

W-2 Year End Preparation

December 2023

Paula Glaser & Jenny Henson
CESA 5

OVERVIEW

W2's are coming up before we know it

- Business services online (BSO)
- ID.me
- Discussion about your 2023 calendar year end

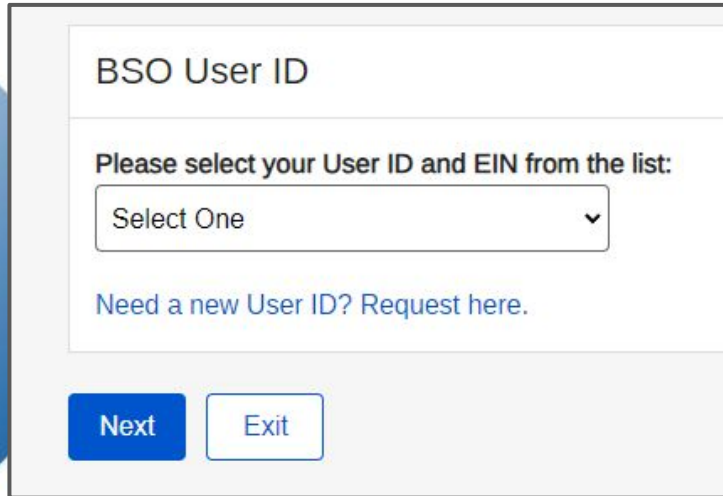
BSO & ID.ME

New Process for Submitting W-2s to Social Security Administration (SSA)
via Business Services Online (BSO)

<https://www.ssa.gov/bsowelcome.htm>

BSO & ID.ME

- Go to Employers Login which takes you to the ID.me login. After you login to your ID.me account, this screen will come up



BSO User ID

Please select your User ID and EIN from the list:

Select One ▼

[Need a new User ID? Request here.](#)

Next Exit

[**ID.me Account Enrollment Site**](#)

AUDIENCE QUESTION

Audience Poll (Show of Hands)

- Have you tried to recently login to ID.ME and BSO?

TURN & TALK

Take some time to turn to your neighbor and share

- Have you tried to recently login to ID.ME and BSO?
- What have you struggled with?

BE PREPARED TO SHARE WITH THE GROUP

REFERENCES AND LINKS

[PREPARING FOR YEAR END - SKYWARD PAC](#)

[20XX YEAR END W-2 RECONCILIATION](#) *Click on Use Template for your own use*

WHAT TIPS DO YOU HAVE?

What can you share with the group?

W2 CORRECTIONS

Common corrections

- [IRS Instructions](#)
- Address
- Name
- SS number

How do we change it?

- Use form W-2c (Online if possible)
- Skyward?

FREQUENTLY ASKED QUESTIONS

- Do you have to order the special paper form for the W2?
 - Answer: No
- Do you have to order the special envelopes?
 - Answer: Yes
- Can you provide the W2 electronically to employees?
 - Answer: It depends....

QUESTIONS?

CONTACT INFORMATION

Paula Glaser

glaserp@cesa5.org

Jenny Henson

hensonj@cesa5.org