W-2 Upload Common Submission Errors

Error Code:	Four-Digit School District Number Not Found For State (RS) Record
Solution:	Add four-digit SD number to positions 334-337
Direction:	You have received this error because your file is missing the four-digit school district number in positions 334-337. Please correct the file to include the four-digit school district number and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	State Code (Expected 39) Not Valid For State (RS) Record
Solution:	• Verify State Code 39 is in position 3-4 and 274-275 in the RS record or • Remove non-Ohio RS records from the file
Direction:	You have received this error because: 1) State code 39 is either missing in positions 3-4 and/or 274-275 in the RS record or 2) There are non-Ohio State (RS) records in the file that need to be removed. Please correct accordingly and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Eight-digit Ohio Withholding Account Number Not Found For State (RS) Record
Solution:	Add Ohio withholding account number beginning in position 248, do not include hyphens
Direction:	You have received this error because your file is missing the eight-digit Ohio withholding account number. Please correct the file to include the Ohio withholding account number beginning in position 248, do not include hyphens, and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Single Line File – Must Have Hard Returns After Each 512-Character Record.
Solution:	Insert hard returns after each 512-character record
Direction:	You have received this error because your file is missing the hard return after each 512-character record. Please insert hard returns after each 512-character record and resubmit through W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Invalid Format
Solution:	Review specs and format correctly
Direction:	You have received this error because your file has an invalid format. Please review specifications and format correctly and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Invalid File Type (Error message will display when upload is attempted)
Solution:	Review specs and format correctly (Cannot be PDF or Excel)

Direction:	You have received this error because your file is not in text (.txt) format. PDF and Excel files are not accepted. Please review specifications and format correctly and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	State Wage (RS) Record, Not Found for Any Employee From The File
Solution:	Add the State (RS) records to the file
Direction:	You have received this error because your file is missing the State Wage (RS) Records. Please include the State Wage (RS) Records in the file and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Last Record Not Valid For SSA. End of File (RF) Record Is Missing
Solution:	Insert the End of File (RF) record.
Direction:	You have received this error because your file is missing the End of file (RF) record. Please include the End of File (RF) record as the last line of your file and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Not Valid Record Length For SSA. Less Than 512 Characters In A Line
Solution:	Review specs and format correctly – 512 characters per line is required

Direction:	You have received this error because your file has less than 512 characters per line on at least one record. Please review this file to correct and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	Employee Wage (RW) Record Count For The File Does Not Match With End Of File (RF) Record
Solution:	Review record count and correct
Direction:	You have received this error because your Employee Wage (RW) record count for the file does not match the End of File (RF) record count. Please review the file count to correct and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

Error Code:	(RF) Record Is End Of File Record. Data Not Allowed After End Of File (RF) Record
Solution:	Clear any data including spaces after the End Of File (RF) record
Direction:	You have received this error because data is not allowed after the End Of File (RF) record. Please clear all data after the End Of File (RF) record including spaces and resubmit through the W-2 Upload feature on the Ohio Business Gateway.

A comprehensive list of error codes and formatting specifications can be found [here](#).