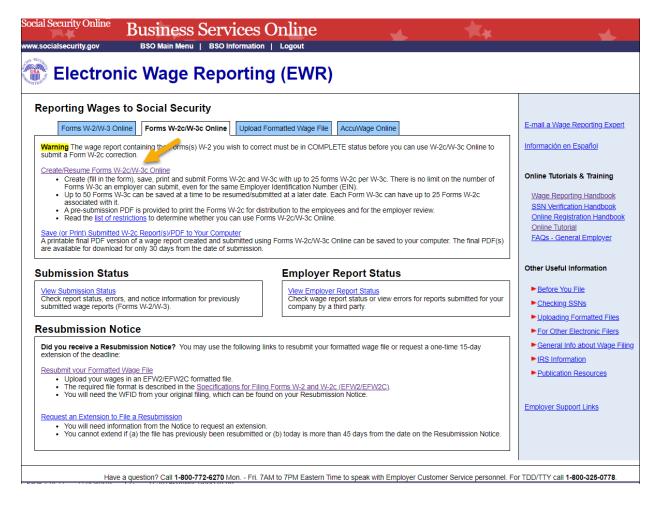# Tax Year 2023
W-2c/W-3c Online Tutorial

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.

2. On the Unsubmitted Reports page:
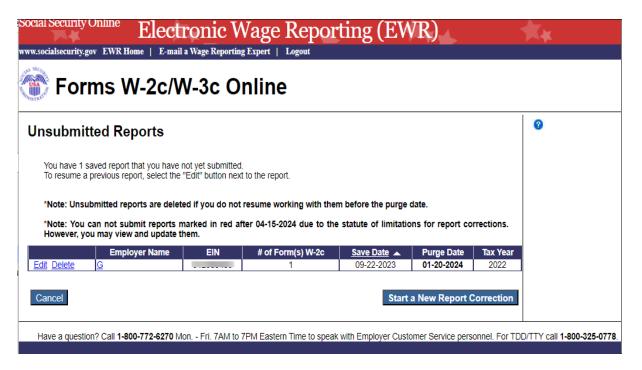
    a. Select the **Start a New Report Correction** button. The system displays the "Before You Create Your Form(s) W-2c/W-3c" page.

    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.

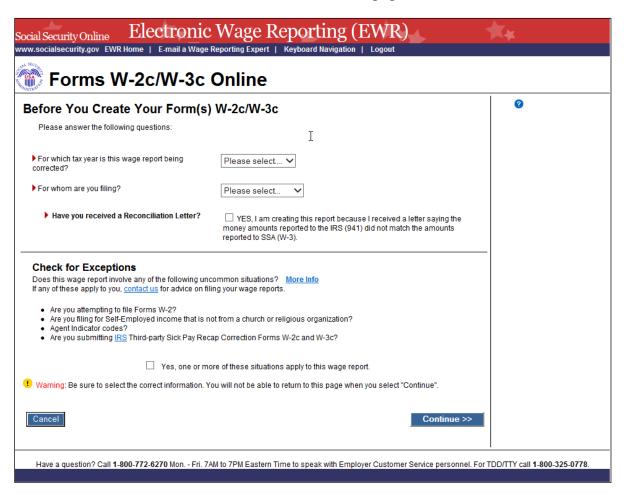d. Select the **Cancel** button to return to the EWR homepage.

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.

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.

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: ❶ 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

❶ **Employer Information for this Wage Report Correction**
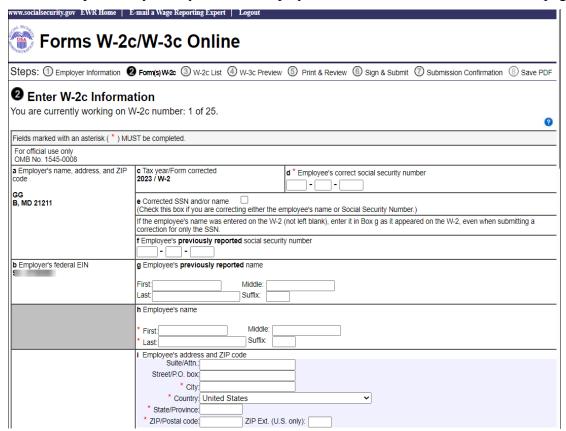
Fields marked with an asterisk (*) MUST be completed.

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): [   ]

Contact Person for this Submission
*Name: [JACQUELINE SPRIGGS   ]
*E-mail: [NICONUUUES@SSA.GOV   ]
*Phone: [1123456789]   Ext: [   ]
Fax: [   ]

Contact Person for this Employer
*Name: [   ]
E-mail: [   ]
*Phone: [   ]   Ext: [   ]
Fax: [   ]

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

[Cancel]   [Continue >>]

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.*

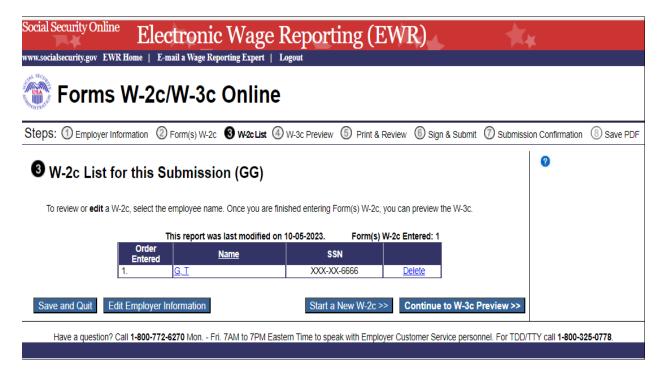   d. Select the **Cancel Changes** button to discard changes made to this W-2c. The system displays the "W-2c List for this Submission" page.

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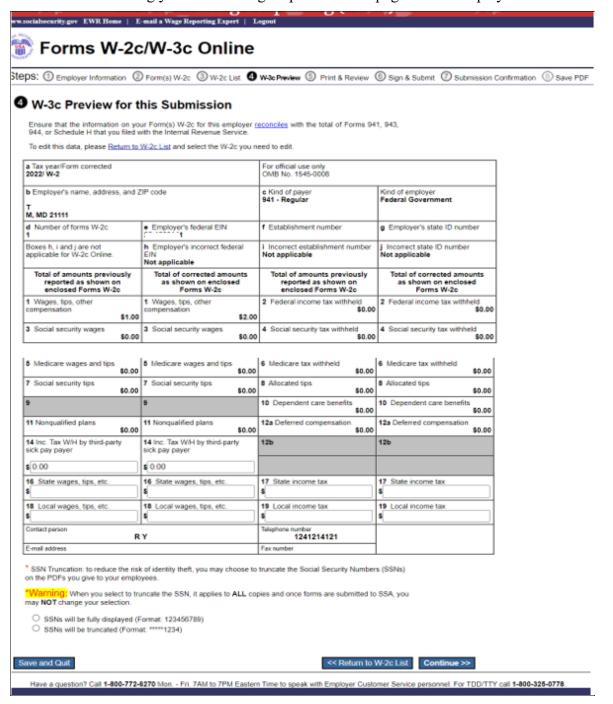
Previously Reported	Correct Information	Previously Reported	Correct Information
1 Wages, tips, other compensation $	**1** Wages, tips, other compensation $	**2** Federal income tax withheld $	**2** Federal income tax withheld $
3 Social security wages $	**3** Social security wages $	**4** Social security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

State Correction Information

Previously Reported	Correct Information	Previously Reported	Correct Information
15 State (1) --------------- Employer's state ID number (1)	**15** State (1) --------------- Employer's state ID number (1)	**15** State (2) --------------- Employer's state ID number (2)	**15** State (2) --------------- Employer's state ID number (2)
16 State wages, tips, etc. (1) $	**16** State wages, tips, etc. (1) $	**16** State wages, tips, etc. (2) $	**16** State wages, tips, etc. (2) $
17 State income tax (1) $	**17** State income tax (1) $	**17** State income tax (2) $	**17** State income tax (2) $

Locality Correction Information

Previously Reported	Correct Information	Previously Reported	Correct Information
18 Local wages, tips, etc. (1) $	**18** Local wages, tips, etc. (1) $	**18** Local wages, tips, etc. (2) $	**18** Local wages, tips, etc. (2) $
19 Local income tax (1) $	**19** Local income tax (1) $	**19** Local income tax (2) $	**19** Local income tax (2) $
20 Locality name (1)	**20** Locality name (1)	**20** Locality name (2)	**20** Locality name (2)

[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.

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.

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.

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.

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.

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   ❼ Submission Confirmation   ⑧ Save PDF

❼ **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: ▮▮▮▮▮▮

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: 9▮-▮▮▮▮▮▮
Tax year: **2023**		Payer type: **941 - Regular**
Received on: **10/05/2023 10:10 AM Eastern Time**		Form type: **W-2c**

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   **❽ Save PDF**

❽ Save PDF

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.

Get Adobe Reader

- 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

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.

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	
Yes	Your selected W-2c will be deleted and you will be sent to the W-2c List for this Submission page.
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

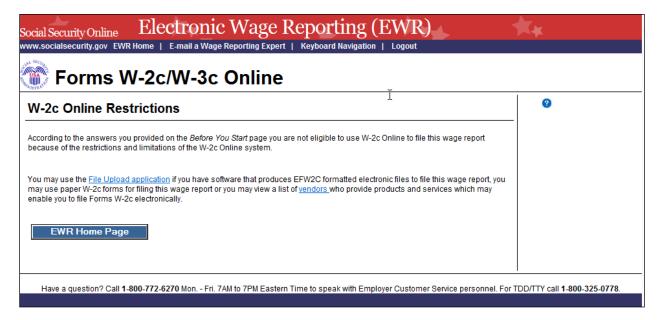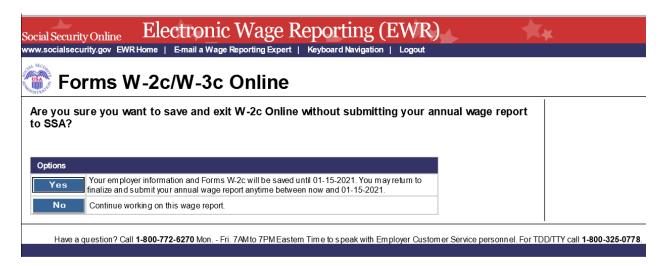Users can access "W-2c Online Restrictions" page by selecting the **Continue** button on the "Before You Create Your Form(s) W-2c/W-3c" page when the check box "Yes, one or more of these situations apply to this wage report" is selected.

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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.

[EWR Home 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**.

3.3 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	
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.
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.

Social Security Online — Electronic Wage Reporting (EWR)

www.socialsecurity.gov   EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Are you sure you want to delete the unsubmitted report?

Options	
Yes	Your unsubmitted wage report will be deleted.
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**.