



Department of Taxation

W-2 Manual Entry Submission

Material displayed in this user guide is for informational purposes only.

OH|TAX eServices allows an employer to manually enter W-2 information. This guide explains how to enter the W-2 information through a manual entry submission.

W-2 Manual Entry Submission

1. Access the Employer Withholding panel on the dashboard, click the **More** hyperlink located in the Account panel.

Employer Withholding
55-002656
Monthly Filing
OHTAX PAYROLL INC
123 TEST ST
COLUMBUS OH 43125

IT 501: Employer's Payment of Ohio Tax Withheld
> File now
> View and cancel scheduled 501 payments

Account
Balance Due
\$0.00

> Make a payment
> View returns and period balances
> More...

2. On the **Account Services** screen display, click the **Enter annual wage statements** hyperlink from the **Income Statement Upload** panel.

The screenshot shows the OH|TAX eServices interface for a user named OHTAX PAYROLL INC. The page is titled "Account Services" and lists several service categories:

- Letters and Notices:** View letters and notices that you have received from the Ohio Department of Taxation (ODT).
 - > Respond to a letter or notice
 - > View letters and notices
- Scheduled Payments:** View and cancel scheduled payments for this account.
 - > View and cancel scheduled payments
 - > View scheduled payments
- Refunds:** Check the status of a tax refund.
 - > Request a refund
- Income Statement Upload:** Upload annual income statements for withholding accounts.
 - > Upload income statement
 - > Enter annual wage statements (highlighted with a red arrow)
 - > View employer withholding summary
- Account Maintenance:** General maintenance for this account.
 - > Request a tax release
 - > Change filing frequency
 - > Close account
- Additional Resources:** Review additional resources to help with navigation, eligibility, and registration in OH|TAX eServices.
 - > Help with registering for an account (OHID/OH|TAX)
 - > OH|TAX eligibility requirements
 - > View tutorials and videos to assist with navigating OH|TAX
 - > View features available within OH|TAX

At the bottom of the page, there are links for "Privacy Notice" and "ADA Statement/Accessibility".

3. Select the **Tax Year** the wage statements are for from the drop-down box and click the **Next** button.

The screenshot shows the 'OH TAX eServices' interface for 'Annual Wage Statements'. The employer is identified as 'OHTAX PAYROLL INC'. A progress bar indicates the current step is 'Tax Year'. A message states: 'All W-2 information must be for the state of Ohio.' The 'Tax Year' dropdown menu is open, with a red arrow pointing to it. The dropdown options are: 'Required', '2023', '2022', '2021', '2020', and '2019'. Another red arrow points to the 'Next >' button at the bottom right of the form. At the bottom of the page, there are links for 'Privacy Notice' and 'ADA Statement/Accessibility'.

- 4. Complete all fields on the **Employer Information** window, click the **Next** button.

< Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC

Tax Year Employer Information

Employer Information

Employer FEIN
-*9999

Employer Name
OHTAX PAYROLL INC

Employer Address
123 TEST ST

Employer City
COLUMBUS

Employer State
OHIO

Employer ZIP
43125

Employer Contact Name
JOHN DOE

Employer Contact Phone Number
(614) 456-7890

Employer Contact Email
jdoe@test.com

Cancel Save Draft  Next >

- 5. On the **Annual Wage Statements** window display, click the **Add a Record** hyperlink on the Employer Wage and Withholding Records panel.

OH TAX eServices

< Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC

Tax Year Employer Information Employee Records

SSN	First Name	Last Name	Federal Wages	State Wages	Ohio Withholding
+ Add a Record					

+ Add a Record

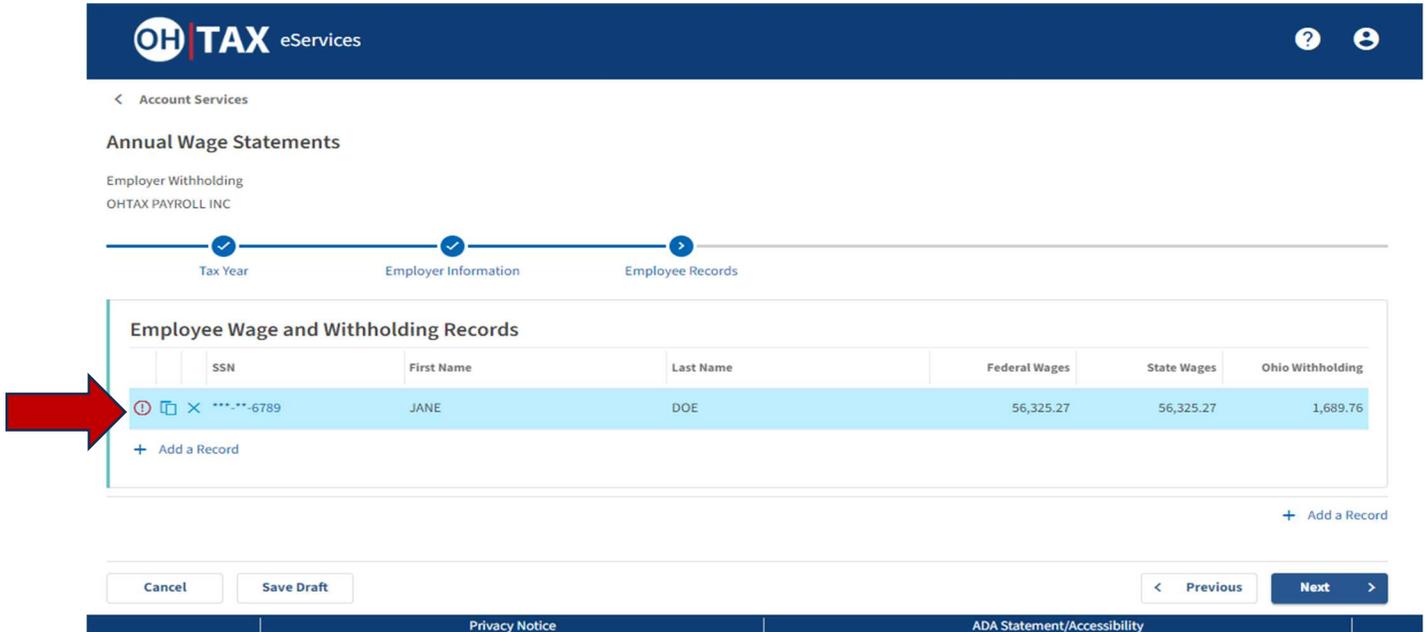
Cancel Save Draft < Previous Next >

- 6. On the Employee Record window display, complete all required/applicable fields on the **Employee Wage and Withholding Record** panel. Click the **Add** button.

The screenshot shows a web application window titled "Employee Record" with a sub-panel titled "Employee Wage and Withholding Record". The panel contains several input fields for employee information and tax data. A red arrow points to a blue "Add" button at the bottom right of the panel.

Field	Value
SSN	***-**-6789
First Name	JANE
Last Name	DOE
Address	155 TAX RD
City	COLUMBUS
State	OHIO
ZIP Code	43125
Federal Wages	56,325.27
Federal Withholding	7,698.93
Ohio Employer Account Number	Required
State Wages	56,325.27
Ohio Withholding	1,689.76
School District Wages	56,325.27
School District Withholding	563.25
School District Number	5103 - PLEASANT LSD (MARION CO)
School District Wages	0.00
School District Withholding	0.00
School District Number	
School District Wages	0.00
School District Withholding	0.00
School District Number	

- 7. **If** there are errors within an Employee Wage and Withholding Record, an error icon  will appear at the beginning of the record. Click the error icon to be redirected to the record.



OH TAX eServices

Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC

Tax Year Employer Information Employee Records

Employee Wage and Withholding Records

	SSN	First Name	Last Name	Federal Wages	State Wages	Ohio Withholding
  	***-**-6789	JANE	DOE	56,325.27	56,325.27	1,689.76

+ Add a Record

Cancel Save Draft < Previous Next >

Privacy Notice ADA Statement/Accessibility

- All fields with a red asterisk (*) will need to be corrected. Once all fields have been corrected, click the **Ok** button to resubmit the record.

Employee Record

Employee Wage and Withholding Record

SSN: ***-**-6789

First Name: JANE

Last Name: DOE

Address: 155 TAX RD

City: COLUMBUS

State: OHIO

ZIP Code: 43125

Federal Wages: 56,325.27

Federal Withholding: 7,698.93

Ohio Employer Account Number * *Required*

State Wages: 56,325.27

Ohio Withholding: 1,689.76

School District Wages: 56,325.27

School District Withholding: 563.25

School District Number: 5103 - PLEASANT LSD (MARION CO)

School District Wages: 0.00

School District Withholding: 0.00

School District Number:

School District Wages: 0.00

School District Withholding: 0.00

School District Number:

Buttons: Cancel, Delete this Record, **OK**

< Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC



Employee Wage and Withholding Records

SSN	First Name	Last Name	Federal Wages	State Wages	Ohio Withholding
***-**-6789	JANE	DOE	56,325.27	56,325.27	1,689.76

+ Add a Record

+ Add a Record

Buttons: Cancel, Save Draft, < Previous, **Next** >

- 9. Repeat steps 5-6 until all issued W-2s are added. Once all W-2s have been added, click the **Next** button.

OH TAX eServices

Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC

Progress: Tax Year (checked), Employer Information (checked), Employee Records (active)

Employee Wage and Withholding Records

SSN	First Name	Last Name	Federal Wages	State Wages	Ohio Withholding
***-**-6789	JANE	DOE	56,325.27	56,325.27	1,689.76
***-**-4321	JOHN	TAXPAYER	68,252.45	68,252.45	2,047.57

+ Add a Record

Buttons: Cancel, Save Draft, **Next** (highlighted with red arrow)

10. The **Review panel** displays the Total Employees, Wages, Ohio Tax Withheld and School District Tax Withheld totals. If all information is correct, click the **Submit** button.

OH TAX eServices

< Account Services

Annual Wage Statements

Employer Withholding
OHTAX PAYROLL INC

Tax Year ✓ Employer Information ✓ Employee Records ✓ Review >

Review

Tax Year : 2023
Employer Name : OHTAX PAYROLL INC
Employer's FEIN : **-***9999
Total Employees : 2
Total Wages : \$124,577.72
Total Ohio Tax Withheld : \$3,737.33
Total School District Tax Withheld : \$1,245.77

Cancel Save Draft **Submit**

11. On the **Confirmation** screen display,click the **Printable View** button to print the confirmation page or click the OK button to return to the **Account Services** screen.

The screenshot shows the 'OH TAX eServices' interface. At the top, there is a dark blue header with the logo and 'eServices' text, along with help and user icons. Below the header, a breadcrumb trail shows '< Account Services'. The main content area is divided into two sections. The first section, titled 'Confirmation', contains the text 'Your request has been submitted, and your confirmation code is 0-000-050-056.' Below this text are two blue buttons: 'Printable View' and 'OK'. The second section, titled 'Feedback', asks 'How easy was it for you to complete this submission?' and features a five-star rating system with five empty star icons. Below the stars is a text input field labeled 'Comments' and a blue 'Submit Feedback' button. At the bottom of the page, a dark blue footer contains links for 'Privacy Notice' and 'ADA Statement/Accessibility'.