Vision Municipal Solutions

W-2 Printing & E-Filing

How-To Guide

Contents

Introduction

What is the goal of this walkthrough?

The goal of this walkthrough, is to provide instruction on the three different methods that Vision provides to submit W-2 Copy A and W-3 forms to the Social Security Administration, this guide is intended for use with Vision Payroll version 1.1.7.0 and up.

The three methods Vision now provides are:

1. Print a complete W-2 Form (called a Substitution Form) - this saves the cost of buying forms.

2. Create an electronic file that can be submitted straight to the SSA.

3. Print the W-2 in the same method as before, on the pre-printed 2-part laser forms.

Substitute W-2 Copy A

Create a new W-2 Run

1. Open the W-2 Center. There are 2 methods to get here:
   a. Hit the Forms button on the Navigation bar. On the Forms Screen, select Form W-2 (Wage and Tax Statement) on the left menu.

   b. Select the Forms menu. Select the Form W-2 (Wage and Tax Statement) from the list.

2. From the W-2 center hit the New button in the top left hand corner or Open if a prior run is being accessed. This will launch the W-2 Manager window.

3. Select which Fiscal W-2s are being created for from the Fiscal drop down box.

4. Select the Create/Add W-2 button. This will create the W-2s for all employees.

Modifying W-2s

1. For your convenience, all fields in the W-2 grid are modifiable. This means that if you need to manually add totals to a box (such as box 14) you can.
   Note: all data changed in these fields will now persist when the W2 manager is Saved. This will make it easier if a W-2 needs to be reprinted for any reason.
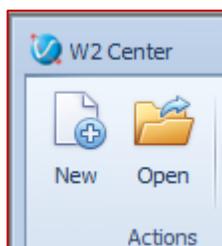
2. By selecting a record and hitting the Delete W-2 button individual records can be removed. This can be used if you modified a W-2, but need to reset the changes.

3. To recreate or reset any W-2s that have been removed, hit Create/Add Button again.

4. Hit Save to save your changes, or Save and Close to come back later.

Disclaimer: Vision cannot guarantee the validity of any user modified data.

Printing the Substitution W-2 Copy A form

This method will print on standard printer paper. Everything will be printed at the same time. This includes the entire form and the data that is on it.

1. To print the forms:
    a. To print all forms click the top portion of the Print Copy A button.
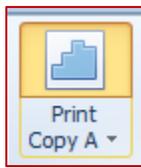
    b. To print only checked W-2s, click the Drop Down from the Print Copy A button, and click Selected Copy A from the drop-down.

Continued on Next Page

2. This will open the Vision Reports W-2 Preview – this preview will look odd, this is to be expected.

3. Click the small black arrow next to the Export floppy disk icon, and choose PDF from the drop-down.

4. This will automatically generate a PDF and ask the user if they would like to Open or Save the file. Vision suggests saving the file to an easily accessible location.

5. Once the PDF has been saved, open the document. If the PDF cannot be opened, contact your institutions IT department for assistance downloading an appropriate PDF viewer.

6. With the document now open select Print. Based on your PDF viewer the icon may look different. This should open the print window.

Continued on Next Page

7. On the print dialog box, select your printer, which pages you want to print, and make sure the radial button next to *Actual Size* is selected. Hit Print to print.
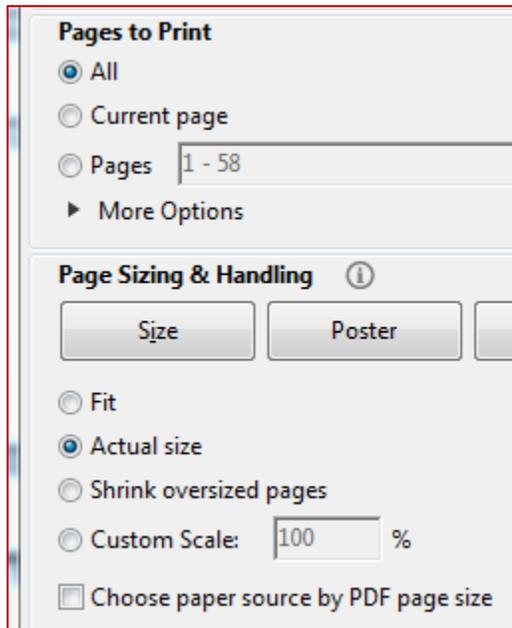
Print out the Substitution W-3 form

Once the W-2s have been printed, we can progress you need the W-3.

1. Close out of the Vision Reports window if it is still open to return to the W2 Manager window.

2. On the W-2 manager select the drop down of the Print Copy A button and click Print W3.
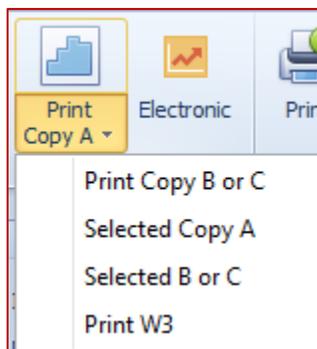
Continued on Next Page

3. This will open the Vision Reports W-2 Preview – this preview will look odd, this is to be expected.

4. Fill out the following parameters at the top of the report, then click View Report when finished.
   a. Kind of Payer
   b. Kind of Employer
   c. Third Party Sick Pay
   d. Third Party Withheld amount
   e. Employer Contact
   f. Employer's phone
   g. Employer's Fax
   h. Employer's Email
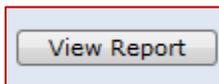
5. Click the print button, to open the printer dialog.

6. Choose the correct printer, then click preview at the bottom of the print dialog to view the final form prior to printing.
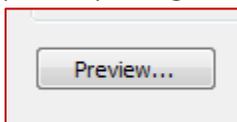
7. Click Print from the preview to send these forms to the printer.
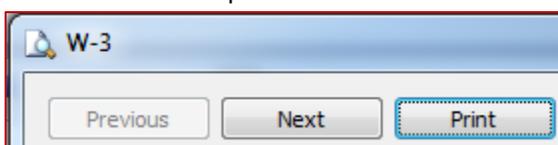
Submit the W-2s and W-3's to the SSA

Once the W-2 and W-3 forms have been printed, these will be mailed. Place all papers into a full size envelope, and mail them to the SSA.

Note: This mailing address is slightly different than the address for pre-printed W-2 forms. The address is printed on the W-3, and also listed below:

<div align="center">

Social Security Administration
Data Operations Center
Wilkes-Barre, PA 18769-0001

</div>

Note from the SSA:
If you use "Certified Mail" to file, change the ZIP code to "18769-0002". If you use an IRS-approved private delivery service, add "Attn: W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18702-7997". See Publication 15 (Circular E), Employer's Tax Guide, for a list of IRS-approved private delivery services.

Print out the W-2 Copy B, C, and 2 for your Employee's

Now that we have prepared our W-2 Copy A and W-3 for submittal to the SSA, we need to provide employees their copies - the W-2 B, W-2 C, and W-2 Copy 2 – each batch must be printed individually as follows.

1. Close out of the Vision Reports window if it is still open to return to the W2 Manager window.

2. On the W-2 manager select the drop down of the Print Copy A button:

   a. To print all B or C copies, click Print Copy B or C

   b. To print selected B or C copies, check the box for the selected individuals, and click the Selected B or C option.

<div align="center">

Continued on Next Page

</div>

3. This will open the Vision Reports Window, but the form will not populate automatically, to populate choose from the following options:

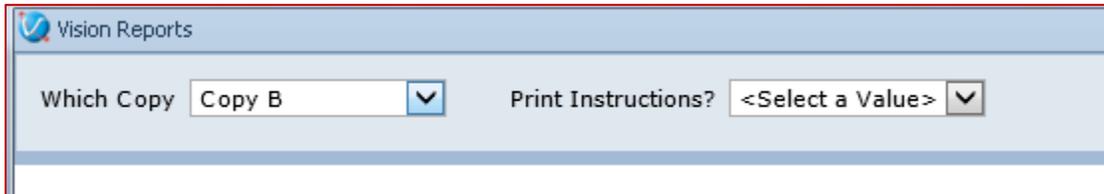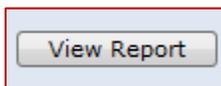A. For **Which Copy**: Select which copy we want to print.
   a. The Copy B is the copy that needs to be attached to the employee 1040
   b. The Copy C is for the employee's records.
   c. The Copy 2 is to be attached to the State Income Tax Return (if applicable).

B. For **Print Instructions?** Select if you want the instructions to be printed.
   Note: You are required to provide the employee a copy of the instructions for each copy of W-2
   a. Select yes if you want to print out the instructions This will print out a copy of the instructions for your employees, based on which W-2 copy was selected (found on the back of the standard forms.
   b. Select No if you do not want to print out a copy of the instructions.

4. Hit View Report to run the report.

5. Click the Print button. This will open the Vision Reports W-2 Preview – this preview will look odd, this is to be expected.

6. Choose the correct printer, and *if printing instructions with this batch, verify your printer is set to Duplex* (as the instructions will print on the back of the W-2 copy). Then click preview at the bottom of the print dialog to view the final form prior to printing.

7. Click Print to send these forms to the printer.

E-File Your W-2s

Create a New W-2 Run (or open an Existing one)

1. Open the W-2 Center. There are 2 methods to get here:
   a. Hit the Forms button on the Navigation bar. On the Forms Screen, select Form W-2 (Wage and Tax Statement) on the left menu.

   b. Select the Forms menu. Select the Form W-2 (Wage and Tax Statement) from the list.

2. From the W-2 center hit the New button in the top left-hand corner or Open if a prior run is being accessed. This will launch the W-2 Manager window.

3. Select which Fiscal W-2s are being created for from the Fiscal drop down box.

4. Select the Create/Add W-2 button. This will create the W-2s for all employees.

Modifying W-2s

1. For your convenience, all fields in the W-2 grid are modifiable. This means that if you need to manually add totals to a box (such as box 14) you can.
   Note: all data changed in these fields will now persist when the W2 manager is Saved. This will make it easier if a W-2 needs to be reprinted for any reason.

2. By selecting a record and hitting the Delete W-2 button individual records can be removed. This can be used if you modified a W-2, but need to reset the changes.

3. To recreate or reset any W-2s that have been removed, hit Create/Add Button again.

4. Hit Save to save your changes, or Save and Close to come back later.

Disclaimer: Vision cannot guarantee the validity of any user modified data.

Fill out the Electronic Settings

1. Expand the Electronic Settings area of the manager, these can be accessed by clicking the small ^ arrow under located to the left of the Electronic Settings Header.
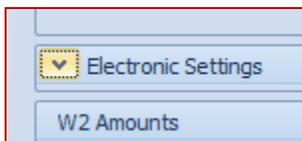
2. Populate all the following fields (this list follows the left column, and then the right column of fields):
   a. **Tax Year** - Enter the Tax Year for this Report

   b. **Agent Indicator** - Enter Applicable code. See Appendix A
      i. **1** - 2678 Agent (Approved by IRS)
      ii. **2** - Common Paymaster (A corporation that pays an employee who works for two or more related corporations at the same time)
      iii. **3** - 3504 Agent

   c. **Kind of Employer** - Enter the appropriate selection. See Appendix A
      i. **F** - Federal Government
      ii. **S** - State/local non-501c
      iii. **T** - 501c non-govt.
      iv. **Y** - State/Local 501c
      v. **N** - None Apply

   d. **Employment Code** - Enter your Employment code. See Appendix A
      i. **A** - Agriculture   Form 943

       ii.   **H** - Household   Schedule H
      iii.   **M** - Military   Form 941
      iv.   **Q** - Medicare Qualified   Form 941
               Government Employment
       v.   **X** - Railroad   CT-1
      vi.   **F** - Regular   Form 944
     vii.   **R** - Regular (all others)   Form 941

e. **Section 457**   -Select if applicable

f. **Electronic Resubmittal** -Select if applicable

g. **Third-Party Sick Pay**   -Select if applicable

h. **User Identification**   -This is the 8-digit code you received from the BSO portal

i. **Agent EIN**   -EIN for agent preparing taxes. See Appendix A

j. **Wage File Identifier**   -WFID field used for resubmittal, See Appendix A

k. **Tax Jurisdiction**   -Identify type of Income Tax Withheld. See Appendix A
       i. **Leave Blank**   W-2
      ii. **V**   -Virgin Islands   W-2VI
     iii. **G**   -Guam   W-2GU
     iv. **S**   -American Samoa   W-2AS
      v. **N**   -Northern Mariana Is. W-2CM
     vi. **P**   -Puerto Rico   W-2PR/499R-2

l. **Contact Name**   -Name of the Employer Contact.

m. **Email**   -Email of the Employer Contact.

n. **Phone Number**   -Phone Number of the Employer Contact.

o. **Extension**   -Phone Extension of the Employer Contact, if applicable
p. **Fax Number**   -Fax Number of the Employer Contact, if applicable
q. **Preparer Code**   -Enter code for who prepared the taxes.
       i. **A** - Accounting Firm
      ii. **L** - Self-Prepared
     iii. **S** - Service Bureau
     iv. **P** - Parent Company
     v. **O** - Other

Create the File

1. Verify that all the electronic settings have been filled out.

2. Hit the Electronic button on the ribbon (an error will appear if a field is missing

3. This will open a File Dialog window. Name your file in a way that easily identifies it, and save it in a location you can easily located. Verify the file is saved with a .txt extension. Click the Open button on the bottom to create the file.
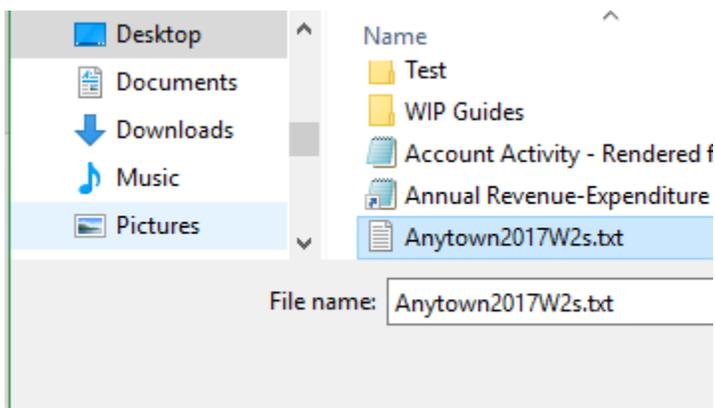
Test File with AccuWage tool

1. Starting 9/23/2017 the offline AccuWage tool will no longer be used to test W2 files. Everything will be done through AccuWage Online. AccuWage Online is accessed by logging on to Business Services Online and going to the Employer Wage Reporting webpage. You will need to log in with your BSO username and password. AccuWage Online is the fourth tab. Click on "Report Wages To Social Security" and click "I Accept" on the page that follows.

Main Menu

Welcome,
Your password expires on **March 19, 2018**
Report Wages To Social Security
Test Wage Files using AccuWage
Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

2. Click the "AccuWage Online" tab and then select the "AccuWage Online" option that populates down below

Reporting Wages to Social Security

| Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AccuWage Online |

AccuWage Online
This application allows you to check W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) reports for correctness before you send them to Social Security Administration.

Warning You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

3. Select your submission type. For your first submission choose the "W-2(Regulars)" option. If a secondary correction submission is necessary select the "W-2(Corrections)" option. After you have selected your submission type press the "Start Testing" button.

AccuWage Online
For Testing Tax Year 2017 EFW2/EFW2C Submissions

⚠ **DISCLAIMER STATEMENT**

AccuWage Online identifies most of the common format errors in wage submissions. Using this application greatly reduces submission rejections. Please be aware that even if no errors are identified by AccuWage Online, your submission could be returned because of other errors.

Important: You still need to upload and submit your Formatted Wage File after testing it through AccuWage Online.

ⓘ **Information:**

We suggest you always zip your file before running it through AccuWage Online.
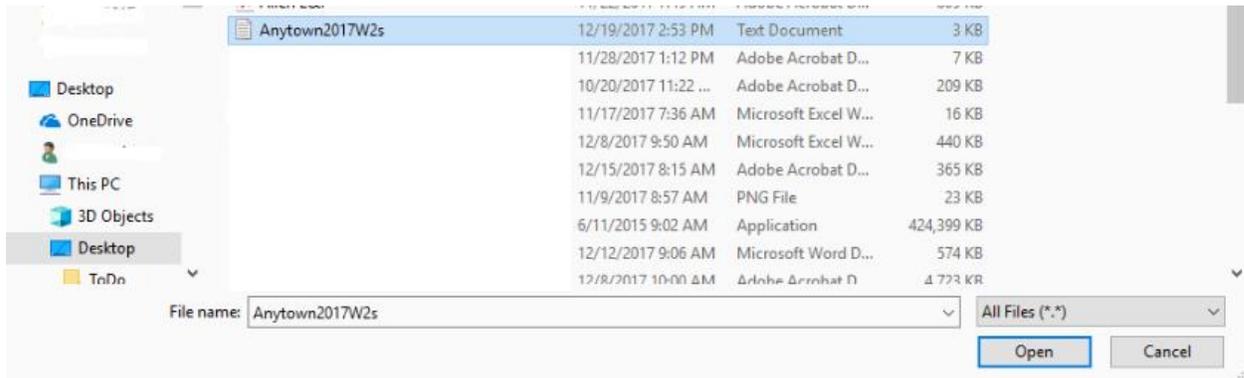
Submission Type

*Select Submission Type
◉ W-2(Regulars)
○ W-2c(Corrections)

[Start Testing]   [Return to EWR Home]

AccuWage Online Help Guide | EFW2 - EFW2C | AccuWage Online FAQ

4. Select your saved W-2 text file you created earlier and press "Open."

5. The program will run automatically, and analyze your file. It will then display errors if it finds any. Errors will be displayed on a per record basis – select each record to see the corresponding errors.

   a. If errors are found, click the "View/Print Test Report" function towards the bottom of the page to retrieve a detailed report. This will open a window that displays each record and associated errors.

6. If errors are found:
   a. See the Modifying W-2s segment of this guide to correct and re-create any records.
   b. Continue to the Fill out the Electronic Settings & Create the File segments.
   c. Repeat steps 2 – 5 of this segment until no errors are found.
   d. When the file comes back error free, continue to the next segment.

Submit File to the SSA

1. Go here to login to BSO portal with the user that was created earlier. Once at the main menu click on the "Report Wages To Social Security" option.

2. At the Electronic Wage Reporting page, click the "Upload Formatted Wage File" tab and then the "Submit/Resubmit a Formatted Wage File" option within that tab.
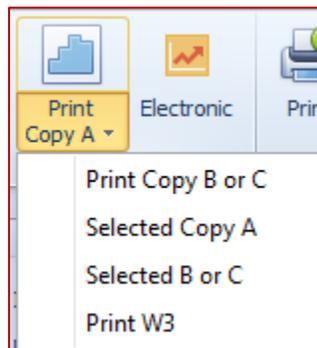

Note: No W-3 is needed as that is created automatically with the e-file

3. From here it is a 4-step process that the site will help guide you through.
   - Step 1: **Before You Start** – If you have over 500 W2s to submit, consider zipping your file. If you don't, press **Continue**.
   - Step2: **What's in the File?** – Choose which type of submission you are making.
   - Step 3: **Submit Your File** – Click **Browse** and find the W2 file we created earlier and tested with AccuWage Online. Press **Submit**.
   - Step 4: **Confirmation** – See the status and verification of your upload.

Print out the W-2 Copy B, C, and 2 for your Employees

Now that we have prepared our W-2 Copy A and W-3 for submittal to the SSA, we need to provide employees their copies - the W-2 B, W-2 C, and W-2 Copy 2 – each batch must be printed individually as follows.

1. Close out of the Vision Reports window if it is still open to return to the W2 Manager window.

2. On the W-2 manager select the drop down of the Print Copy A button:

   a. To print all B or C copies, click Print Copy B or C

   b. To print selected B or C copies, check the box for the selected individuals, and click the Selected B or C option.

3. This will open the Vision Reports Window, but the form will not populate automatically, to populate choose from the following options:
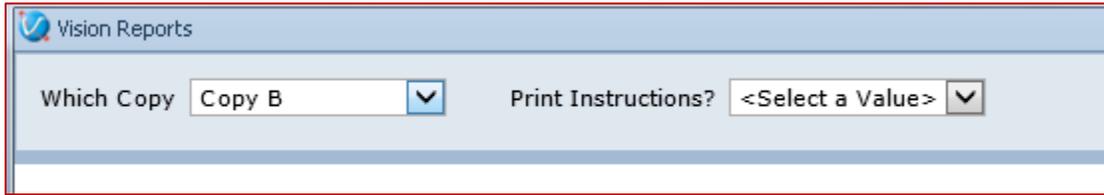
C. For **Which Copy**: Select which copy we want to print.
    a. The Copy B is the copy that needs to be attached to the employee 1040
    b. The Copy C is for the employee's records.
    c. The Copy 2 is to be attached to the State Income Tax Return (if applicable).
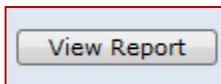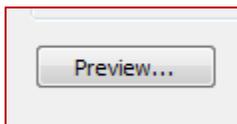
D. For **Print Instructions?** Select if you want the instructions to be printed.
    Note: You are required to provide the employee a copy of the instructions for each copy of W-2
    a. Select yes if you want to print out the instructions This will print out a copy of the instructions for your employees, based on which W-2 copy was selected (found on the back of the standard forms.
    b. Select No if you do not want to print out a copy of the instructions.

4. Hit View Report to run the report.

5. Click the Print button. This will open the Vision Reports W-2 Preview – this preview will look odd, this is to be expected.

6. Choose the correct printer, and *if printing instructions with this batch, verify your printer is set to Duplex* (as the instructions will print on the back of the W-2 copy). Then click preview at the bottom of the print dialog to view the final form prior to printing.

7. Click Print to send these forms to the printer.

Other Helpful Tidbits

How to delete a W-2 run

To Delete a W-2 Run:

1. Navigate to the Form W-2 (Wage and Tax Statement) screen.
2. Highlight the Fiscal that houses the W-2 run to be deleted, and click the Open folder.
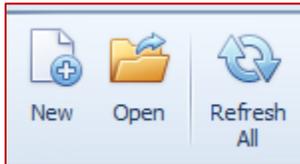
3. Check the top left check box to select all records, and hit the Delete W-2 button.

4. To recreate the run, hit Create/Add Button again.
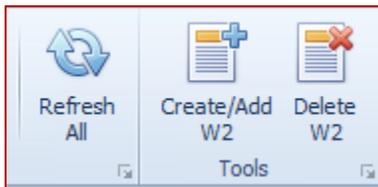
5. Hit Save to save your changes, or Save and Close to come back later.

Appendix A – Electronic File Submittal Definitions

Agent Indicator

Agent Indicator codes are used only if one of the situations below applies:

- IRS Form 2678 Procedure Agent (Agent Indicator Code "1")
    - An employer who wants to use an agent prepares an IRS Form 2678 (Employer Appointment of Agent) and submits the form to an agent.
    - The agent submits the IRS Form(s) 2678 to IRS with a written request for authority to act as an agent for an employer(s) and the IRS gives written approval.
- Common Paymaster (Agent Indicator Code "2")
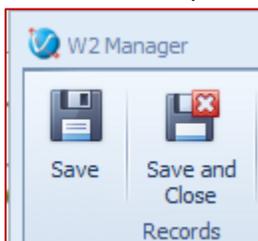   - A corporation that pays an employee who works for two or more related corporations during the same year or who works for two different parts of the parent corporation (with different Employer Identification Numbers (EIN)) during the same year.
    - No approval or forms are required to become a common paymaster.
- 3504 Agent (Agent Indicator Code "3")
    - A State or local government agency authorized to serve as a section 3504 agent for disabled individuals and other welfare recipients who employ home-care service providers to assist them in their homes ("service recipients").

Kind of Employer

Enter the appropriate kind of employer:

- **F = Federal govt.**
    - *(Federal government entity or instrumentality)*
- **S** = **State/local non-501c**.
    - *(State or local government or instrumentality (this includes cities, townships, counties, special-purpose districts or other publicly-owned entities with governmental authority))*
- **T = 501c non-govt.**
    - *(Non-governmental tax-exempt section 501(c) organization (types of 501(c) non-governmental organizations include private foundations, public charities, social and recreation clubs and veteran's organizations))*
- **Y = State/local 501c.**
    - *(State or local government or instrumentality where the employer received a determination letter from the IRS indication that they are also a tax-exempt organization under section 501(c)(3))*
- **N = None Apply**

Note: Leave blank if the Tax Jurisdiction Code is P (Puerto Rico).

Employment Code

Enter the appropriate employment code:

A = Agriculture	Form 943
H = Household	Schedule H
M = Military	Form 941
Q = Medicare Qualified Government Employment	Form 941
X = Railroad	CT-1
F = Regular	Form 944
R = Regular (all others)	Form 941

If the Tax Jurisdiction Code is blank (domestic), reporting Employment Code 'Q' (MQGE) is valid for tax year 1983 through the current tax year.

If the Tax Jurisdiction Code is P, V, G, S, or N (not domestic), reporting Employment Code 'Q' (MQGE) is valid for tax years 1986 through the current tax year.

Note: Railroad reporting is not applicable for Puerto Rico and territorial employers.

Section 457

Select this if your deferred compensation is a non-qualified Plan Section 457. Leave blank if this situation does not apply.

Electronic Resubmittal

Select this if you are creating a resubmittal file to send to the IRS.

Third-Party Sick Pay

Select this if you are submitting a W-2 for any employee to whom you either: (a) a third party who paid sick pay, but did not provide to the employer the sick pay and tax withheld amounts; or (b) an employer reporting sick pay paid by a third party.

Basically if you are submitting any employee with third-party sick pay, you need to select this box.

User Identification

This is the 8-digit user code you were given by the BSO, when you registered to submit your e-file through the BSO portal. There should be a separate document to assist you with this, if you have not registered yet.

Agent EIN

If you entered a "1" in the Agent Indicator Code field (position 7), enter the Employer's EIN for which you are an Agent.
Otherwise leave blank

Wage File Identifier

If you selected the Electronic Resubmittal check box, then you need to enter the resubmittal code that you received from the SSA. You should receive this code in an email or notification from the SSA, informing you that you need to resubmit.

Tax Jurisdiction

Enter the code that identifies the type of income tax withheld from the employee's earnings.

1)	Leave Blank		W-2
2)	V	Virgin Islands	W-2VI
3)	G	Guam	W-2GU
4)	S	American Samoa	W-2AS
5)	N	Northern Mariana Is.	W-2CM
6)	P	Puerto Rico	W-2PR/499R-2

Preparer Code

Enter on of the following codes to indicate who prepared this file. Generally, this will be L for self-prepared, unless you have an outside accountant handle this, in which case it would one of the other codes.

1)	A	- Accounting Firm
2)	L	- Self-Prepared
3)	S	- Service Bureau
4)	P	-Parent Company
5)	O	-Other

Appendix B – BSO Links

Get to the BSO Welcome Page
https://www.ssa.gov/bso/bsowelcome.htm

Main Link Page for the BSO Portal
https://www.ssa.gov/employer/bsotut.htm

How to Register PDF
http://www.socialsecurity.gov/employer/bsoregug.pdf#zoom=100

BSO Registration Video Download (note: this will download a 251 MB video file)
http://www.socialsecurity.gov/employer/BSO_Reg_Demo.wmv

How to Upload Wage File PDF
https://www.ssa.gov/employer/documents/WageFileUpload.pdf

FAQ

Do we need perforated paper?

No you do not need perforated paper. The Copy A forms are sent in to the SSA with 2 per page, and no perforations. Copy B, C, and 2 are all printed as one employee per page, so they do not need to be separated either.

White type of paper should we use to print?

The W-2s should be printed on 18-20 lbs., 8.5 x 11 inch, white paper. This is your standard multi-use copy paper.

What is the fastest way to submit my W-2's?

While there is a bit more setup at the start, the fastest way to submit your W-2's is to e-file them through the BSO portal.