



BSO Tutorial for Tax Year 2007

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 SSA. This section is for users who have already acknowledged their Resubmission Notice. For more information, refer to the Acknowledge Resubmission Notice section.



NOTE

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 Welcome page:
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
BSO Welcome | 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

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

HELP

General Login Attestation

[BSO Welcome](#) > General Login Attestation

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
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.

The screenshot shows the Social Security Online Business Services Online (BSO) login page. The page has a red header with "Social Security Online" and "Business Services Online" logos. Below the header is a navigation bar with links: "www.socialsecurity.gov", "BSO Welcome", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Log In to BSO" and includes a "HELP" link. On the left side, there is a section for "Online Services Availability" with a list of hours: Monday-Friday: 5 AM - 1 AM EST, Saturday: 5 AM - 11 PM EST, and Sunday: 8 AM - 11:30 PM EST. Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". Further down, there is a notice: "Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID." and instructions: "Type your User ID and password; then select Log In." A link "Need to complete your phone registration?" is also present. The login form itself has a "User ID:" field with the value "3E5TG6Y6" and a "Password:" field with masked characters. Below the password field is the text "(not case sensitive)" and a link "Forgot your password?". At the bottom of the form are two buttons: "Cancel" and "Login". At the very bottom of the page, there is a footer with "www.socialsecurity.gov" and the same navigation links as the top bar. A small text block at the bottom center provides 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."

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 Business Services Online Welcome page, select the Cancel button.)

The screenshot shows the Social Security Business Services Online (BSO) Main Menu page. The page has a red header with the Social Security Online logo and the text "Business Services Online". Below the header is a navigation bar with links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is titled "Main Menu" and includes a "LOGOUT" and "HELP" link. On the left side, there is a section for "Online Services Availability" with a list of service hours: Monday-Friday (5 AM - 1 AM EST), Saturday (5 AM - 11 PM EST), and Sunday (8 AM - 11:30 PM EST). Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main menu items are: "Report Wages To Social Security" (with sub-links: 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" (with sub-link: View report status, errors and notice information), "Social Security Numbers Verification Service" (with sub-links: Request online SSN verification; Submit files for SSN verification), and "Account Maintenance" (with sub-links: Request, activate or remove access to services; Re-request or deactivate access to services; Change your password). At the bottom, there is a footer with the text "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" and a navigation bar with links for "BSO Welcome", "BSO Information", "Contact Us", and "Keyboard Navigation".

Social Security Online
www.socialsecurity.gov

Business Services Online

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

Main Menu [LOGOUT](#) [HELP](#)

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

Welcome, DEBBIE KEMP
Your password expires on **March 16, 2006**

[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
Submit files for SSN verification

[Account Maintenance](#)
Request, activate or remove access to services
Re-request or deactivate access to services
Change your password

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

www.socialsecurity.gov

BSO Welcome | BSO Information | Contact Us | Keyboard Navigation

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.

Social Security Online **Business Services Online**

www.socialsecurity.gov [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Report Wages to Social Security [LOGOUT](#) | [HELP](#)

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

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

[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 7: Select the **Resubmission Notice Processing** link. The system displays the Resubmission Notice Processing 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

DONT 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 **Request Resubmission Extension** link.

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.

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.

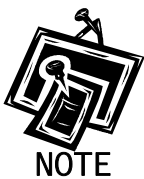
By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

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

Step 10: Enter your Employer Identification Number (EIN) and WFID.

Step 11: Select the **Receipt Year** from the drop-down menu.

Step 12: 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.)



NOTE

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, as shown below.



The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top left is the Social Security Administration logo. To its right, the text reads "Social Security Online" in blue and red, followed by "Business Services Online" in large black font. Below this is a blue horizontal bar with the text "Social Security's Business Services Online (BSO)". A navigation menu includes links for "BSO Main Menu", "BSO Information", "Contact Us", "Keyboard Navigation", and "Logout". A "BSO Help" button is visible on the left. The main heading is "Request Resubmission Extension Error". The error message states: "Request to extend is over 45 days from the date of the resubmission notice." It also 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 located at the bottom center.

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



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

BSO Main Menu | BSO Information Links | Contact SSA | Keyboard Navigation | Logout

Resubmission Extension Acknowledgment

Date: 14-Sep-06 Time: 10:45 AM Eastern Time

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.

You have received a 15-day extension for WFID JUL019 - 01 and Receipt Year 2005.

The new deadline for filing your resubmission is **10/14/2006**. The original deadline was 07/31/2006.

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.


[BSO Home](#)

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 you have not acknowledged receipt of your notice prior to requesting an extension, the system will display the Request Resubmission Extension Error page. If this occurs, select the **Acknowledge Notice and Request Extension** button on the Request Resubmission Extension Error page. The system displays the Acknowledge Notice and Request Extension page (located below). Select one of the three radio buttons for filing methods. The system automatically populates the EIN, WFID, and Receipt Year fields. Select the **Acknowledge Notice and Request Extension** button. The system displays the Request Extension Acknowledgment page.*

**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](#)

Acknowledge Notice and Request 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 received from the Social Security Administration.

EIN:

WFID: - 01

Receipt Year:

Choose one of the following:

- 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.
- I filed using electronic media (e.g. Online Wage Reporting, Electronic Data Transfer).

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](#)