

# W-2 REPORTING VIA ELECTRONIC TAXPAYER SERVICE CENTER (eTSC) INSTRUCTIONS

## 1.0 GENERAL INFORMATION

Paper and Magnetic media filers are being offered a more convenient way to create and transmit W-2 reporting electronically. Electronic filing eliminates the outdated magnetic media process which will no longer be accepted by the District of Columbia. Electronic Filing of W2 (EFW2) conforms to Social Security Administration (SSA) requirements.

### 1.1 Filing Reminders

#### 1.1.1 Filing Deadlines

January 31st for the previous tax year. (For TY2008, the electronic filing deadline has been extended to March 31, 2009.)

#### 1.1.2 Paper Filing

If you are a small business filing fewer than 50 W-2s, in lieu of sending paper, OTR and SSA encourages you to file electronically using our Online Data Entry application.

#### 1.1.3 Magnetic Media Filing

The Office of Tax and Revenue no longer accepts magnetic tapes, cartridges, 3 1/2" diskettes or reels. All wages must be reported electronically.

#### 1.1.4 Employer/Employee Record Information

##### 1.1.4.1 Submitters Information

All submitters must obtain a User ID through our eTSC registration process. To register, please visit us online at <https://www.taxpayerservicecenter.com/GetStarted.jsp>.

##### 1.1.4.2 RA Submitter Record Information

It is imperative that the submitter's telephone number and E-mail address be entered in the appropriate positions. Failure to include correct and complete submitter contact information may, in some cases, make it necessary for OTR to reject your submission.

##### 1.1.4.3 RE Record

**1.1.4.3.1** Be sure to enter the correct tax year in the Employer Record.

**1.1.4.3.2** Be sure to provide the Employer Name in the Employer Record.

**1.1.4.3.3** Employment Code in the Employer Record is optional for DC W2 Reporting. Please ignore it if your EFW2 file fails the AccuWage validation due to missing value of this field or any related validation against this field.

##### 1.1.4.4 RA, RF & RS Record

**1.1.4.4.1** Be sure each data file submitted is complete. The RS Record is required for DC wage reporting.

**1.1.4.4.2** Be sure to provide the reporting period. This is expected to be the December and the reporting year (e.g. 122007)

**1.1.5 DC Wage Reporting Format**

The software used to create DC Wage Report must be formatted to **SSA's Specifications for Filing Forms W-2 Electronically (EFW2/EFW2C)**.

## **2.0 DOWNLOAD ACCUWAGE/ACCUW2C**

AccuWage is free software offered by the Social Security Administration (SSA) for companies to use to check W-2 (Wage and Tax Statement) and W-2C (Corrected Wage and Tax Statement) reports for accuracy before you send them to Social Security and the Office of Tax and Revenue.

AccuWage is for use with Electronic Filing W-2 - (EFW2 - formerly MMREF-1).  
AccuW2C is for use with Electronic Filing W-2C - (EFW2C - formerly MMREF-2).

### **2.1 Download and Install**

To download Accuwage software, click the Accuwage\AccuW2C link. You must download and install AccuWage/AccuW2C software on your PC. Then, specify the directory where your W2REPORT or W2CREPORT file is located. AccuWage/AccuW2C reads the file and informs you of any errors it detects.

**2.1.1** AccuWage/AccuW2C software does not verify optional state/local records, such as the RS and RO.

**2.1.2** Download and installation Accuwage/AccuW2C will require System Administrator rights of your operating system and will require reboot of your PC after installation. OTR does not provide support for any AccuWage software downloaded to your operating systems.

**2.1.2.1** We recommend that you also visit the **Social Security Administration website** for additional information on how to validate employee names and social security numbers.

### **2.2 SSN/Name Verification**

**2.2.1** We recommend that you verify all names and SSNs before you submit your EFW2/EFW2C file. This can speed the processing of your submissions. Correct names and SSNs on W-2 wage reports are the keys to the successful processing of your annual wage report submission.

**2.2.2** The District of Columbia does not allow employers to submit W-2 wage reports that contain any SSN with all the same numbers (i.e., 000000000, 999999999, 111111111 etc.); however, Social Security Administration (SSA) accepts SSN as all 0's.

## **3.0 W-2 ELECTRONIC FILING OPTIONS**

### **3.1 Online Data Entry for Small Businesses**

**3.1.1** Filing fewer than 50 W-2s? It's easy to file electronically with Online Data Entry. This option is available for small business employers or preparers and allows the preparation and submission of up to 50 W-2s per report over a secure internet service.

## **3.2 W2 Software Download/Purchase for Larger Businesses and Third-Party Bulk Filers**

**3.2.1** Filing more than 50 W-2s or using third-party bulk filing? It's easy to file electronically with W-2 File Upload. This electronic filing option is available for larger businesses and third-party bulk filers. The W2 Software Download/Purchase allows the preparation and submission of more than 50 W-2's per report.

## **4.0 W-2 FILE CREATION, EDITING AND UPLOAD FILE**

### **4.1 File Creation**

**4.1.1** Click on the "[Enter Submitter Information](#)" button to input the required submitter information.

**4.1.2** Click on the "[Enter Employer Information](#)" button to input the required employer information.

**4.1.3** Click on the "[Add Employee Record](#)" button to input each employee's W-2 information.

**4.1.4** After all Submitter, Employer and Employee information has been entered, click the "[Create EFW2 File](#)" button to create a file.

**4.1.5** Click "[EFW2 File](#)" to download, then click "[Save](#)" to save to your local drive.

**4.1.5.1** Any file name may be used. However, it must contain a valid extension as explained in the instruction pages at the beginning of this process. (Ex: EFW2.txt)

**4.1.5.2** If your uploaded file does not match the EFW2/EFW2C format it will be rejected.

**4.1.5.3** Do **NOT** send paper W-2's if you have submitted your file electronically.

### **4.2 Upload File**

Files must be created using a text (.txt) or compressed zip (.zip or .gz) file format.

#### **4.2.1 EFW2/EFW2C Compressed file format requirements**

**4.2.1.1** Files under 10MB upload as a text files (.txt) , Zip files (.zip) or gZip files (.gz).

**4.2.1.2** Files larger than 10 MB and under 50MB must be uploaded as a compressed Zip (.zip) or gZip (.gz) Archive.

**4.2.1.3** Files larger than 50MB must be submitted as two separate EFW2 or EFW2C submissions. Files submitted which are larger than 50MB will be

rejected.

**4.2.1.4** Split archives are not accepted.

## **4.3 Editing File**

Editing an Online Data Entry file is easy; you must go to the W-2 Data Entry page and follow the steps listed below.

**4.3.1** To update the Submitter and/or Employer information, click on the link corresponding to the information you wish to update.

**4.3.2** To update the Employee information, click on the "[Update](#)" link corresponding to the employee record you wish to update.

**4.3.3** To delete employee information, click on the "[Delete](#)" link corresponding to the employee record you wish to delete.

**4.3.4 CAUTION:** If you do not enter/modify any data in a 24-hour period, all of the data you entered previously will be automatically removed from our system.

## **5.0 FILE STATUS**

### **5.1 Review Status History**

The status of your W-2 submission will appear on the Review Status History page.

**5.1.1 SUBMITTED** - File waiting to be scanned for errors, viruses, etc. Infected files will be quarantined and rejected.

**5.1.2 ACCEPTED** - File has passed all quality checks and an Email will be sent to submitter.

**5.1.3 REJECTED** - File did not pass quality checks. The Review Status History page will be updated to show the first error reached while processing the file. (The file should be corrected and re-validated through Accuwage prior to re-submitting.)

### **5.2 File Resubmission for rejected files**

**5.2.1** Please follow the same procedures as original submission. File will be treated as a new submission and the original process will begin again.

**5.2.1.1** Errors must be corrected and file validation must be performed prior to resubmission.

## **6.0 ASSISTANCE**

Please contact eTSC Technical Support at (202) 442-6392, if you have difficulty uploading your EFW2/EFW2C formatted file.

OTR does not provide support for any AccuWage software downloaded to your operating systems, nor purchased software downloaded to create your EFW2/EFW2C files.

## Electronic W-2 Submission Options

### Electronic Filing W-2 - EFW2

(Note: Choose from three options which are offered for your convenience)

#### Option 1 - Small Business (Fewer than 50 employees)

- Online Data Entry

Click on the "[Enter Submitter Information](#)" button to input the required submitter information.

Click on the "[Enter Employer Information](#)" button to input the required employer information.

Click on the "[Add Employee Record](#)" button to input each employee's W-2 information.

After all Submitter, Employer and Employee information has been entered, click the "[Create EFW2 File](#)" button to create a file.

- Upload W-2 File

Create a text or compressed zip file.

Files under 10MB upload as text files (.txt), Zip files (.zip) or gZip files (.gz).

Files larger than 10 MB and under 50MB must be uploaded as a compressed Zip (.zip) or gZip (.gz) Archive.

Files larger than 50MB must be submitted as two separate EFW2 or EFW2C submissions. Files submitted which are larger than 50MB will be rejected.

Split archives are not accepted.

#### Option 2 - Larger Business (more than 50 employees)

- Upload W-2 File

W-2 Software Download/Purchase. (Note: You must purchase software to create bulk file using the SSA approved software vendor.)

Create a text or compressed zip file. (see information above)

File extensions for compressed EFW2 files.

1. Files under 10MB upload as text files (.txt), Zip files (.zip) or gZip files (.gz).
2. Files larger than 10 MB and under 50MB must be uploaded as a compressed Zip (.zip) or gZip (.gz) archive.

3. Files larger than 50MB must be submitted as two separate EFW2 or EFW2C submissions. Files submitted which are larger than 50MB will be rejected.
4. Split archives are not accepted.

### **Option 3 - Third-Party Bulk Filers (more than one employer)**

- Upload W-2 File

#### W-2 Software Download/Purchase

You must purchase software to create bulk file using the SSA approved software vendor. File extensions for compressed EFW2 files.

1. Files under 10MB upload as text files (.txt), Zip files (.zip) or gZip files (.gz).
2. Files larger than 10 MB and under 50MB must be uploaded as a compressed Zip (.zip) or gZip (.gz) archive.
3. Files larger than 50MB must be submitted as two separate EFW2 or EFW2C submissions. Files submitted which are larger than 50MB will be rejected.
4. Split archives are not accepted.

### **Electronic Filing W2 Correction - EFW2C**

(Note: Online Data Entry is not available for EFW2C. You may choose from options 2 or 3 to submit an EFW2C file.)

- Submit an EFW2C file as soon as possible after you discover an error.
- EFW2C files will **NOT** be accepted from any employer who has not submitted an **ACCEPTED** EFW2 file. The following changes are permitted:
  - Employer information and employee information.
  - Employer/Agent EIN, Employment Code, Tax Year
  - Employee SSN, Name and most money fields. Refer to the SSA specification for filing forms W-2C Electronically (EFW2C) for additional information.

### **Review Status/History**

(Note: This feature is located in the blue navigation bar on the left side)

- An Email notification containing the status of the initial submission will be sent to the submitter.
- The final status of the file submission will be available within 7 business days.
- The submitter must access and view the "[Review Status/History](#)" of the file submitted file by clicking the link on the left-hand side navigation bar.
- Rejected files must be corrected and resubmitted within 30days of notification. A rejected file is not recognized as a W-2 submission.
- The submitter can **NOT** add records to an "**ACCEPTED**" status file. A new file must

be created and submitted.

- When re-submitting a file the taxpayer must change the file name to the last submitted confirmation number and add the letter "R" at the end of the confirmation number in the file name (ex.: 1000000000270R.txt) At submission of the resubmitted file (ex.: 1000000000270R.txt), a NEW confirmation number is assigned. The file is then validated and maybe rejected or accepted depending on data validation. At each resubmission, a NEW confirmation number is assigned. To resubmit a failed resubmitted file, the taxpayer must change the file name using the LAST rejected file confirmation number plus the letter "R" in the file name. The taxpayer must repeat this until an accepted file is received.
- If the file submitted does not follow this naming convention or if the confirmation number used does not match any of previously rejected file confirmation number, the file will be considered new submission.
- Submitter must create and submit a new EFW2C file if an employee record within an "**ACCEPTED**" status file needs to be altered.