



**BSO Tutorial for Tax Year 2007**

# Acknowledge Resubmission Notice

Contains the following lesson:

- [Acknowledge Receipt of a Resubmission Notice Received from SSA](#)

## Lesson 1: Acknowledge Your Resubmission Notice

Follow the instructions below to acknowledge that you received a notice from SSA requiring you to resubmit your W-2 data.

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

**Step 2:** Select the **Log In** button on the Business Services Online Welcome page. The system displays the General Login Attestation page.

**Social Security Online** **Business Services Online**  
[www.socialsecurity.gov](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**General Login Attestation** [HELP](#)

[BSO Welcome](#) > General Login Attestation

**Online Services Availability**

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

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

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

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

I certify that:

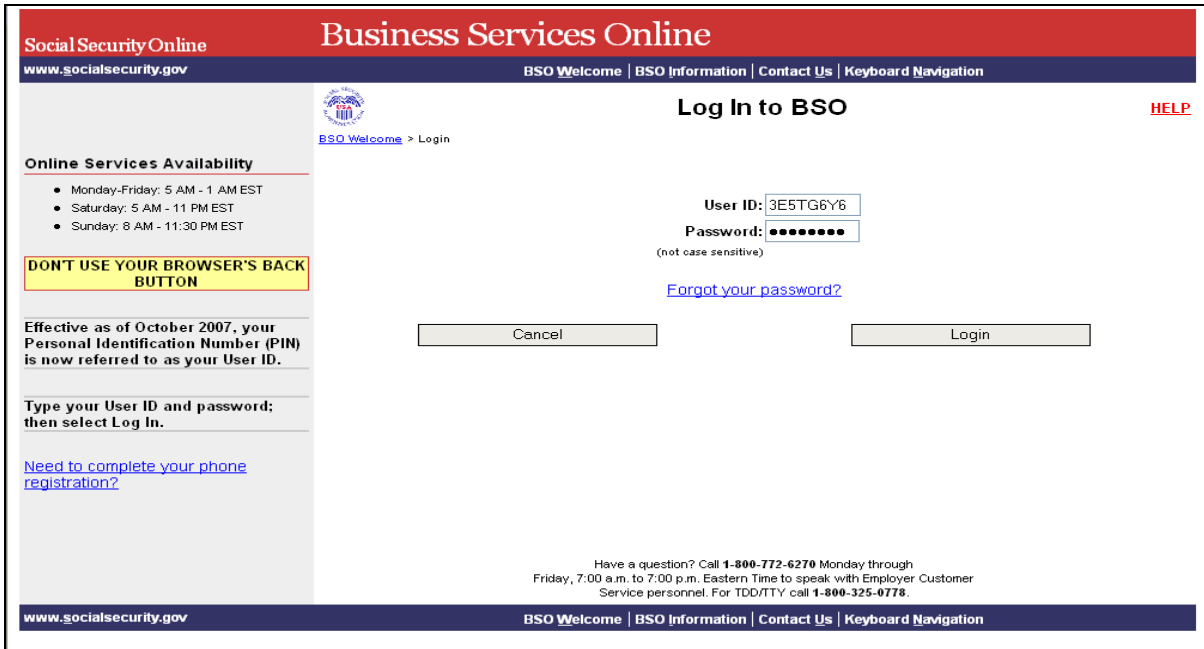
- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my User ID.
- I understand that SSA may ban me and/or the company I represent from the use of these services if SSA determines or suspects there has been misuse of the services.
- I am aware that any person who knowingly and willfully 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 selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.*

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](http://www.socialsecurity.gov) [BSO Welcome](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Step 3:** Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Log In to BSO page.



**Step 4:** Enter your User ID and password.

**Step 5:** Select the **Login** button. The system displays the BSO Main Menu page. (To return to the BSO Welcome page, select the Cancel button.)



**Step 6:** 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.

The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a blue header for 'Report Wages to Social Security' and links for 'LOGOUT' and 'BSO HELP'. A breadcrumb trail shows 'BSO Main Menu > Report Wages to Social Security'. The main content area features two primary links: 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status' and 'Resubmission Notice Processing', which includes the subtext 'Acknowledge resubmission notices and request resubmission extensions'. A yellow box on the left side contains the warning 'DON'T USE YOUR BROWSER'S BACK BUTTON'. A 'BSO Main Menu' button is located in the center. At the bottom, there is a footer with contact 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.' The footer also includes the 'www.socialsecurity.gov' URL and the same navigation links as the top bar.

**Step 7:** Select the **Resubmission Notice Processing** link. The system displays the Resubmission Notice Processing menu page.

Social Security Online
Business Services Online

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

**Online Services Availability**

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

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.

## Resubmission Notice Processing

[LOGOUT](#) | [HELP](#)

[BSO Main Menu](#) > [Report Wages to Social Security](#) > Resubmission Notice Processing

[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.

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 8:** Select the **Acknowledge Resubmission Notice** link.

### [Acknowledge Resubmission Notice](#)

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

The system displays the Query Attestation page.

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

### Query Attestation

**User Certification to Query the SSA Business Services Online**

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 am 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.

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By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Social Security Administration

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**Step 9:** Select the **I Accept** button after reading the conditions defined on the Query Attestation page. The system displays the Acknowledge Resubmission Notice page.

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

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

**BSO Help**

### Acknowledge Resubmission Notice

Use this form to acknowledge that you received a notice from the Social Security Administration requiring you to resubmit your wage data. 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 - Version:**  -

**Receipt Year:**

**Choose one of the following:**

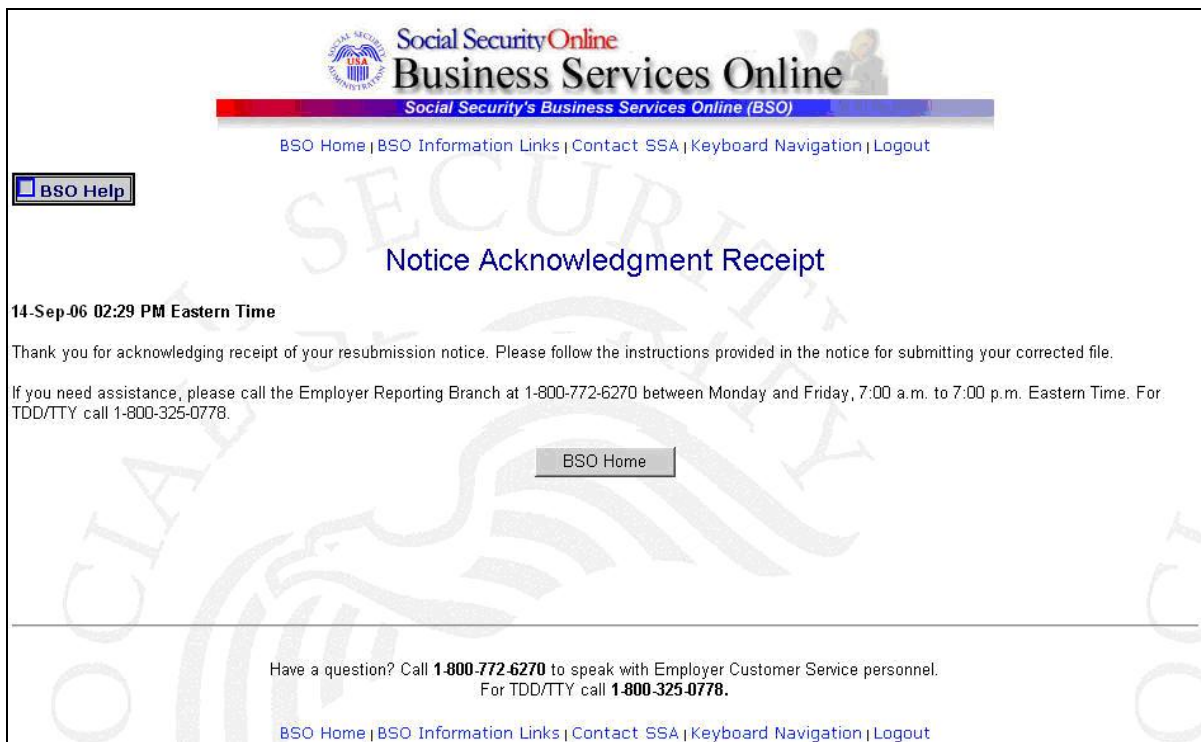
- I filed using electronic media (e.g. Internet or Electronic Data Transfer).
- I filed using physical media (e.g. tape, cartridge, or diskette) and I received my submission in the mail.
- I filed using physical media (e.g. tape, cartridge, or diskette) and I did not receive my submission in the mail.

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

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

**Step 10:** Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA) and indicate the appropriate filing method.

**Step 11:** Select the **Acknowledge Notice** button to process the acknowledgement. (Otherwise, select the **Cancel** button to cancel the acknowledgement and return to the BSO Main Menu page.) The system displays the Notice Acknowledgement Receipt page.



The screenshot displays the Social Security Online Business Services Online (BSO) interface. At the top, the Social Security Administration logo is on the left, and the text "Social Security Online Business Services Online" is centered. Below this, a blue banner reads "Social Security's Business Services Online (BSO)". A navigation bar contains links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout". On the left side, there is a "BSO Help" button. The main content area features the heading "Notice Acknowledgment Receipt" and a timestamp "14-Sep-06 02:29 PM Eastern Time". The text reads: "Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file. 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 positioned below the text. At the bottom, a footer contains 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 second navigation bar with links: "BSO Home | BSO Information Links | Contact SSA | Keyboard Navigation | Logout".

**Step 12:** Select the **BSO Home** button to return to the BSO Main Menu page.