



BSO Tutorial for Tax Year 2003 – Text-Only Version

Request Resubmission Extension

Contains the following lesson:

- [Request a one-time 15-day Extension to Resubmit a Form W-2](#)

Lesson 1: Request a Resubmission Extension

Follow the instructions below to request a one-time 15-day extension to resubmit your W-2 data to SSA. You should acknowledge the resubmission notice before requesting an extension. 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 Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

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

Step 6: Select the Request Resubmission Extension link. The system displays the Request Resubmission Extension page.

Step 7: Enter your Employer Identification Number (EIN) and WFID.

Step 8: Select the Receipt Year from the drop-down menu.

Step 9: Select the Request Extension button to process the request. (Otherwise, select the Cancel button to cancel the request and return to the BSO Home Page.) The system displays the Request Extension Acknowledgement page.

NOTE: If you have not acknowledged receipt of your notice prior to requesting an extension, you will receive the following error message.

Step 10: Select Acknowledge Notice and Request Extension button if you receive this error message. The system displays the Acknowledge Notice and Request Extension page.

Step 11: Select one of the three radio buttons under the Choose one of the following: section. The system should automatically populate the EIN, WFID, and Receipt Year.

Step 12: Select the Acknowledge Notice and Request Extension button. (Otherwise, select the Cancel button.) The system displays the Request Extension Acknowledgement page.