

Tax Year 2020 Request Resubmission Extension Tutorial

Step-By-Step Instructions

1. Select “**MENU**” on the Social Security home page, then select **Business Services** to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “[Business Services Online](#)” page.

Social Security SEARCH MENU LANGUAGES SIGN IN / UP

Home Business Services Online

Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Business Services Online

[Log In](#) [Register](#)

[Complete Phone Registration](#)

Business Services Online (BSO)

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

[+ For Employers](#)

[+ For Attorneys & Appointed Representatives](#)

[+ Social Security Number Verification Services \(SSNVS\)](#)

[+ Consent Based Social Security Number Verification Service \(CBSV\)](#)

Message

If you received an Employer Correction Request (EDCOR) letter concerning name and SSN mismatches for your employees and you need additional resources, please visit the EDCOR landing page at www.ssa.gov/employer/notices.html.

If you are adding a new BSO account, please make sure you select **View Wage Report Name/SSN Errors** in addition to Report Wages.

Do you want to report wages to Social Security and/or test wage files using AccuWage?

Yes No

In addition, do you want to View Wage Report Name/SSN Errors?

Yes No

If you report wages to SSA, go [here](#) to learn more about **adding a new service to your BSO account**.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

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2. Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

3. Enter your User ID and Password.
4. Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.
 - a. Select the **Log In** button to display the BSO “Main Menu” page.
 - b. To return to the “Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

5. Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

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 User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to 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.

Have a question? Call 1-800-772-6270  Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 

6. Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page. To return to the BSO “Main Menu” page, select the **I DO NOT Accept** button.

Social Security Online **Business Services Online**

www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Electronic Wage Reporting (EWR)**

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)
Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

7. Select the **Request an Extension to File a Resubmission** link on the EWR home page. The system displays the “Request Resubmission Extension” page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Resubmission Notice

Request Resubmission Extension

Use this form to request a one-time 15-day extension of the deadline for resubmitting your formatted wage file. 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.

You may only request an extension 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 are requesting a resubmission extension and your most recent version is 01.

Items marked with an asterisk (*) are required.

*EIN:

*WFID:

*Receipt Year:

Cancel
Submit

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

8. Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year (exactly as they appear on the resubmission notice you received from SSA.)
 - a. Select the **Submit** button to request an extension on the deadline for resubmitting your formatted wage file, the system displays the “Resubmission Extension Receipt” page.
 - b. To return to the EWR home page, select the **Cancel** button.

The screenshot shows the Social Security Online Electronic Wage Reporting (EWR) interface. At the top, there is a red header with the text "Social Security Online" and "Electronic Wage Reporting (EWR)". Below the header, there is a navigation bar with links for "EWR Home", "E-mail a Wage Reporting Expert", "Keyboard Navigation", and "Logout". The main content area is titled "Resubmission Notice" and "Resubmission Extension Receipt". The date and time are listed as "Date: 11-Sep-2020 Time: 10:25 AM Eastern Time". The text states: "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 Extension receipt for your records." It also mentions: "You have received a 15-day extension for WFID B003TB - 01 and Receipt Year 2021." A red line of text indicates: "The new deadline for filing your resubmission is 04/01/2021. The original deadline was 03/17/2021." At the bottom left, there is a button labeled "EWR Home Page". At the bottom of the page, there is a footer with contact information: "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

9. On the “Resubmission Extension Receipt” page, select the **EWR Home Page** button to return to the EWR home page.