

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO,
SUS SIGLAS EN INGLÉS) PARA EL AÑO TRIBUTABLE 2008
(TY08, SUS SIGLAS EN INGLÉS)

CÓMO SOLICITAR UNA PRÓRROGA PARA PRESENTAR DOCUMENTOS OTRA VEZ



CONTIENE LA SIGUIENTE LECCIÓN:

- [CÓMO SOLICITAR UNA PRÓRROGA PARA PRESENTAR DOCUMENTOS OTRA VEZ](#)

LECCIÓN 1: CÓMO SOLICITAR UNA PRÓRROGA PARA PRESENTAR INFORMACIÓN DESPUÉS DE ACUSAR RECIBO DE UN AVISO REQUIRIENDO LA PRESENTACIÓN DE LA INFORMACIÓN OTRA VEZ

Siga las siguientes instrucciones para solicitar una prórroga de 15 días—que se otorga una sola vez—para presentar otra vez su información de los formularios W-2 a la Administración del Seguro Social. Esta sección es para los usuarios que ya han acusado recibo de su aviso para presentar la información otra vez. Para informarse mejor, vea la sección que lee, «Acknowledge Resubmission Notice» (Cómo acusar recibo de un aviso solicitando la presentación de la información otra vez).



NOTA

No se le permite solicitar una prórroga para presentar información otra vez si ya ha presentado información otra vez para el mismo «Wage File Identifier (WFID)» (Identificador de registro de salario, [WFID, sus siglas en inglés]) o si han pasado más de 45 días desde la fecha en que recibió el aviso para presentar la información otra vez.

PASO 1: Dirija su navegador a la página titulada, «Business Services Online (BSO, siglas en inglés) Welcome» (Bienvenido a los Servicios por Internet para Empresas): www.segurosocial.gov/bsowelcome.htm (sólo disponible en inglés).

Business Services Online
Welcome to Business Services Online

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

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSI/VS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSI Verification](#)
- [Form SSA-1694 News](#)

Explanation of BSO Services

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.
[More information about Reporting Wages](#)

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.
[More information about Verifying Social Security Numbers](#)

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 OCO.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.
[More information about the Attorney Fee Service](#)

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

USA.gov [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#) [Need Larger Text?](#)
Last reviewed or modified Wednesday Nov 21, 2007

PASO 2: Pulse en el botón que lee, «**LogIn**» (Ingrese) en la página inicial titulada, Business Services Online Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).

CÓMO SOLICITAR UNA PRÓRROGA PARA PRESENTAR DOCUMENTOS OTRA VEZ

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

BSO Welcome > Login

Log In to BSO [BSO 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

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

PASO 3: Ingrese su «User ID» (Identificación de Usuario) y contraseña.

PASO 4: Pulse en el encasillado que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO». Pulse en el botón que lee, «**Login**». El sistema mostrará en pantalla la página principal del BSO. (Para regresar a la página inicial titulada, «BSO Welcome Page», pulse en el botón que lee, «**Cancel**» [Cancelar]. El sistema le alertará en pantalla que hay un error cuando el «User ID» o la contraseña están incorrectas.)

Social Security Online
www.socialsecurity.gov

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

Business Services Online

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

PASO 5: Pulse en el enlace que lee, «**Report Wages to Social Security**» (Presente los salarios al Seguro Social).

[Report Wages To Social Security](#)

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

El sistema mostrará en pantalla la página de opciones de tareas titulada, «**Report Wages to Social Security**».

The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red header with 'Business Services Online' and a dark blue navigation bar with 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area is titled 'Report Wages to Social Security' and includes a 'LOGOUT | BSO HELP' link. A sidebar on the left contains 'Online Services Availability' with a list of hours and a yellow warning box that says 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features a blue link for 'Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status' and a blue link for 'Resubmission Notice Processing'. Below the 'Resubmission Notice Processing' link, there is a text prompt: 'Acknowledge resubmission notices and request resubmission extensions' and a 'BSO Main Menu' button. At the bottom of the page, there is a footer with 'www.socialsecurity.gov' and the same navigation links as the top bar.

PASO 6: Pulse en el enlace que lee, «**Resubmission Notice Processing**» (Procedimiento para presentar información otra vez). El sistema mostrará en pantalla la página titulada, «Resubmission Notice Processing».

(Para regresar a la página principal del BSO, pulse en el botón que lee, «**BSO Main Menu**».)

The screenshot shows the 'Business Services Online' 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 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a blue header 'Resubmission Notice Processing' and a 'LOGOUT | BSO HELP' link. A breadcrumb trail reads 'BSO Main Menu > Report Wages to Social Security > Resubmission Notice Processing'. There are two main sections: 'Acknowledge Resubmission Notice' with a subtext 'Acknowledge that you have received a notice asking you to resubmit your wage data.' and 'Request Resubmission Extension' with a subtext 'Request a one-time 15-day extension of the deadline for resubmitting your wage data.'. A yellow box on the left contains the text 'DON'T USE YOUR BROWSER'S BACK BUTTON' and instructions on how to resubmit a wage file. At the bottom of the page, there is a dark blue footer with 'www.socialsecurity.gov' and the same navigation links as the top bar. A contact number '1-800-772-6270' is also visible.

PASO 7: Pulse en el enlace que lee, «**Request Resubmission Extensión**» (Solicitar una prórroga para presentar la información otra vez).

(Para regresar a la página principal del BSO, pulse en el botón que lee, «**BSO Main Menu**».)

Request Resubmission Extension

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

El sistema mostrará en pantalla la página titulada, «Query Attestation» (Confirmación de investigación).

 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.

PASO 8: Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «Query Attestation». El sistema mostrará en pantalla la página titulada, «Request Resubmission Extensión». (Para regresar a la página principal del BSO, pulse en el botón que lee, «**I DO NOT Accept**» [No Acepto].)

The screenshot shows the 'Request Resubmission Extension' form on the Social Security Online Business Services Online (BSO) website. The page header includes the Social Security Administration logo and the text 'Social Security Online Business Services Online Social Security's Business Services Online (BSO)'. Navigation links include 'BSO Main Menu', 'BSO Information Links', 'Contact SSA', 'Keyboard Navigation', and 'Logout'. A 'BSO Help' button is visible in the top left. The main heading is 'Request Resubmission Extension'. Below it, instructions state: '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:' followed by a bulleted list: '• 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.' A note says: 'Before requesting an extension, you must first acknowledge receipt of the resubmission notice.' The form asks for '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.' The form fields are: 'EIN: [text box]', 'WFID: [text box] - 01', and 'Receipt Year: [dropdown menu with 2007 selected]'. At the bottom are 'Request Extension' and 'Cancel' buttons. A footer note says: 'Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.' Navigation links are repeated at the bottom.



NOTA

*Si no ha acusado recibo de la Solicitud para presentar la información otra vez (Request for Resubmission), puede pulsar en el enlace que lee, «**Acknowledge Receipt**» que se encuentra en la página titulada, «**Request Resubmission extensión**» para que el sistema presente en pantalla la página titulada, «**Acknowledge Resubmission Notice**» (Aviso de acuso de recibo).*

PASO 9: Ingrese su Número de identificación de empleador (EIN, siglas en inglés) y el «WFID».

PASO 10: Seleccione el año en que se recibió (**Receipt Year**) usando el menú desplegable.

PASO 11: Pulse en el botón que lee, «**Request Extension**» (Solicite prórroga). (De lo contrario, pulse en el botón que lee, «**Cancel**» [Cancelar] y regresará a la página principal del BSO.)



NOTA

Los pedidos de prórroga deben hacerse dentro de 45 días contando desde la fecha en que aparece en el Aviso para presentar la información otra vez. Si intenta presentar la información que se solicita después de la fecha límite, el sistema mostrará en pantalla un aviso declarando que un error ha ocurrido en la página titulada, «Resubmission Extension Request Error» (Error con la petición de prórroga para presentar la información otra vez) y una descripción del error:

Si no hay errores, el sistema mostrará en pantalla la página titulada, «Resubmission Extension Acknowledgement».

(Para regresar a la página inicial del BSO, pulse en el botón que lee, «**BSO Home**».)

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

(Para regresar a la página inicial del BSO, pulse en el botón que lee, «**BSO Home**».)