

**GFC Data Systems**

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 you can upload to the Social Security Administration (SSA). Federal e-filing is optional unless you have more than 250 employees. Oklahoma now requires everyone to e-file 2016 earnings and withholding.

**Initial Steps...**

1) You must be registered with SSA if submitting a federal filing and with OKTAP if submitting a state filing. If you have not yet registered then see **page 3**.

2) These instructions are for Payroll version "**22.4**" 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. Leave blank if only doing an OKTAP submission.

**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 employee W2s and a file copy for yourself. For federal purposes e-filing replaces printing Copy A and the W3 transmittal form. Oklahoma requires everyone to e-file in lieu of sending paper forms.

1) Click on “**Year-End Routines**”.

2) Select “**Create W2 E-File**”.

Enter as follows:

a) **Year of Earnings:** 2016

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.

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 a state 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 required file name rules.

3) Select “**Begin Create**” which begins the file creation and prints a report. When done exit program. The file should be in the same folder as your other payroll files (usually Payrl.win).

### **Testing E-file....** (optional)

There is an app called **Accuwage** that allows you to check your e-file either through a downloadable program or online but checking is optional. Checking the file online requires registering with SSA so it would probably be easier to download the app. Accuwage apps are designed to check a file being submitted to SSA but appear 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:

a) Go to <http://www.socialsecurity.gov/employer/accuwage/>

b) Click on “**Download Accuwage Downloadable**”

Or

Click on “**AccuWage Online**” which will open a page with instructions and a link to where user can login to do the Upload.

c) **If loading the app:** a download should begin automatically (if instead a ‘Save’ command appears click on it and then click ‘Run’).

After the install is done the program should open automatically (and there should be an icon on your desktop if you want to run the program later)

Double-click on “**Accuwage 2016**” icon that should now be on your desktop.

Mark the option **W2 (Regulars)** that is in the upper right corner. Click on “**Start Testing**”.

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 dedicated server would be on the network server drive (ex: F or T or Z).

Once you have the payroll folder open either double-click on the file (“**W2\_001\_2016\_999999999.txt**” if OKTAP or “**W2-Efile.txt**” if SSA) or single-click on the file and click on “**Open**”.

e) The test will begin and hopefully the message “**Testing completed. There were no errors found**” will display although it is normal to get an error if the User-Id was left blank (see page 1) since Accuwage assumes the submission is going to SSA. Also an ‘alert’ will display if the Agent and Employer Fed Ids are the same. Accuwage assumes that a third party would be submitting the file for you but since you are your own agent this message should be ignored. If you get some other kind of error and you are not sure what is causing it then print the report and contact GFC Data Systems.

### **Transmitting E-file to OKTAP...**

- 1) Open [https://oktap.tax.ok.gov/OkTAP/Web/\\_/](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 “**Attach files**”.
- 6) Browse and select the file. The file will be in the same folder as other Payroll files (normally Payrl.win) and the name will be “W2\_001\_2016.....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 questions or problems with logging in, email OTC at: [W2ExtensionRequest@tax.ok.gov](mailto:W2ExtensionRequest@tax.ok.gov) or phone: (405) 521-3160

### **Transmitting E-file to SSA...**

- 1) Open [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm)
  - 2) Click on “**Login**”.
  - 3) Enter **User ID and Password** that were established when you registered.
  - 4) Follow instructions on uploading file. After upload is done you are finished.
- Note: if you have problems uploading you may call 1-800-772-6270.

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### **SSA Registration....**

- 1) Go to the website [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/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.

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### **OKTAP Registration**

- 1- Open the website [www.tax.ok.gov](http://www.tax.ok.gov)
- 2- Click the link that says “**Businesses**”
- 3- Choose “**OkTAP–Online Account Access**” from the drop down menu.
- 4- Click the “**Register Now**” button and follow the on–line instructions.

If you have questions email: [W2extensionRequest@tax.ok.gov](mailto:W2extensionRequest@tax.ok.gov)  
or go to web-site: <https://www.ok.gov/tax/faqs.html#c551>  
or phone: (405) 521-3160