information](#) [Start a New W-2c >>](#) [Continue to W-3c Preview >>](#)

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**.

7. On the W-3c Preview for this Submission page:
  - a. You may enter the state or local wages and taxes totals. This information will not be used by SSA, nor will it be forwarded to any state or local entity.
  - b. SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees by selecting the check box labeled “SSNs will be truncated (Format \*\*\*\*\*1234); if you choose not to truncate the SSNs, select the check box labeled “SSNs will be fully displayed (Format 123456789)”. Once the Forms are submitted to SSA, you may not change your selection.

- c. Select the **Continue** button. The system displays the “Print Unsubmitted Form(s) W-2c/W-3c for Review” page.
- d. Select the **Return to W-2c List** button. They system displays the “W-2c List for this Submission” page.
- e. Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA” page will be displayed.

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## Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ **W-3c Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

### ④ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2c List](#) and select the W-2c you need to edit.

<b>a</b> Tax year/Form corrected 2022/ W-2		For official use only OMB No. 1545-0008	
<b>b</b> Employer's name, address, and ZIP code T M, MD 21111		<b>c</b> Kind of payer 941 - Regular	<b>Kind of employer</b> Federal Government
<b>d</b> Number of forms W-2c 1	<b>e</b> Employer's federal EIN 1	<b>f</b> Establishment number	<b>g</b> Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.	<b>h</b> Employer's incorrect federal EIN Not applicable	<b>i</b> Incorrect establishment number Not applicable	<b>j</b> Incorrect state ID number Not applicable
<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>	<b>Total of amounts previously reported as shown on enclosed Forms W-2c</b>	<b>Total of corrected amounts as shown on enclosed Forms W-2c</b>
<b>1</b> Wages, tips, other compensation \$1.00	<b>1</b> Wages, tips, other compensation \$2.00	<b>2</b> Federal income tax withheld \$0.00	<b>2</b> Federal income tax withheld \$0.00
<b>3</b> Social security wages \$0.00	<b>3</b> Social security wages \$0.00	<b>4</b> Social security tax withheld \$0.00	<b>4</b> Social security tax withheld \$0.00

<b>5</b> Medicare wages and tips \$0.00	<b>5</b> Medicare wages and tips \$0.00	<b>6</b> Medicare tax withheld \$0.00	<b>6</b> Medicare tax withheld \$0.00
<b>7</b> Social security tips \$0.00	<b>7</b> Social security tips \$0.00	<b>8</b> Allocated tips \$0.00	<b>8</b> Allocated tips \$0.00
<b>9</b>	<b>9</b>	<b>10</b> Dependent care benefits \$0.00	<b>10</b> Dependent care benefits \$0.00
<b>11</b> Nonqualified plans \$0.00	<b>11</b> Nonqualified plans \$0.00	<b>12a</b> Deferred compensation \$0.00	<b>12a</b> Deferred compensation \$0.00
<b>14</b> Inc. Tax W/H by third-party sick pay payer \$0.00	<b>14</b> Inc. Tax W/H by third-party sick pay payer \$0.00	<b>12b</b>	<b>12b</b>
<b>16</b> State wages, tips, etc. \$	<b>16</b> State wages, tips, etc. \$	<b>17</b> State income tax \$	<b>17</b> State income tax \$
<b>18</b> Local wages, tips, etc. \$	<b>18</b> Local wages, tips, etc. \$	<b>19</b> Local income tax \$	<b>19</b> Local income tax \$
<b>Contact person</b> R Y	<b>Telephone number</b> 1241214121		
<b>E-mail address</b>	<b>Fax number</b>		

\* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

**Warning:** When you select to truncate the SSN, it applies to **ALL** copies and once forms are submitted to SSA, you may **NOT** change your selection.

SSNs will be fully displayed (Format: 123456789)  
 SSNs will be truncated (Format: \*\*\*\*\*1234)

Save and Quit
<< Return to W-2c List
Continue >>

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

8. On the Print Unsubmitted Form(s) W-2c/W-3c for Review page:
  - a. Select the **Continue** button. The system displays the Sign and Submit page.
  - b. Select the **Return to W-2c List** button. The system displays the W-2c List for this Submission page.
  - c. Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA” page will be displayed.

The screenshot shows the Social Security Online Electronic Wage Reporting (EWR) interface. The page title is "Forms W-2c/W-3c Online". The navigation bar includes links for "Employer Information", "Form(s) W-2c", "W-2c List", "W-3c Preview", "Print & Review", "Sign & Submit", "Submission Confirmation", and "Save PDF". The current step is "5 Print Unsubmitted Form(s) W-2c/W-3c for Review".

The main content area contains the following instructions:

- Print the PDF file below to review your unsubmitted Form(s) W-2c and W-3c. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2c and W-3c, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2c information, please select the "Return to W-2c List" button.
- When you believe the W-2c information is accurate, you can continue to the "Sign & Submit" step.
- Check with the IRS for online filing [deadlines](#).

Below the instructions is a section titled "Your Unsubmitted Copy" with the following text and links:

Your unsubmitted work has been saved for future use.

 [Print Unsubmitted W2c/W3c 251070728.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2c?](#)

At the bottom of the page are three buttons: "Save and Quit", "<< Return to W-2c List", and "Continue >>".

On the right side, there is a note: "In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended." Below this note is the Adobe Reader logo and a help icon.

At the bottom of the page, there is a footer: "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."

9. On the Sign and Submit page:
  - a. Select the check box to attest to the accuracy of the report and select the **Submit this Wage Report Correction** button to submit your wage report correction. The system displays the “Confirmation Receipt – Your W-2c/W-3c File Was Received” page with a pop-up window.
  - b. Select the **Save and Quit** button to exit W-2c Online without submitting your wage report correction to SSA. When you select this button, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA” page will be displayed.
  - c. Select the **Previous** button to return to the “Print Unsubmitted Form(s) W-2c for Review” page.

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## Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ **Sign & Submit** ⑦ Submission Confirmation ⑧ Save PDF

### ⑥ Sign and Submit

Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me.

By checking agreement below and selecting the "Submit this Wage Report Correction" button, I affirm that the above statement is true.

I, **DQTV TEST**, read and agree with the above.

Note: You are only attesting to the *accuracy* of this information.

Save and Quit   << Previous   **Submit this Wage Report Correction >>**

\* Once you submit this wage report electronically, do not send any paper forms to SSA.

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.

10. On the pop-up window:

- a. Select the **OK** button to print the "Confirmation Receipt - Your W-2c/W-3c File Was Received" page.
- b. Select the **Cancel** button to close the pop-up window.

**secureval.ssa.gov says**

Your upload was successful.  
 We recommend that you print this confirmation and save it for your records.

11. On the Confirmation Receipt – Your W-2c/W-3c File Was Received page:

- a. Select the **Print this Page** button to print the "Confirmation Receipt – Your File Was Received" page.
- b. Select the **Go to Save Official PDF** button to go to the "Save PDF" page.

Note:

*Your wage file will be available for you to review under your BSO account until the date displayed on your "Save PDF" page.*

 **Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ **Submission Confirmation** ⑧ Save PDF

**7 Confirmation Receipt - Your W-2c/W-3c File Was Received**

Your wage report was submitted successfully. Thank you for using W-2c Online.

This Wage File Identifier (WFID) is your confirmation number: **00000000**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

**! Do not mail us any paper Form(s) W-2c or W-3c.**

Your Receipt			
Employer:	GG	Employer EIN:	99-2120700
Tax year:	2023	Payer type:	941 - Regular
Received on:	10/05/2023 10:10 AM Eastern Time	Form type:	W-2c
<hr/>			
Received:	1 Form W-2c		
Total wages:	\$1.00	Federal income tax withheld:	\$0.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

**What You Should Do Next**

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2c to your employees if you have not already done so.

**! Do not mail us any paper Form(s) W-2c or W-3c.**

**What to Expect**

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.

[Print this Page](#)

[Go to Save Official PDF >>](#)

12. On the Save PDF page:

- a. Right click the file name (<filename.pdf>) to view or save the submitted report.
- b. Select the **Start a New Report Correction** button. The system displays the “Before You Create Your Form(s) W-2c/W-3c” page.
- c. Select the **View Unsubmitted Reports** button. The system displays the “Unsubmitted Reports” page.
- d. Select the **EWR Home** button to go to the EWR homepage.

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 **Forms W-2c/W-3c Online**

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ **Save PDF**

**8 Save PDF**

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 30 days. Saving it to your hard drive will allow you to reference it later.

**Save Your Official Copy**

\*Important: Save an official copy of the submitted file on your computer\*  
Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.  
This file will be available online until 11-04-2023.

To save the file below to your hard drive, please right click the file name and use the "Save Target As ..." option.

 [82010K.pdf \(Final\)](#)  
[What's in this PDF?](#)  
[Problems Printing Form\(s\) W-2c?](#)

**! Do not mail us any paper Form(s) W-2c or W-3c.**

[EWR Home](#) [View Unsubmitted Reports](#) [Start a New Report Correction](#)

In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.



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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.

## 2.0 Download Submitted Reports

1. Select the **Save (or Print) Submitted W-2c Report(s)/PDF to Your Computer** link under the Forms W-2c/W-3c Online tab on EWR homepage. The system displays the “Download Submitted Reports” page.

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Forms W-2c/W-3c Online

**Download Submitted Reports**

To view, save or print reports submitted to SSA, please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2c?](#)  
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 7

WFID	Date Submitted
<a href="#">81D1P2.pdf</a>	04-17-2023
<a href="#">81D1P3.pdf</a>	04-17-2023
<a href="#">82004E.pdf</a>	07-26-2023
<a href="#">8200KL.pdf</a>	09-14-2023
<a href="#">8200PV.pdf</a>	09-21-2023
<a href="#">8200Q2.pdf</a>	09-22-2023
<a href="#">8200Q4.pdf</a>	09-22-2023

[Quit](#) [Start a New Report Correction](#)

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. Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- a. Select **Save Target As** to download the file onto your computer.
- b. Select **Open in New Window** to view the file.

Note:

*Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at [adobe](#) website.*

*If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.*

- c. Select the **Quit** button to return to the EWR homepage.
- d. Select the **Start a New Report Correction** button to proceed to the “Before You Create Your Form(s) W-2c/W-3c” page.

## 3.0 Other Pages

### 3.1 Are You Sure You Want to Delete This W-2c Page

If a user selects **Delete This W-2c** button on the “Enter W-2c Information” page, or the **Delete** link on the “W-2c List for this Submission” page, the system will display the “Are you sure you want to delete this W-2c” Page.

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**Forms W-2c/W-3c Online**

Are you sure you want to delete this W-2c?

Options	
<input type="button" value="Yes"/>	Your selected W-2c will be deleted and you will be sent to the W-2c List for this Submission page.
<input type="button" value="No"/>	This will take you back to the W-2c List for this Submission 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.

### 3.2 W-2c Online Restrictions Page

Users can access “W-2c Online Restrictions” page by selecting the **Continue** button on the “Before You Create Your Form(s) W-2c/W-3c” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

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**Forms W-2c/W-3c Online**

**W-2c Online Restrictions**

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2c Online to file this wage report because of the restrictions and limitations of the W-2c Online system.

You may use the [File Upload application](#) if you have software that produces EFW2C formatted electronic files to file this wage report, you may use paper W-2c forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2c electronically.

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.

### 3.3 Are You Sure You Want to Save and Exit W-2c Online Without Submitting Your Annual Wage Report to SSA? Page

If a user selects the **Save and Quit** button on the “W-2c List for this Submission (ABC Limited)” page, “W-3c Preview for this Submission” page, the “Print Unsubmitted Form(s) W-2c/W-3c for Review” page or the “Sign and Submit” page, the system will display the “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?” page.

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**Forms W-2c/W-3c Online**

Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?

Options	
<input type="button" value="Yes"/>	Your employer information and Forms W-2c will be saved until 01-15-2021. You may return to finalize and submit your annual wage report anytime between now and 01-15-2021.
<input type="button" value="No"/>	Continue working on this wage report.

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.

### 3.4 Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects **Delete** button on the “Unsubmitted Reports” page, the system will display the “Are you sure you want to delete the Unsubmitted Report” page.

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**Forms W-2c/W-3c Online**

Are you sure you want to delete the unsubmitted report?

Options	
<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.
<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports 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.