

2016

Government of the
District of Columbia,
Office of the Chief
Financial Officer, Office
of Tax and Revenue



[BULK EFW-2/ EFW-2C ELECTRONICALLY FOR TAX YEAR 2016]

File formats and processing for electronic W-2s in the new DC Taxpayer Portal and access to the portal

Version Control

| Version Number/Date | Comments |
|---------------------|---|
| 1.0 – 11/01/16 | Initial Release for 2016 |
| 1.1 – 02/01/17 | Added additional common error regarding record length and increased file size |

This document is re-issued every tax year and may be updated at any time to ensure that it contains the most current information. The Version Control Log will indicate what has changed from the initial publication.

What's New:

Beginning in November 2016, the District of Columbia (DC) Office of Tax and Revenue (OTR) launches a new web portal, MyTax.DC.gov, making it **simpler, faster, and safer** to view and pay individual income and business taxes. For some tax types you can use the portal to file your returns.

Additionally, bulk filing or online data entry of EFW-2/EFW-2C's is transitioning from the electronic taxpayer service center (eTSC) to MyTax.DC.gov. More information about how to bulk file or perform online data entry will be explained later in these instructions. DC will continue to follow SSA EFW-2 and EFW-2C specifications.

EFW2:

Record Changes

The RE Employer Record (position 174) "Kind of Employer" field descriptions have been modified. The value set remains the same.

Other Changes

- For Tax Year 2016, two versions of AccuWage are available to test your EFW2/EFW2C Wage Reports: AccuWage Online and AccuWage Downloadable.
- For tax year 2016, both electronic and paper filers must file wage reports by January 31, 2017.

EFW2C:

Record Changes

The Originally Reported Kind of Employer field (position 226) of the RCE Employer Record has been removed and is now shown as filler.

- The field name for “Correct Kind of Employer” (position 227) of the RCE Employer Record has changed to “Kind of Employer” and field descriptions have been modified. The value set remains the same.
- The Employer’s/Agent’s Originally Reported EIN field name (positions 8-16) of the RCE Employer Record has been changed to Employer’s/Agent’s Originally Reported Federal EIN.
- The Employer’s/Agent’s EIN field name (positions 17-25) of the RCE Employer Record has been changed to Employer’s/Agent’s Federal EIN.

Other Changes

See EFW2 Other Changes above.

Reminders

- The submission due date of informational statements (including W-2) is:
 - **January 31st of each year.**
- Employers must file Forms W-2 electronically if the number of Forms W-2 is 25 or more. If 24 or fewer, the employer may file electronically (online manual data entry). Reference the DC “Income Tax Withholding Statements Electronic Submission Temporary Act of 2012”. Make sure that your data file is in a .txt format.
- Only submit a W-2C correction wage file if the **original W-2 wage file** has processed to Complete Status.
- If you use a reporting representative to submit your file, you are responsible for the accuracy of the file.

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General Information

These are the instructions for filing EFW-2 or EFW-2C information to the District of Columbia (DC) Office of Tax and Revenue (OTR) via electronic filing using the Social Security Administration (SSA) Specifications for Filing Forms EFW-2 or EFW-2C electronically and your reporting requirement is 25 or more W-2s.

Visit <https://www.socialsecurity.gov/employer/efw/15efw2.pdf> or <https://www.ssa.gov/employer/efw/16efw2c.pdf> for SSA specifications.

OTR paper filers are being offered a faster and more convenient way to create and transmit EFW-2 and EFW-2C (correction) wage reporting electronically. Electronic filing eliminates the outdated manual paper and magnetic media processes. The same file that you transmit to SSA can now be transmitted to the District of Columbia, with a required RS record for DC. You can refer to the above mentioned SSA specification to obtain more information about AccuWage Online2016 or AccuWage Downloadable 2016 Help Guide. This software does not verify optional state/local records, such as the RS and RO. OTR does not offer any support of AccuWage or any other product you use to generate your EFW-2/EFW-2C submissions.

DO NOT send paper or PDF's of W-2s or W-2Cs if you have submitted your file(s) electronically or used the online data entry system. These are for your records.

All submitters must register to create your logon ID through our web portal, MyTax.DC.gov whether you are an employer, a payroll provider, a preparer, or enrolled agent. Please visit us online at <https://mytax.dc.gov/>. If you need assistance on obtaining a logon ID or authorizing a third-party to submit the EFW-2 or EFW-2C, please review the tutorials/FAQs on the web portal. Instructions are also included in this guide.

Filing

Electronic Filing

You must file electronically if you are filing 25 or more W-2s or W-2Cs via the new web portal, MyTax.DC.gov.

Paper

Even if you are a small business filing fewer than 24 W-2s, in lieu of sending paper, OTR encourages you to file electronically using our online manual data entry application or file upload method.

Filing Options

Option 1 – Manual Online Entry (Small Business)

Filing 24 or fewer 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 25 W-2s per report over a secure internet service. The ability for smaller to medium sized business to manually key in all the information on the W-2s/W-2Cs and forgo the file creation process and submission.

Option 2 – Bulk File Submission (Larger Businesses)

Filing 25 or more 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. Using approved software that generates the correct SSA formats, the bulk file submission allows an employer/payroll provider or others to electronically submit their W-2s/W-2Cs.

Option 3 – Multiple Employer Submissions (Third Party Bulk Filers)

This is the same process as option 2, the difference being that a Third-Party can submit files containing multiple employers. The mechanics of submitting these Multi-Employer bulk submissions is the same as the Bulk File Submission.

EFW-2/EFW-2C Data Requirements and File Acceptance

Please refer to the SSA handbook to obtain additional information regarding data requirements and file acceptance in order to eliminate file rejection due to errors. The submissions must be in the order listed below, even if the record is defined as optional. Listed below are the EFW-2 or EFW-2C record requirements for file creation of records to be submitted to the OTR:

- RA–Submitter Record (Required)
- RE–Employer Record (Required)
- RW–Employee Wage Record (Required)
- RO–Employee Wage Record (Optional)
- RS–State Wage Record (Required)
- RT–Total Record (Required)
- RU–Total Record (Optional)
- RV–State Total Record (Optional)
- RF–Final Record (Required)

Employer/Employee Record Information

Submitters' Information

Record Length

All employer records must adhere to the required record length for both EFW-2 and EFW-2C as follows: Electronic File EFW2 – 512 bytes (each record)
Electronic File EFW-2C Correction – 1,024 bytes (each record)

Each record must terminate with a carriage return (at the end of each row).

RA Submitter Record

It is imperative that the submitter's telephone number and e-mail address be entered in the designated positions. Failure to include correct and complete submitter contact information may result in OTR rejecting your file submission.

RE Employer Record

Be sure to enter the correct tax year in the Employer Record (e.g., YYYY).

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

Employment Code in the Employer Record is optional for DC EFW-2 reporting. (Note: Please ignore it if your EFW2 file fails the AccuWage validation due to a missing value in this field or any related validation against this field.)

RW Employee Wage Record

Be sure to enter the correct amount of employee wages.

RS State Wage Record

The RS Record is required for DC wage reporting.

RT Total Record

Be sure the totals values match throughout the file.

RF Final Record

Be sure each data file submitted is complete.

RO, RU & RV Records

These records are optional and do not contain wage reporting data relevant to DC.

Social Security Number and Name Verification

We also recommend that you also visit the Social Security Administration website for additional information on how to validate employee names and social security numbers. The OTR also recommends that you verify all names and SSNs before you submit your

EFW-2/EFW-2C file. This can speed up the processing of your submissions. (Note: Correct names and SSNs on the W-2 and W-2C wage reports is the key to the successful processing of your annual wage report submission.)

- OTR does not allow employers to submit W-2 or W-2C wage reports that contain an invalid or impossible social security number (SSN), except that SSA and OTR temporarily accepts all zeros as the SSN. Employers are expected to enter the SSN shown on the employee's Social Security card.
- If you do not have an SSN when your W-2 report is due, complete the SSN field by entering all zeros in locations 3-11 of the RW (employee wage record). The all zeros should also be entered in the correct location (10-19) of the required RS record.

NOTE: Valid ranges for social security numbers are as follows:

- 001-01-0001 through 665-99-9999
- 667-01-0001 through 899-99-9999
- When the SSN contains zeros in positions 4-5, the SSN is a test SSN and it will be rejected
- When the SSN contains zeros in positions 6-9, it will be rejected

Upload File Specifications

Files must be in the format .txt. Any files submitted that are 180MB or larger will be rejected.

The maximum number of file attachments (less than 180MB) per file type is five (5).

For example:

File 1: 8.50 MB

File 2: 90 MB

File 3: 60 MB

More than five attachments can be submitted in an additional request.

Registration

If you previously had an ETSC logon, you will need to setup a new logon for DC's new Taxpayer Portal <https://MyTax.DC.gov>. You must have a MyTax.DC.Gov web logon in order to access the electronic submission features.

The person completing the registration will be considered the 'administrator' of the account. There are two methods to sign up to use MyTax.DC.gov.

- If you are a DC taxpayer, answer 'yes' to the question.
- If you are not a DC taxpayer, answer 'no'.

For either answer, complete all information including a security question and an email address. Press 'next' to continue.

DC.gov Office of Tax and Revenue

OTR Home Services Individual Income Tax Business Tax Real Property Recorder of Deeds Forms Customer Survey About

Home » **New Login Request**

1. Web Profile

Web Profile

LOGIN INFORMATION

Are you a DC Taxpayer? No Yes

Username: Madness

Your Name: Kimberly Smith

Email: Kimberly.smith2@dc.gov

Phone Type: Business Phone

Contact Phone: (202) 667-9000

Alternate Phone:

IN CASE YOU FORGET YOUR PASSWORD

Secret Question: What city were you born in?

Secret Answer: *****

Confirm Answer: *****

AUTHENTICATION CONTACT

| Phone/Email | Phone | Email | None |
|-------------|-------|------------------------|------|
| | | Kimberly.smith2@dc.gov | |

Mobile Carrier: AT&T

Mobile Phone: (202) 705-6966

Cancel Previous Next

If you are a DC taxpayer and you answered 'yes' above, enter your Federal Identification Number and a notice number from your registration letter. If you did not receive a notice, you can enter your last tax due or mark the checkbox \$0.00, and then click next. If you do not know the last tax due amount, contact the account administrator. If you answered 'no' above, enter your federal employer identification number and click next.

Home » **New Login Request**

1. Web Profile 2. Tax Profile

Tax Profile

TAXPAYER INFORMATION

ID Type FEIN SSN

Your ID (SSN or FEIN)

Re-enter Your ID

ACCOUNT VALIDATION

Notice Number

OR

Account Type

Last Tax Due

Last Tax Due is \$0.00

If you answered 'no' to being a DC taxpayer you will see this screen. Complete the information and click next.

Home » **New Login Request**

1. Web Profile 2. Signup

Signup

USER DEMOGRAPHICS

Business Name

ID Type FEIN SSN

Your ID (SSN or FEIN)

Re-enter Your ID

Address

Street 2

Unit Type

WASHINGTON DISTRICT OF COLUMBIA

20002-4259 USA

In either instance, you will receive a registration summary screen.

Home » New Login Request

1. Web Profile 2. Tax Profile 3. Registration Summary

Registration Summary

Please review the following information

Username: Madness
Name: Kimberly Smith
Email: Kimberly.smith2@dc.gov
Contact Phone: (202) 667-9000
Alternate Phone:

In case you forgot your password:
Secret Question: In what city does your nearest sibling live?
Secret Answer: *****

An email containing a temporary password and a link to log in will be sent to you.

Click Submit to complete this request.

Cancel

Previous Submit

Once you have verified the above information click 'submit' and you will receive a confirmation page.

Home » New Login Request » Confirmation

CONFIRMATION

Your request has been submitted.

To access this request in the future use:

- Email: kimberly.smith2@dc.gov
- Confirmation code: zbz6mg

If you have any difficulties, or you would like some help then please contact us at e-services.otr@dc.gov

OK

Printable View

Once you have obtained your logon credentials, you are ready to add additional logons or continue to bulk processing.

Adding Additional logons

- After you have successfully logged into your account you will be on the Home Screen

The screenshot shows the Home Screen of the MyTax.DC.gov portal. At the top, there is a navigation bar with a 'Home' link and a 'Log Off' button. Below this, there is a user profile section with a 'My Profile' link circled in yellow. The profile information includes the ID 00000-91276, the business name BUSINESS EXAMPLE, and the address 100 MAIN ST, WASHINGTON DC 20009 USA. To the right of the profile, there is an 'ALERTS' section with a checkmark and the text 'There are no alerts'. Further right, there is an 'I WANT TO' section with links for 'View My Web Profile', 'Request Third Party Access', 'Register a New Tax Account', 'Send OTR a message', and 'Manage payments and returns'. Below this, there is a 'SUMMARY' section with tabs for 'RECENT ITEMS' and 'NAMES AND ADDRESSES'. Under 'SUMMARY', there is a 'MY ACCOUNTS' section with a 'More...' button. The accounts listed include 'Corporation Franchise Tax' with ID 250-000036014 and 'BUSINESS EXAMPLE' with a value of \$0.00. There is also a link to 'Register a New Tax Account'.

- After selecting 'My Profile' you will see Manage additional logons

The screenshot shows the Profile page of the MyTax.DC.gov portal. At the top, there is a navigation bar with a 'Home' link and a 'Profile' link, and a 'Log Off' button. Below this, there is a 'PROFILE' section with an 'Edit' button. The profile information includes 'Access Type : Administrator', 'Logon : businessexample', 'Name : JOHN DOE', 'Phone 1 : +1 (775) 750-1283', 'Email : kpaine@gentax.com', and 'Authentication : Disabled'. To the right of the profile, there is an 'ALERTS' section with a checkmark and the text 'There are no alerts'. Further right, there is an 'I WANT TO' section with links for 'Change password', 'Manage payment methods', 'Manage additional logons' (circled in yellow), and 'Cancel online access'. Below this, there is a 'STATUS' section with a 'More...' button. The status information includes 'Last Logged On : 14-Nov-2016 14:27:08', 'Current As Of : 14-Nov-2016 14:26:06', 'Last Log On : There is no activity', 'Current Log On : Password Changed', and 'MYTAX.DC.GOV ACTIVITY'.

- Proceed with additional logon until complete. Ensure you select 'Standard User' from the Type of Access drop down selection.

Home » Profile » Additional Logons » **Add Logon** Log Off

CREATE A LOGON FOR SOMEONE ELSE

Logon

Email

Confirm Email

Type of Access

[Save](#) [Cancel](#)

- This is the standard user view on MyTax.DC.gov

Home Log Off

My Profile **ALERTS** **I WANT TO** More...

00000-91276
 BUSINESS EXAMPLE
 100 MAIN ST
 WASHINGTON DC 20009 USA

There is 1 unread message

View My Web Profile
 Request Third Party Access
 Send OTR a message
 Manage payments and returns

RECENT ITEMS **NAMES AND ADDRESSES**

OPEN REQUESTS More... **UNREAD LETTERS** More... **UNREAD MESSAGES** More...

There are no open requests There are no unread letters 14-Nov-2016 Profile Updated

- From the Home screen, on the far right, you will see a list of common actions under the title of “I Want To”
- To the right of the I Want To title there is a button labeled More More...
- Under the **Bulk Processing** press the link to access the **Submit W-2/1099** features

Home » **I Want To** Log Off

I WANT TO

View My Web Profile
 Request Third Party Access
 Send OTR a message
 Manage payments and returns

BULK PROCESSING

Request Access to Bulk Filing
Submit W2/1099

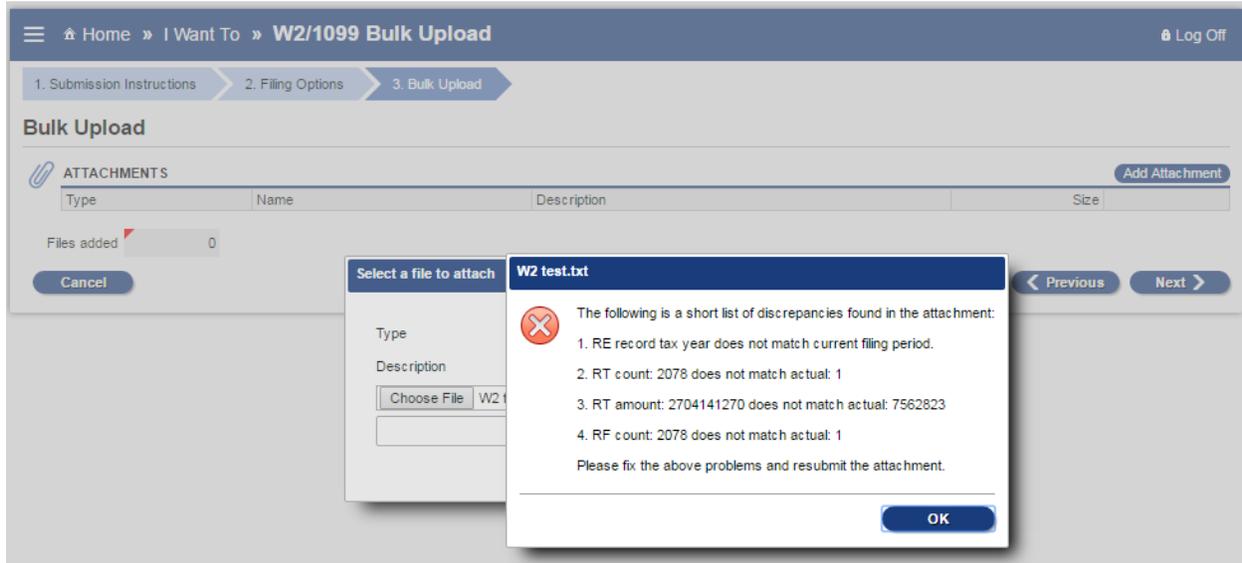
Bulk File W-2/W-2C/1099

The screenshot shows the 'Filing Options' step of the 'W2/1099 Bulk Upload' process. The breadcrumb trail is 'Home > I Want To > W2/1099 Bulk Upload'. The current step is '2. Filing Options', with '1. Submission Instructions' as the previous step. The page title is 'Filing Options'. Below the title, it says 'Please select your desired filing option'. There are two radio button options: 'Upload bulk submissions' (selected) and 'Manually key individual W-2 or W-2c forms'. To the right, there are input fields for 'Company Name' (BUSINESS EXAMPLE), 'Contact Name' (JANE DOE), 'Contact Email' (JANEDOE@GMAIL.COM), 'Contact Phone' ((202) 111-2222), 'Extension', and 'Fax Number'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' navigation buttons.

- Select 'upload bulk submissions'
- Step 1: Company Name
- Step 2: Contact information
 - Submitter and contact information need to be the individual or company actually submitting the electronic W-2s
- If the previous option was “**Upload Bulk Submission**” then the next step will be attaching the bulk submissions to the Electronic Submission request.
- From here a popup screen will appear titled “Select a file to attach”
- Select your file(s) by clicking on ‘Add Attachment’. Include the type of file submission and a description and save.
- Type: Tells the Portal that this is a W-2(c) or a 1099 bulk submission file
- Description: An free format text field that will distinguish between the attachments
- Example: 2016 Bulk Submission for DC Bagel
- Choose File: A navigation dialog to point to the file on the local machine

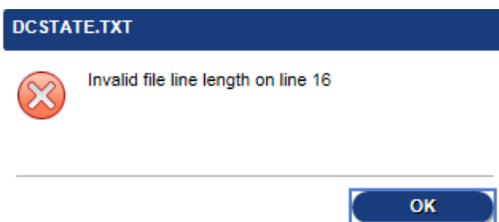
The screenshot shows the 'Bulk Upload' step of the 'W2/1099 Bulk Upload' process. The breadcrumb trail is 'Home > I Want To > W2/1099 Bulk Upload'. The current step is '3. Bulk Upload', with '1. Submission Instructions' and '2. Filing Options' as previous steps. The page title is 'Bulk Upload'. Below the title, there is an 'ATTACHMENTS' section with a table. The table has columns for 'Type', 'Name', 'Description', and 'Size'. The 'Files added' count is 0. There is a 'Cancel' button and an 'Add Attachment' button (circled in yellow). A popup window titled 'Select a file to attach' is open, showing 'Type' and 'Description' fields (with a 'Required' label), a 'Choose File' button, and 'No file chosen' text. At the bottom of the popup are 'Save' and 'Cancel' buttons. Navigation buttons 'Previous' and 'Next' are also visible.

- If there are any errors, a list will automatically be displayed. You must correct the errors and resubmit the attachment.



Common Errors

| Validation | Error |
|---|---|
| Empty File | The File Contains No Records: "FileName" |
| File beginning with incorrect record type | File does not start with a correct identifier or is empty |
| Submitter FEIN | Invalid FEIN: "FieldValue" |
| Employee SSN | Invalid SSN: "FieldValue" |
| Tax Year | Invalid year: "FieldValue" |
| State Taxable Wages | This is a required field. Invalid value : "FieldValue" |
| Software Code | Invalid value:"FieldValue". Must be 98 or 99. |



Recommendation

Use a text editor, such as Notepad++, to verify that the length of each line follows the requirements (**W2**: 512 **1099**: 750) Look for extra spaces at the end of a record or an extra blank line added to the end of the final record.

- If the file validation is successful, you will see the following

The screenshot shows the 'W2/1099 Bulk Upload' interface. At the top, there is a navigation bar with 'Home', 'I Want To', and 'W2/1099 Bulk Upload'. Below this, there are three steps: '1. Submission Instructions', '2. Filing Options', and '3. Bulk Upload'. The main heading is 'Bulk Upload'. Underneath, there is an 'ATTACHMENTS' section with a table. The table has columns for 'Type', 'Name', 'Description', and 'Size'. One attachment is listed: 'W-2 Bulk Upload' with name 'W2.txt', description 'test', and size '324'. There is a 'Remove' link next to the size. Below the table, it says 'Files added 1'. There are 'Cancel', 'Previous', and 'Next' buttons.

| Type | Name | Description | Size |
|-----------------|--------|-------------|----------------------------|
| W-2 Bulk Upload | W2.txt | test | 324 Remove |

NOTE: At any time the submission can be paused with “Save and Finish Later” button in the bottom left. By pressing this, the Portal will save the submission but not submit it allowing the user to come back at a later time and finish the submission.

Manual submission of W-2 or W-2C (note: cannot manually submit 1099)

If the option chosen was “Manually key individual forms”, verify the information is correct, as this will be automatically pulled into each individually keyed W-2/W-2C

The screenshot shows the 'W2/1099 Bulk Upload' interface at the 'Filing Options' step. It has a heading 'Filing Options' and a sub-heading 'Please select your desired filing option'. There are two radio buttons: 'Upload bulk submissions' (unselected) and 'Manually key individual W-2 or W-2c forms' (selected). To the right, there are input fields for 'Company Name' (BUSINESS EXAMPLE), 'Contact Name' (JANE DOE), 'Contact Email' (JANEDOE@GMAIL.COM), 'Contact Phone' ((202) 111-2222), 'Extension', and 'Fax Number'. There are 'Cancel', 'Previous', and 'Next' buttons.

Home » I Want To » **W2/1099 Bulk Upload** Log Off

1. Submission Instructions > 2. Filing Options > 3. Verify Information

Verify Information

Please be sure that the submitting company's Employer Identification Number (FEIN) has been provided and verify the address or enter another if the contact address is different from the submitting company's address.

Company FEIN

Submitter address is different from company address

Company Name

Mailing Address

City, State

Zip Country

Form Submission

Determine which type of form will be submitted or removed from the electronic submission

Home » I Want To » **W2/1099 Bulk Upload** Log Off

1. Submission Instructions > 2. Filing Options > 3. Verify Information > 4. Form Submission

Form Submission

Form Year

Total entered W-2 forms

Total entered W-2C forms

W-2 List i lock x

W-2 List

| Employee SSN | First Name | Last Name | Wages | Federal Withholding | DC Income Tax |
|--|------------|-----------|-------|---------------------|---------------|
| <input type="button" value="Add New W-2"/> | | | | | |

After pressing the form type a "List" screen will pop up and allow the user to manually enter the forms by pressing the "Add new <Form>" on the left of the window or on the top right of the List.

Editing records before submission of file

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

- To update the submitter and/or employer information, click on the link corresponding to the information you wish to update.
- To update the employee information, click on the "Update" link corresponding to the employee record you wish to update.
- To delete employee information, click on the "Delete" link corresponding to the employee record you wish to delete.

File Status

The status of your W-2/W-2C submission will appear on the Submission History page. The statuses may be as follows:

- **PENDING** – A request was submitted, but the system has not yet picked it up for processing. At this stage, the request can be deleted.
- **PROCESSING** – A request was submitted, and the system is processing the file, no changes can be made.
- **COMPLETED** – The system has successfully processed the file, no changes can be made.
- **DELETED** – The request has been withdrawn by the submitter, no changes can be made.
- **NOT SUBMITTED** – A request is in progress and has not yet been submitted. At this stage, the request can be either edited or deleted.