



**BSO Tutorial for Tax Year 2008**

# Request Resubmission Extension

Contains the following lesson:

- [Request a Resubmission Extension AFTER Acknowledging the Resubmission Notice](#)

## LESSON 1: REQUEST A RESUBMISSION EXTENSION AFTER ACKNOWLEDGING THE RESUBMISSION NOTICE

Follow the instructions below to request a one-time 15-day extension to resubmit your W-2 data to the Social Security Administration (SSA). This section is for users who have already acknowledged their Resubmission Notice. For more information, refer to the Acknowledge Resubmission Notice section.



*You may not request a resubmission extension if you have previously resubmitted data for the same Wage File Identifier (WFID) or more than 45 days have passed since the date on the Resubmission Notice.*

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome page:  
[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Business Services Online**  
Welcome to Business Services Online

**Business Services Online** enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

**REGISTRATION** - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

**LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS** - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

**Reporting Wages to the SSA**  
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

**Social Security Number Verification Service (SSNVS)**  
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

**Form SSA-1694 Request for Business Entity Taxpayer Information**  
Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact [OCQ-AREP.Registration@ssa.gov](mailto:OCQ-AREP.Registration@ssa.gov).

Select **Login** to complete, update or view the Form SSA-1694.

Select **Register** to obtain a User ID and password to complete the Form SSA-1694.

**STEP 2:** Select the **Login** button on the Business Services Online Welcome page. The system displays the Log In to BSO page.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Welcome | BSO Information | Keyboard Navigation

Log In to BSO [BSO\\_HELP](#)

BSO Welcome > Login

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM EST
- Saturday: 5 AM - 11 PM EST
- Sunday: 8 AM - 11:30 PM EST

**DON'T USE YOUR BROWSER'S BACK BUTTON**

Effective October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

[Need to complete your phone registration?](#)

User ID:   
(formerly referred to as PIN)

Password:  [Forgot your password?](#)  
(not case sensitive)

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.  
I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

**By checking the box below you certify that you have read, understand and agree to the user certification of Business Services Online.**

I Accept

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

**STEP 3:** Enter your User ID and password.

**STEP 4:** Select the “I Accept” check box after reading the conditions defined on the Log In to BSO page. Select the **Login** button. The system displays the BSO Main Menu page (To return to the BSO Welcome page, select the **Cancel** button. The system displays an error message when either the User ID or password entered is incorrect).

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu  
LOGOUT | BSO HELP

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**DON'T USE YOUR BROWSER'S BACK BUTTON**

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

Welcome, KAMALJIT RANDHAWA  
Your password expires on **September 15, 2008**

**[Report Wages To Social Security](#)**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**[View File / Wage Report Status with Name / SSN Errors](#)**  
View report status, errors and notice information

**[Social Security Numbers Verification Service](#)**  
Request online SSN verification, or  
Submit files for SSN verification

**[Form SSA-1694 Request for Business Entity Taxpayer Information](#)**  
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

**[Account Maintenance](#)**  
Request, activate or remove access to services  
Re-request activation code for services  
Change your password  
Update your user registration or employer information, or Remove employer information

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 5:** Select the **Report Wages to Social Security** link.

### **[Report Wages To Social Security](#)**

Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

The system displays the Report Wages to Social Security menu page.

Social Security Online  
www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Report Wages to Social Security

LOGOUT | BSO HELP

BSO Main Menu > Report Wages to Social Security

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**DON'T USE YOUR BROWSER'S BACK BUTTON**

[Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status](#)

[Resubmission Notice Processing](#)

Acknowledge resubmission notices and request resubmission extensions

BSO Main Menu

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 6:** Select the **Resubmission Notice Processing** link. The system displays the Resubmission Notice Processing page.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Resubmission Notice Processing  
LOGOUT | BSO HELP

BSO Main Menu > Report Wages to Social Security > Resubmission Notice Processing

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**DON'T USE YOUR BROWSER'S BACK BUTTON**

When you are ready to resubmit your wage file select "Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status" from the "Report Wages to Social Security" page which can be access from the "Main Menu" page.

**Acknowledge Resubmission Notice**  
Acknowledge that you have received a notice asking you to resubmit your wage data.

**Request Resubmission Extension**  
Request a one-time 15-day extension of the deadline for resubmitting your wage data.

BSO Main Menu

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 7:** Select the **Request Resubmission Extension** link.

(To return to the BSO Main Menu page, select the **BSO Main Menu** button.)

### **Request Resubmission Extension**

Request a one-time 15-day extension of the deadline for resubmitting your wage data.

The system displays the Query Attestation page.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a logo for Social Security Online Business Services Online (BSO) with the text "Social Security Online" and "Business Services Online" in a blue and red banner. Below the banner, the text "Social Security's Business Services Online (BSO)" is displayed. The main heading is "Query Attestation" in blue. Below this, the text "User Certification to Query the SSA Business Services Online" is shown. The user is informed that the Social Security Administration (SSA) will validate the information provided against the information in SSA's files. The user is then asked to certify that they are the individual authorized to conduct business under this PIN and have the authority to attest to the accuracy of the data and receive employee wage information for the employer. A horizontal line separates the certification text from the buttons. Below the line, the text states: "By selecting the 'I Accept' button, you certify that you have read, understand and agree to the user certification of Business Services Online." At the bottom, there are two buttons: "I Accept" and "I DO NOT Accept".

**STEP 8:** Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Request Resubmission Extension page. (To return to the BSO Main Menu page, select the **I DO NOT Accept** button.)


**Social Security Online**  
**Business Services Online**  
*Social Security's Business Services Online (BSO)*

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

[BSO Help](#)

## Request Resubmission Extension

Use this form if you need to request a one-time 15-day extension of the deadline for resubmitting your wage data.

This form only applies if:

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you have resubmitted this data.

Before requesting an extension, you must first acknowledge receipt of the resubmission notice.

Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.

EIN:

WFID:  - 01

Receipt Year:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
 For TDD/TTY call **1-800-325-0778**.

[BSO Main Menu](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)



*If the Request for Resubmission has not yet been acknowledged, you can select the **Acknowledge Receipt** hyperlink from the **Request Resubmission Extension** page and the system displays the **Acknowledge Resubmission Notice** page.*

**STEP 9:** Enter your Employer Identification Number (EIN) and WFID.

**STEP 10:** Select the **Receipt Year** from the drop-down menu.

**STEP 11:** Select the **Request Extension** button to process the request (Otherwise, select the **Cancel** button to cancel the request and return to the BSO Main Menu page.).



*Extension requests must be made within 45 days from the date the Resubmission Notice was issued. If the request is made after that deadline, the system displays the Resubmission Extension Request Error page is shown with a message describing the nature of the error:*



**Social Security Online**  
**Business Services Online**  
Social Security's Business Services Online (BSO)

[BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

**BSO Help**

## Request Resubmission Extension Error

Request to extend is over 45 days from the date of the resubmission notice.

If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.

If there are no errors, the system displays the Resubmission Extension Acknowledgement page.

(To return to the BSO Main Menu page, select the **BSO Home** button.)

The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a navigation bar with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below this is a secondary navigation bar with links: "BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout". The main heading is "Resubmission Extension Acknowledgment". The content includes a date and time stamp: "Date: 14-Sep-06 Time: 10:45 AM Eastern Time". A paragraph of text states: "Thank you for acknowledging receipt of your resubmission notice. In addition, your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement of receipt for your records." Another paragraph says: "You have received a 15-day extension for WFID JUL019 - 01 and Receipt Year 2005." A third paragraph states: "The new deadline for filing your resubmission is 10/14/2006. The original deadline was 07/31/2006." A final paragraph provides contact information: "If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778." A "BSO Home" button is centered below the text. At the bottom of the page, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and a secondary navigation bar: "BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout".

(To return to the BSO Main Menu page, select the **BSO Home** button.)