

WEST VIRGINIA STATE TAX DEPARTMENT



2013

Electronic Media Specifications

W-2

www.wvtax.gov

West Virginia Accepts EFW2 Format ONLY

What's New for 2013

There have been updates and fields added to the following records:

RA record (Submitter record)

RE record (Employer record)

See the current Social Security Administration's EFW2 publication at
www.socialsecurity.gov/employer/pub.htm

ALL Files submitted to West Virginia must be in text (.txt) format, 512 bytes in length per line and have a record delimiter.

General Information for Tax Year 2013

- As of January 1, 2011 any employer required to file a withholding return for 50 or more employees must file all wage and tax data electronically. Failure to do so can result in an assessment of penalty in the amount of \$25.00 per employee for whom the return was not filed electronically. Employers filing for 49 or fewer employees are encouraged to file W-2 information electronically, but are not required to do so.
- All files **MUST** have record delimiters.
- Enclose a completed Form WV/IT-105, Transmitter Summary and a completed Form WV/IT-103, Annual Reconciliation, for each payer's record that is included on the media.

Note: These documents are not required for files submitted through MyTaxes

- Corrected W-2s must be submitted on paper. We cannot accept EFW2-C at this time.
- Electronic media must be postmarked by February 28th. If you are unable to make this deadline, you may submit a written request for extension of time for filing WV/IT-103 and wage and tax data. Your request must be postmarked by February 28th.

Mailing Address:

West Virginia State Tax Department
TAAD/ Withholding
PO Box 3943
Charleston, WV 25339-3943

Courier or Overnight Deliveries (ONLY):

West Virginia State Tax Department
Revenue Center / Withholding
1001 Lee Street East
Charleston, WV 25301-1725

MEDIA TYPES & REQUIREMENTS

MEDIA TYPES

MyTaxes
CD ROM

MyTaxes

MyTaxes provides a more secure environment to submit data files and requires less paperwork to process.

If you are not already registered for MyTaxes, when accessing <https://mytaxes.wvtax.gov> you will be required to complete the following steps:

- Taxpayer Verification – This requires your Federal Tax ID Number, individual taxpayer ID number, social security number or WV tax ID number. In addition you will choose a tax account type, the account number and your zip code.
- Create Logon Information
- Add Access to Accounts (Optional)
- Once registered, you may request access to any or all of your tax accounts that are available on MyTaxes.

If you have any issues or questions, please contact one of the following:

Christine.D.Stephenson@wv.gov

Christina.D.Davidson@wv.gov

Jonathan.P.Haynes@wv.gov

Gregory.A.Mattox@wv.gov

Zenda.L.Griffith@wv.gov

Steven.D.Facemire@wv.gov

Importing W-2 Files

Log into **MyTaxes**

I Want To... (Left side)

Choose **Submit W-2**

Click **Import** (Upper right corner)

Click **Browse** to locate your file (must be in correct format and (.txt))

Click **Open**

Click **Import**

If all fields are **GREEN** and all information displayed is correct

Click **Submit** (Upper right corner)

Print the Confirmation page for your records

*(If you did not receive a Confirmation page, your file has **NOT** been submitted)*

Manually Adding Electronic W-2 Information

(Not recommended for more than 10 forms)

1. Log into Mytaxes and locate **I Want To...** in blue column on left
2. Choose **Submit W-2**
3. Check Box for **Manual Input of Forms**
4. Select **Add Submitter**
Complete Required Information (Yellow Fields)
Click OK

Note: When information is added boxes turn **GREEN indicating information is editable.**

5. Add **Employer Record**
Complete Required Information
Click OK
6. **Select W-2 Part ONE (Top section of W-2)**
Complete Required Information
Click OK
7. **Select W-2 Part 2 (Bottom section of W-2)**
Enter ALL Applicable Information from Employees W-2
Click OK

Note: WV is State # 54

8. For **NEXT Employee Select W-2 Part ONE**
Click add a Record and repeat step 6
9. Select **W-2 Part Two**
Click add a Record and repeat step 7
10. Repeat Steps 8 & 9 for Each Employee
11. Once ALL employee W-2 Information is entered **Click Submit**
12. Re-Enter your Password and **click OK**
13. Print page for your records

If you did not reach the conformation page your information has **NOT** been submitted.

CD ROMs

MUST include a **WV/IT-105 Transmitter Summary Report** (Page 7) and **WV/IT-103 Annual Reconciliation**

CD ROMs must have **External Label** containing the following:

- Name, address and FEIN of sender
- Name and telephone number of contact person
- Type of information being reported (e.g. W-2) and tax year
- Volume number (if multi-volume reports)

(File Name **MUST** be: **w2report.txt** or **w2report.zip** and open to **w2report.txt**)

Record Format & Record Delimiter

- Fixed File Length of 512 bytes per SSA
- Character Set must be ASCII
- Record delimiter must be carriage return and line feed
- All non-numeric data must be uppercase

Required WV Record Sequence

Code RA	–	Submitter Record	REQUIRED
Code RE	–	Employer Record	REQUIRED
Code RW	–	Employee Wage Record	REQUIRED
Code RS	–	State Record	REQUIRED for WV
Code RT	–	Total Record	REQUIRED

NOTE: *Blank Fill to achieve the correct file length of 512*

Code RS - State Record (Employee Information) * REQUIRED *

<u>Location</u>	<u>Field</u>	<u>Length</u>	<u>Specification</u>
1-2	Record Identifier	2	“RS”
3-4	State Code	2	“54”, cannot be “WV”
10-18 etc. assigned	Social Security Number	9	cannot be 000, 111, 999, 123, Must send paper if no ssn
19-33	First Name	15	
34-48	Middle Name or Initial	15	
49-68	Last Name	20	
248-267 dashes	State Employer Account Number	20	left justify - no spaces or

NOTE: Acceptable State Employer Account Numbers are the new eight digit, the old 12 digit or the 9 digit FEIN.

274-275	State Code	2	“54”, cannot be “WV”
276-286	State Taxable Wages	11	
287-297	State Income Tax Withheld	11	
298-512	Blank Filled		

Records and fields not specifically mentioned may be considered optional. It is your responsibility to resubmit corrected media in an acceptable format within 45 days. However, the original submission is considered a timely filing if it was postmarked by February 28. CD ROMs that are processed and accepted will not be returned. You must keep a copy, or be able to reconstruct the data, for 5 years after the due date of the report.

Record Delimiter

A Record delimiter must follow each record in the file except for the last record. The record delimiter must consist of two characters, carriage return and line feed (CR/LF).

Make sure each record is exactly 512 characters by adding spaces at the end as needed. The carriage return and the line feed character must be placed in positions 513 and 514, respectively.

DO NOT

- * **Place a record delimiter before the first record**
- * **Place more than one record delimiter i.e., more than one carriage return / line-feed combination, following a record**
- * **Place record delimiters after a field within a record.**

West Virginia State Tax Department

W-2 Transmitter Summary Report

Tax Year _____

Transmitter Name	FEIN
Address	Contact Person
City, State, Zip	Phone # and Extension

EFW2 Format (512 bytes only)

Data: W-2

Media: CD Rom

Computer Manufacturer and Model used to create report _____

List all employers included in this filing (attach additional sheets if needed)

Employer Name	FEIN	# of W-2s

* File name must be w2report or w2report.zip. Any other file name will be rejected and returned.

Note: Please complete a separate Media Transmitter Report for each CD ROM. Package CD ROMs appropriately to ensure against damage during shipping. Mail all completed reports along with Form WV/IT-103 Annual Reconciliation and media to:

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TAAD/ Withholding
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