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 Administration (SSA). Federal e-filing is optional unless you have more than 250 employees. But the Okla Tax Comm (OTC) now 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 OKTAP to submit a state filing. You should already be registered with OTC but if you want to send an e-file to SSA (which is optional) and want to register then see **page 3**.

2) You should have Payroll version **24.06** or higher.

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)
   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**:   **2019**

   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 but 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 a 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 online 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) In the first paragraph click on **here** which will open a page with instructions and a link to where user can login to do the Upload. After logging in you will click on the "**Report Wages to Social Security**" and "**AccuWage Online**" commands. Then click on the "AccuWage Online" link. Mark the **W2 (Regulars)** button and then click on "**Start Testing**".

c) You will need to 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_**2019**_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) Click on "**Login**".
3) Enter **User ID and Password** that were established when you registered.
4) Click on "**W2 and W3 Import Files**".
5) An Electronic Filing W2 screen displays. Click on "**Add Attachment**".
6) Browse and select the file. The file will be in the same folder as other Payroll files (normally 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 name will be "W2_001_2019........txt").
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 at 405-722-6597).
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) In the first paragraph click on **here** which will open a page with instructions and a link to where user can login to do the Upload.
   After logging in you will click on the "**Report Wages to Social Security**" and ""**Upload Formatted Wage File**" commands.
   Then click on "Submit/Resubmit a Formatted Wage File". Follow on-screen instructions.
c) When prompted, "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 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
d) After the file has been selected, click on "**Submit**" .

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