PRINTING W2s (GFC Data Systems) Dec 2022

Confirm the version on the Payroll Manager screen is "**24.22"** or higher. **If you want to report the Cost of Health Insurance on the W2 and the amounts are not correct, edit in the amounts now using "Maintain Yr-End W2 Records" which is found under "Year-End Routines**" (reporting the Cost of Health Insurance is still optional if there are 250 or fewer employees). If the **"Build Yr-End W2 File**" created Health Insurance amounts but they are not correct or you just don't want to report them then you can zero out these amounts by using the command "Clear Health Ins" that is on the **"Maintain Year-End W2 Records**" screen.

1) Confirm that values in the Setup and Fund Code files are correct. To do this:
   a. From Payroll Main Menu select **"Setup/Tax Information**".
   b. From sub-menu select "**System Parameter Info**".
   c. Click on the question "**Format**" (under W2 section). **Make sure "1" is the value**.
   d. If you are using a different printer than last year then please read the following:
      The question **"# Lines above**" determines how many lines the form will advance before print begins. This value would normally be **"0"** or **"1"**. If you printed W2s last year using the same printer leave value as is. If you've never printed W2s using this printer enter "0" (you may need to change this value later).
   e. If you are using a different printer than last year then please read the following:
      The question **"Left margin adj**" determines how many spaces the print will move to the right when printing W2s. This value would normally be **"0"** or **"1"**. If you printed W2s last year using the same printer leave value as is. If you've never printed W2s using this printer enter "1" (you may need to change this value later).
   f. There is a question **"Font Size"** which allows user to control the size of the print on the W2 form. If you have printed W2s before using this printer then leave the value as is. If not then enter "R" for regular size print (you may need to change this value later.
   g. If you have a deferred retirement or defined benefit deduction (such OMRF or OPERS which shelters earnings from fed/state taxes) click on to the question **"Deferred Retirement/Defined Benft Desc"** and type the description that you want to print next to the amount on the W2 form box 14 (ex: "Govt Pickup" or "Exempt Ret" or "Req 414h").
   h. If you have a Flexible Medical Spending Acct deduction (which shelters earnings from taxes) click on to the question **"Flexible Medical Spending Acct Desc"** and type the description that you want to print next to the amount on the the W2 form box 14 (ex: FLXM or FMSA).
   i. If you have an elective deferral deduction (such as 403b or 457b plan) click on to the question **"Elective Deferral Code"** and enter the IRS code that applies to this plan (probably "E"or "G" - you may have to call the company that administers the plan to get this info - this does not apply to your regular OMRF, OPERS or Police retirement plans).
   j. If you have life insurance coverage paid by an employer over an IRS limit the amount should be reported on the W2 form box 12 with an IRS code. If so click on "**Grp Ins > Limit Code**" and enter the code. If no code is entered then "C" will be used.
   k. If you have health insurance costs, the amounts will be printed on the W2 form box 12 with an IRS code. If so click on "**Health Ins Code**" and enter the code. If no code is entered "DD" will be used.
   l. Click on **"Save and Exit"** to save.

2) If you will be printing the W3 **transmittal** form then click on **"Setup/Tax Information**".
   From sub-menu select **"W3/Electronic Filing Parameter Info**".
   (some questions on this screen are for e-filing. If you are e-filing see separate instructions on how to answer those questions)
   Contact Name: enter name of person to contact should SSA have questions about the W2s being sent
   Phone No: enter phone# SSA should use to contact your city - do not enter dashes
   Email Addr: enter the email address SSA should use to contact your city
   Fax No: enter fax# SSA should use to contact your city - do not enter dashes
   Kind of Employer: enter "S"
   Click on **"Save and Exit"** to save.

3) a) From Payroll Main Menu screen select **Fund Codes**.
   b) Enter any fund codes that will be used to print city name/id numbers on W2s. Confirm name and id numbers are correct. (Id numbers should have no dashes). If corrections are necessary, click on "Edit" and correct.
   c) Exit program.

4) a. From Payroll Main Menu select **"Year-End Routines" (or Lists/Reports**)
   b. Select **"Print W2s**".
   c. Before printing W2 forms, you can first go thru the below steps printing W2s to paper to get a feel for the program.
   d. **When ready to print forms, load W2 forms:**
   Load first of five parts in printer **(if e-filing you will not print copy A**).
   Make sure forms are loaded with the correct side up and correct end in.

e. Answer questions as follows:

Question	Response
Print W2s for: From Fund#	If printing W2s for a single fund or range of funds, enter the begin fund#. If all employees are reported together leave fund# blank to indicate all funds.
Thru Fund#	If printing W2s for a single fund or range of funds, enter the ending fund#.
Get Name/Id From What Fund#	Enter fund# to get city name/address and federal/state id#s from.
Beg Last/First Name	If printing a full range then leave the begin last and first name blank . If performing a re-print, then enter the begin last and first name.
End Last/First Name	If printing a full range then leave the ending last and first name as "z's". If performing a re-print, then enter the ending last and first name.
Print Final Total	If printing a full range then enter "Y" to print a grand total W2. If performing a partial re-print, enter "N".
Perform Alignment Test	Enter "Y" to print 2 W2s to help user align the forms. When forms are aligned enter "N". NOTE: if the print on the alignment W2 is too high or low or too far left or right, exit the W2 program and go to "Setup/Tax Information" and choose "System Parameter Info". Reduce or increase the W2 "# Lines Above" and/or the W2 "Left Margin Adj" values by 1 or 2 so that the print will be moved higher or lower or left or right. If after changing the "# Lines Above" and testing the alignment again, the print is too high in the W2 boxes and moving the print down a full line would make it too far down, then go back to Setup-System Parameter Info and change the W2 Font Size to "S" which will make the print less tall making the print be in the middle of the boxes. If the print is too low but moving the print up a full line would make it print too far up then change the W2 Font Size to "L" and the print will be taller.
Printer Selection	This should be correct if user has the correct printer number for W2s in the printer setup screen. However, user may choose another printer number if necessary. The "Calc Totals" option is for when user does not want to print W2s but instead just calculate the totals for printing a W3 transmittal form.

Click on "Print W2s" to begin.

Upon completing the first W2 pass, you will have to load the next part and print again printing all parts. NOTE: unless you are e-filing you should print 5 sets of W2s in all (four if e-filing). Copy A goes to SSA, one of the Copy D/1 is kept by employer, while Copy B, Copy C, and the other Copy D/1 goes to the employee.

After printing W2s, user may print a W3 transmittal form (note the transmittal form is not needed if e-filing). To do this place your W3 transmittal form in your printer. Make sure forms are loaded with the correct side up and correct end in. Click on **"Print W3 Transmittal Form**" and then click on "**Print W3**". The totals and city info is for the last W2 run that was just run. If you are returning from printing W2s in an earlier session and now want to print the W3 you will have to enter the fund number info and other questions just as you did when printing the W2s but choose the "**Calc Totals**" option to calculate the W2 totals and then you may print the W3 form.

W2 E-Filing (for 2022)

For federal purposes, e-filing allows you to skip printing the Copy A W2 forms and the W3 transmittal form and instead have this information contained in a file that can be uploaded to the Social Security Admin (SSA). Federal e-filing is optional unless you have more than 250 employees but the Okla Tax Comm (OTC) requires everyone to submit employee earning and withholding amounts using their website. This may be done by entering employee information manually or by uploading a file. These instructions assume you are building a file to upload.

Initial Steps...

1) You must be registered with SSA to submit a federal filing (or to have your e-file checked using AccuWage) and with the Okla Tax Comm (OKTAP) to submit a state filing. You should already have an account with OKTAP but if you want to send an e-file to SSA (which is optional) and want to register then see **page 5**.

2) You should be running Payroll version **24.22** or higher. **If you are not stop and call or email us.**

3) The following information must be in the e-file. To enter this information:
   a) Click on “**Setup/Tax Information**”.
   b) Open “**W3/E-file Parameter Info**”.
   c) Enter as follows:
      Contact Name: Name of person SSA/OKTAP should contact should there be a question about the e-file.
      Phone No: phone# of contact person (do not enter dashes or spaces).
      Email Addr: email address of contact person (this is the only field that can be lower-case).
      Fax No: fax# of contact person.
      Kind of Employer: enter “S” (for state/local govt) or “N” (if none of the categories apply)
      Fund# for submitter info: SSA/OKTAP needs to know the name of the organization submitting the e-file so enter a fund# that will be used as the default fund for submitter information. Normally in a SSA submission this default fund# will be the one used even if you have multiple funds with different fed-id#s so enter the fund# you would use if you were sending the file to SSA. In the case of a state submission you may need to change the submitter fund# when building the e-file depending upon whether you have multiple funds and whether the funds have different fed-id#s.
      Physical Location of City Hall: enter the physical address of your city hall - not the mailing address.
      City Name of Your Location: enter your city name.
      State: enter your two letter state abbrev (ex: OK).
      Zip Code: enter your 5 digit zip code.
      User ID: if doing an SSA submission enter the User Id you received from SSA when you registered. Enter **99999999 if only doing an OKTAP submission (this is a fake user id which avoids getting an error if you do an AccuWage test)**.
      Employment Code: type of employee - normally enter “R” for regular.
      State Numeric Code: enter **40** for Oklahoma.

   d) Click on **“Save and Exit**”.

Creating E-file... note: W2s should already be printed. E-filing does not replace printing the employee copies of W2s and a copy for yourself. A SSA submission replaces printing W2 Copy A and the W3 transmittal form. SSA submissions are optional but Oklahoma requires everyone to e-file.

1) Click on "**Year-End Routines**".

2) Select "**Create W2 E-File**".

Enter as follows:

a) **Year of Earnings**: **2022**

b) **File Resubmission**: check this box if you are re-submitting a file to SSA- otherwise leave unchecked. If you check this box then you must enter a re-submission id# provided by SSA.

c) **Select Fed-Id Option:** mark the option "**All funds use a common fed-id#**" if each fund that you are including in the file share a common fed-id# or mark "**There are multiple fed-id#s**" if each fund has a different fed-id#.

d) **Select Include Option**: mark the option "**Process Entire Funds**" if all employees within a fund should be included or mark the option "**Enter Individual Employees**" should you want to enter individual employees.

e) **Fund#s or Payroll#s**: if processing entire funds then enter up to six fund#s. If processing individual employees enter up to ten fund/payroll#s. **If this is for a SSA submission you can enter multiple fund#s even if they have different fed-id#s. However for an OKTAP submission you should only enter fund#s which have the same fed-id#. OTC requires you have an account for each fed-id# so if you have two federal id#s you would need to create two files each with different submitter id#s and fund#s.**

f) **Name/Fund#**: if the option "**All funds use a common fed-id#**" is marked then user must enter which fund# (ex: 01 or 02) should be used as the company name.

g) **Submitter Fund#**: if you want to use a different submitter fund# than the default, enter the fund#. If building a file for SSA submission normally the default fund# will be used. If an OKTAP submission the submitter fund# determines the fed-id# placed in the file name so if you have multiple OKTAP accounts you will change the submitter fund# when building one of the files so that the e-file name is correct.

h) **State Submission**: if the file is being submitted to OKTAP then check this box. This will cause the file to contain state records as well as change the below file name.

i) **File Name**: normally **W2-Efile.txt** if a SSA submission but may be changed by clicking on this field (do not enter spaces or slashes). If this is a state submission the name will automatically change to the format W2_001_yyyy_999999999.txt (yyyy is the reporting year and 999999999 is the submitter's fed-id#). **There is no standard file name for an SSA submission but OKTAP has file naming rules**.

3) Select "**Begin Create**" which begins the file creation and prints a report. If creating files for OKTAP submission and you have multiple fed-id#s you will likely run the program twice each with a different submitter fund#. When done exit program. The file(s) will be in the same folder as your other payroll files (usually Payrl.win).

Testing E-file (optional)

There is a service called **AccuWage On-line** that allows you to check your e-file online but checking is optional. Checking the file requires registering with SSA. AccuWage is designed to check a file being submitted to SSA but appears to also work for an OKTAP submission although the state records appear to not be checked since they have been customized for Oklahoma. Checking the file is not a requirement but it can find obvious errors before submitting the file. To check the file:

1) Open www.socialsecurity.gov/bso/bsowelcome.htm

b) A screen should display that has a User-Id and Password which are required to log in.
After logging in you will click on the "**Report Wages to Social Security**" command and the "**AccuWage Online**" tab.
Then click on the "AccuWage Online" link. Mark the **W2 (Regulars)** button and then click on "**Start Testing**".

c) You will then navigate (browse) to your Payroll folder(s) which is normally either **Payrl.win** or **Payrlwin.fil - Payrl.win**.
This folder would be on your local C drive or if using a network would be on the server drive (ex: F or or M or T or Z).
Once you have the payroll folder open either double-click on the file ("W2_001_**2022**_999999999.txt" if OKTAP or "W2-EFile.txt" if SSA) or single-click on the file and click on "Open".

d) The test will begin. You should get **0 errors** but you will likely get at least 1 "alert". If the alert is for record 2 and states:
This alert is informational only. Submitter EIN [Position 3-11] and Employer/Agent EIN [Position 8-16] are an exact match
then ignore the alert since it only means that the Agent and Employer Fed Ids are the same. AccuWage assumes that a third party is submitting the file for you but since you are your own agent this message can be ignored. If you get some other kind of error or alert and you are not sure what is causing it then click on **View/Print Test Report** and contact GFC Data Systems.

Transmitting E-file to OKTAP.....

1) Open https://oktap.tax.ok.gov/OkTAP/Web/_/
2) Log in using your **User ID and Password**.
3) On the line below your organization address and city/state, click on the command **"More..."**.
4) Click on "**W2/1099/500 filing center"** and then click on **"W2 and W3 Import Files**".
5) An Electronic Filing W2 screen displays.
   In the section "Attachments" on the far right side of the screen click on "**Add**".
6) Browse and select the W2 file. The file will be in the same folder as other Payroll files ("Payrl.win" or "Payrlwin.fil - Payrl.win") which will be on your local "C" drive or if using a network, on the server drive (ex: F, T, or Z). The file name will be "W2_001_2022_999999999.txt" where 2022 is the filing year and 999999999 is the fed id#).
7) Type a meaningful description which describes the file.
8) Click on "**Submit"** (if errors display and you don't understand what they mean call GFC Data Systems at 405-570-2821).
9) Once the submission is successful you should print the confirmation page and keep it.

If you have employees working in funds with different fed-id#s then you likely would have multiple OKTAP accts. Therefore you would do multiple submissions.

If you have questions or problems with logging in, email OTC at: W2ExtensionRequest@tax.ok.gov or phone: (405) 521-3160

Transmitting E-file to SSA...

1) Open www.socialsecurity.gov/bso/bsowelcome.htm

b) A screen should display that has a User-Id and Password which are required to log in.
   After logging in you will click on the "**Report Wages to Social Security**" command and ""**Upload Formatted Wage File**" tab.

c) Then click on the link "**Submit a Formatted Wage File**" which is below the top tabs.

d) Note that there is an 'Upload tutorial' available to show the next steps by clicking on "Help - File Upload Tutorial".
   Mark the option "**W-2/W-3 forms for Tax Year 2022 or previous tax year**"
   Click on "**Browse**" to begin the search for your W2 file which is in the folder **'Payrl.win'** or **'Payrlwin.fil - Payrl.win'**. This folder would be on your local C drive or if using a network it would be on the server drive (ex: F or T or Z). Once you have the payroll folder open either double-click on the file (W2-EFile.txt) or single-click on the file and click on Open.

e) After the file has been selected, click on "**Upload File** ". If you get an alert for record 2 and it states:
   This alert is informational only. Submitter EIN [Position 3-11] and Employer/Agent EIN [Position 8-16] are an exact match
   then ignore the alert since it only means that the Agent and Employer Fed Ids are the same. The assumption is that a third party is submitting the file for you but since you are your own agent this message can be ignored.

Note: if you have problems uploading you may call 1-800-772-6270.

==

SSA Registration.... (register only if e-filing to SSA or checking the e-files using Accuwage)

1) Go to the website www.socialsecurity.gov/bso/bsowelcome.htm
2) Select the ***Register*** button

Information you will be requested includes:

1) Fed ID# of your company (I assume if you have multiple Fed ID#s you must do multiple registrations).
2) Your personal Soc Sec No.
3) Your name as shown on your Soc Sec card.
4) Your date of birth.
5) Your work telephone number, e-mail address, and (optional) fax number.
6) Mailing address
7) Business name
8) Business phone number

Your personal info is needed since SSA will need to verify you work for the company that you are filing for. When you submit the above info an attempt will be made to verify your employment. If successful a User ID will be issued immediately. You will also create a password during the registration. Later your employer will be notified of the registration.

If you have problems registering online you can alternatively call 1-800-772-6270.