

WEST VIRGINIA STATE TAX DEPARTMENT



2015

Electronic Media Specifications

W-2

www.tax.wv.gov

Table of Contents

1. Media Types	page 3
2. Record Format	page 3
3. Record Delimiter	page 3
4. Required WV Record Sequence	page 3
5. MyTaxes	page 4
6. Importing W-2 Files via MyTaxes	page 5
7. Manually Adding Electronic W-2 Information	page 5
8. CD Roms	page 6
9. General information	page 7
10.Contact information	page 8
11. Sample of WV-IT 103 Annual Reconciliation	page 8
12.WV-IT 105 Transmitter Summary	page 9

File your WV/IT-103 Annual Reconciliation on MyTaxes!

Find it under Dec 31 2015 Return List

MEDIA TYPES

MyTaxes – Current year W-2 files ONLY

CD Rom – Current or Prior year W-2 files

West Virginia Accepts EFW2 Format ONLY

We follow the current Social Security Administration's EFW2 publication.

www.socialsecurity.gov/employer/pub.htm

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

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.**

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	Social Security Number	9	cannot be 000, 111, 999, etc. Must send paper if no SSN assigned
19-33	First Name	15	
34-48	Middle Name or Initial	15	
49-68	Last Name	20	
248-267	State Employer Account Number	20	left justify - no spaces or dashes

NOTE: State Employer Account Number uses 9 digit Federal EIN

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.

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 submit your W-2 file via MyTaxes, the submission MUST include the RS record. Failure to include this record will result in the submission being rejected.

A completed annual reconciliation (form WV/IT-103) must be submitted even when uploading the file to MyTaxes

ONLY Current year W-2s may be submitted via MyTaxes, prior year must be submitted on CD Rom.

ONLY Submit your file ONE time. Duplicate submissions will negatively impact your account and the accounts of those you have submitted for.

Importing W-2 Files

Log into **MyTaxes**

I Want To... (Upper right corner)

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 no fields display red

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...** (Upper right corner)
2. Choose **Submit W-2**
3. Check Box for **Manual Input of Forms**

4. Select **Add Submitter**
Complete Required Information (Highlighted Fields)
Click OK
5. Add **Employer Record**
Complete Required Information (Highlighted Fields)
Click OK

****Tabs have been added to make adding and reviewing information easier****

Submit W2



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

Note: Employer State ID number uses 9 digit Federal EIN

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

****** Review all information entered by navigating tabs.
Correct any erroneous information. Once you hit submit you
will no longer be able to view it.**

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 receive a Confirmation page, your file has NOT been submitted)

CD ROMs

MUST include a **WV/IT-105 Transmitter Summary Report** (Page 9) and **WV/IT-103 Annual Reconciliation** (Page 8)

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)

General Information for 2015

The form WV/IT-103 Annual Reconciliation (page 8) **MUST** be submitted regardless of the selection of filing method.

- Failure to submit WV/IT-103 each year will result in denial of Letters of Good Standing and prevent any potential refund requests from being processed.
- WV Code allows for a penalty of \$25.00 per employee for failure to timely file this information.
- ALL Files submitted to West Virginia **MUST** contain an RS record for each WV employee. Failure to include this record will result in the submission being rejected.
- ONLY Current year W-2s may be submitted via MyTaxes, prior year must be submitted on CD Rom.

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

- 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.
- 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.

Contact Information

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

Email

Christine.D.Stephenson@wv.gov


Jonathan.P.Haynes@wv.gov

Zenda.L.Griffith@wv.gov

Gregory.A.Mattox@wv.gov

Christina.D.Davidson@wv.gov

IT-103 REV 10/12 TO BE FILED ON OR BEFORE FEBRUARY 28		ANNUAL RECONCILIATION WV State Tax Department PO Box 3943 Charleston, WV 25339-3943		CALENDAR YEAR
WEST VIRGINIA INCOME TAX REPORTED AS WITHHELD DURING THE YEAR				
FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL FOR THE YEAR
				.00 (A)
ACCOUNT NUMBER _____				Number of Withholding statements (W-2s/1099s) Transmitted _____
NAME _____				Total WV Tax Shown as withheld by all statements transmitted .00 (B)
ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
SIGNATURE _____			DATE _____	
DO NOT SEND PAYMENT WITH THIS FORM BLOCK (A) AND (B) DIFFERENCE. ATTACH EXPLANATION. IF UNDERPAYMENT, REMIT SEPARATELY. IF OVERPAYMENT SUBMIT AN AMENDED (IT-101Q) RETURN FOR PERIOD(S) INVOLVED AND CHECK APPROPRIATE BOX TO REQUEST REFUND.				



<http://tax.wv.gov/Business/Withholding/Pages/WithholdingTaxForms.aspx>

[OR File it on MyTaxes!](#)

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

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:

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