



December 29, 2015

W2 Online Submission Instructions (formerly called magnetic media)

If you have more than 250 W2's, the Social Security Administration requires that you submit your W2's online. This process has been referred to as magnetic media over the last 20 years, however they currently distinguish "magnetic media" as diskettes, CD's and tape which the SSA no longer accepts. The file format however, remains the same therefore you can use our W2 Magnetic Media menu selection to create the file which you then upload online to the SSA. You do not send the red copy A sheets if you submit online. Before you can submit, you need to register with the SSA and receive a PIN. You cannot create a valid file in our software until you have a valid PIN number, however you can create a test file without it. In order to register with the SSA and receive a current PIN, go to this website (Business Services Online) where you follow the instructions to register, how to test your file with AccuWage (optional), and how to submit it: <http://www.socialsecurity.gov/employer/index.htm>

You have until March 31, 2016 to submit your Federal W2's online, which is one month later than paper submissions. Check with your state as to whether you need to submit W2's to them online as well. Our system creates a state version that follows the SSA's generic state format unless a state has its own specification. Currently only Oregon has unique specs called iWire, which are included in our software since 2011. State file instructions are included below as well.

Creating the Federal W2 file

1. **Select Reports>Payroll>W2 Magnetic Media:** Fill in each page with the information requested, taking note that the PIN field requires the number you receive from the SSA after visiting the screen on the link above. If you do not have your PIN as yet, and would like to test your data immediately, then fill in the PIN with 12345678 for now.
2. You are required to provide both a "Location" address such as a street address for your business and a "Delivery" address if you use one, such as a P.O box. If you do not supply a delivery address, the system repeats the Location address in the file.
3. The last page appears below:

Box 12 Codes		
IRS Code	Type	Code
D	D	401K %

Box 14 Codes	
Type	Code
T	CA SDI

Make sure the tax year is correct, but **LEAVE THE "SELECT STATE" FIELD BLANK** if you are creating the Federal W2's . Filling in the State for a Federal file is the single biggest file rejection error we have with

our users over the years. The rest of the screen boxes should have the same settings you used when printing the paper copies for your employees. So make the same selections for the Box codes. Click on the small button to select where you would like your file saved. Just make sure you take note where.

4. **Accuwage.** The Business Services Online website has a program which you can download to both test your Federal W2's for accuracy. Click here and you'll find the download instructions: <http://www.ssa.gov/employer/accuwage/index.html> Once that is installed, run the icon and in the upper right there is a "Start Testing" button which allows you to navigate to where the W2REPORT file is that you created in step #1. You would see the path on the last screen of the process. In the example, the file is "W2REPORT" and it is located at C:\Bas, navigate to that location in Accuwage to test it.



The Accuwage program will give you a list a errors in either the data format or contents, such as missing addresses, incorrect zip codes, blank SSN's, etc. Running this program helps prevent you from receiving file rejections due to formatting or missing data. However, it is not required.

5. **Submitting your File.** Once you have your valid W2REPORT file created, you need to login to the SSA website to upload it. When it asks you to upload the file, browse to the same location as you saw on the screen in #2 above and select the W2REPORT file. We also recommend that copy this W2REPORT file to a subfolder such as "W2REPORT_2015" or rename it with the year after you have submitted it.

Creating the State W2 File

Not all states require submission of W2's, check with your state to verify. Oregon and Virginia now require state submissions on their website. Virginia uses the standard SSA format for state records which is built into the system. Oregon has similar specification which we have modified to meet their requirements.

1. Begin by going to the same W2 Magnetic Media program as in #1 above. Fill in all screens as before including your PIN, however on the last page as shown above you **MUST FILL IN THE SELECT STATE FIELD** in order for the state records to be created. Create the file and take note again as to where it is saved. You can overwrite the one you did for the Federal government if you have already submitted that one or you have copied it to another location or name.
2. Submit the created file to your state's online website.