

# **Tax Year 2023**

## **Special Wage Payment (SWP)**

### **Tutorial**

*Follow the instructions below to submit a special wage payments file to the Social Security Administration (SSA). For information on preparing Special Wage Payment data files for electronic filing, go to [Publication 957](#).*


1. Select the **Upload Formatted Wage File** tab on the EWR homepage to access the Wage File Upload (WFU) application. Select the **Submit a Special Wage Payment File** link. The system displays the “Submit Your Special Wage Payments File” page.

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

The screenshot shows the 'Electronic Wage Reporting (EWR)' page. At the top, there's a red header with 'Social Security Online' and 'Business Services Online'. Below that is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', and 'Logout'. The main heading is 'Electronic Wage Reporting (EWR)'. Underneath, there are four tabs: 'Forms W-2/W-3 Online', 'Forms W-2c/W-3c Online', 'Upload Formatted Wage File', and 'AccuWage Online'. A yellow arrow points to the 'Submit a Special Wage Payments File' link in the 'Reporting Wages to Social Security' section. The page is divided into several sections: 'Reporting Wages to Social Security' with a warning and links; 'Submission Status' with a 'View Submission Status' link; 'Employer Report Status' with a 'View Employer Report Status' link; and 'Resubmission Notice' with links for resubmitting files and requesting extensions. On the right side, there's a sidebar with links for 'E-mail a Wage Reporting Expert', 'Información en Español', 'Online Tutorials & Training' (including Wage Reporting Handbook, SSN Verification Handbook, Online Registration Handbook, Online Tutorial, and FAQs - General Employer), and 'Other Useful Information' (including Before You File, Checking SSNs, Uploading Formatted Files, For Other Electronic Filers, General Info about Wage Filing, IRS Information, and Publication Resources). At the bottom, there's 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'.

2. On the “Submit Your Special Wage Payments File” page:
  - a. Select the **Reporting Back Pay and Special Wage Payments** link to view the Internal Revenue Service (IRS) Publication 957, “Reporting Back Pay and Special Wage Payments to the Social Security Administration”.
  - b. To submit a your file, use the **Choose File** button to select a wage file from your computer’s file system, then select the **Submit** button to upload your file. During file transmission, an “in progress” window is displayed. When the file upload is completed, the system displays the “Confirmation – Your File Was Received” page. A pop-up window advising you to save and/or print the page will also appear.

Social Security Online Electronic Wage Reporting (EWR)  
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Logout



## Upload Special Wage Payment File

**Submit Your Special Wage Payments File**

Name: JAMES MILLS

**1. Review your file(s) for correct formatting**  
The file format for Special Wage Payments is described in Publication 957, which is available by clicking the link below. Please ensure that the format of your file is correct so that it will process successfully.  
[Reporting Back Pay and Special Wage Payments](#)

**2. Zip Your File**  
If you have a large file (e.g., greater than 10MB) or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip, PKZip, and the Windows file compression utility are examples of acceptable compression tools.

**3. Submit Your File**  
Choose your file by using the Choose File button. Then, click the Submit button to upload your file.

Choose file:  No file chosen

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 Special Wage Payments File Submission Confirmation page, select the **Submit Another File** button to submit another file; select the **EWR Home** button or the **EWR Home** link at the top of the page to return to the EWR homepage.

Social Security Online Electronic Wage Reporting (EWR)  
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Logout



## Upload Special Wage Payment File

**Special Wage Payments File Submission Confirmation**

Name: JAMES MILLS

Your submission was successful. Use your browser menu to save or print this acknowledgment of receipt for your records, as proof of your filing date, and to keep a record of the Special Wage Payment Confirmation Number for checking the processing status.

Date: 10/10/23 Confirmation Number: 1888888888234  
Time: 08:26 AM Eastern Standard Time Your File Name: BSO 2020 Validation.txt  
File Size: 1,865 bytes (1.8 Kb)

**Check the size of your file.** [How?](#)  
If it is not the same as the file size shown on your computer, there may have been a problem with transmission. Please contact BSO Technical Assistance at 1-888-772-2970. For TDD/TTY call 1-800-325-0778.

**What to expect:**  
Please allow 24 to 48 hours to complete the processing of your file. Our business days are Monday through Friday.

**Thank you for submitting your report using Business Services Online.**

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.