Ohio Department of Taxation

Easy Entry Feature of the Simplified W-2 Upload

Version 1

December 2021

EASY ENTRY FEATURE OF THE SIMPLIFIED W-2 UPLOAD SPREADSHEET SPECIFICATIONS

The specifications for tax year 2021 W-2s, submitted in calendar year 2022, are contained in this document.

Ohio law requires all employers to electronically file returns and submit income statements (W-2s & 1099-Rs) to the Ohio Department of Taxation per Ohio Revised Code 5747.07, 5747.071 and Ohio Adminstrative Rule 5703-7-19. All employers who issue 10 or more W-2s will be required to upload their W-2 information electronically through the W-2/1099 Upload feature on the Ohio Business Gateway. No paper IT 3 is required to be filed; the W-2/1099 Upload feature creates an IT 3 from the W-2 information submitted.

The Ohio Department of Taxation (ODT) has developed a method to create a simplified CSV file that employers who issue 500 or less W-2s can use to upload their W-2s to ODT.

Those employers who issue less than 10 W-2s who choose **not** to file their W-2 information using one of the two electronic approaches will be required to file a paper version of the IT 3 **AND** attach a copy of the W-2s that were issued to their employees.

Do not include your Federal Employer Identification Number (FEIN) in the file name. The file name will be included in the subject line and body of the email notification. The email will advise whether the file was successfully uploaded.

Tax records, including W-2 information, are required to be maintained for a period of at least four (4) years from the due date. If the information is not submitted to the agency, ODT may request W-2 information when conducting compliance programs.

The Ohio Department of Taxation, the Ohio Department of Job and Family Services, and the Social Security Administration are separate entities. The information in this booklet applies only to the Ohio Department of Taxation's requirements for filing W-2s.

Files must contain W-2 information for each employee from whom you withheld Ohio individual income tax or Ohio school district income tax during the reported year, including both Medicare-qualified and non-Medicare-qualified employees. Also include employees who were Ohio residents or performed their duties in Ohio but did not have Ohio individual income tax or Ohio school district taxes withheld from their wages.

The due date to file Ohio W-2s is **March 2, 2022**.

This document is reissued every tax year and may be updated at any time to ensure that it contains the most current information.

**Instructions for using the Easy Entry feature of the 2021 Simplified W-2 Upload format spreadsheet.**

This document is intended to guide W-2 submitters through using the Easy Entry feature of the 2021 Simplified W-2 Upload format spreadsheet.

The Easy Entry feature is an overlay on the spreadsheet that allows submitters to enter their employees W-2 information quickly and easily which is then placed in the correct areas of the spreadsheet. The submitter can then save the information and exit the Easy Entry feature in order to click the button and save the spreadsheet in the CSV format required by the Ohio Department of Taxation. The submitter will then submit the CSV file to the Department using the W-2/1099 Upload feature on the Ohio Business Gateway. More information about filing W-2s with the Ohio Department of Taxation can be found on the Ohio Department of Taxation website's W-2/1099 Information Page.

All fields are required. You will be unable to complete the spreadsheet if any applicable information is missing. If Ohio school district tax is not applicable, those fields are not required to be filled in.

To use the Easy Entry feature of the 2021 Simplified W-2 Upload format spreadsheet, follow the steps below:

1. Open the spreadsheet.
2. If applicable, click the "Enable Editing" button at the top of the spreadsheet to remove the Protected View warning.
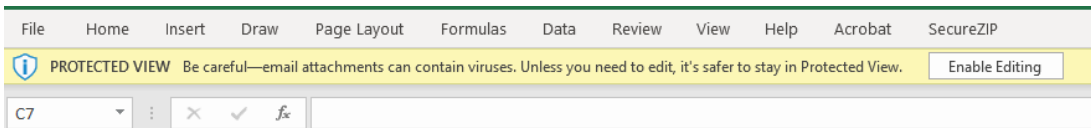
3. Click the "Enable Content" button to enable Macros and remove the Security Warning at the top of the spreadsheet, if applicable.
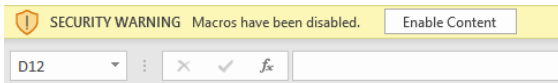
4. Click the "Easy Entry" button on the right of the spreadsheet to open the Easy Entry overlay.
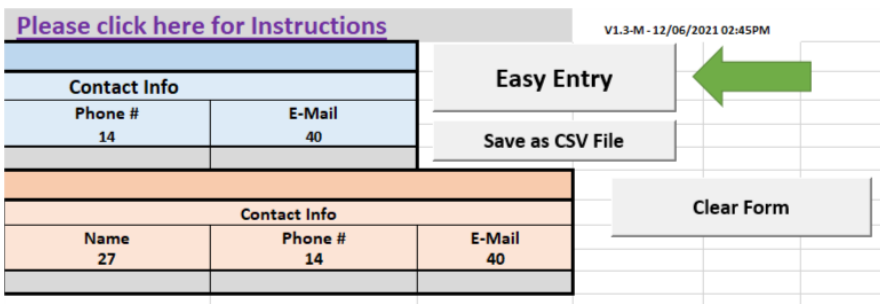
The overlay pops up. You will be entering the RA- Submitter Record and RE- Employer Record first. Below is a description of what is required and the maximum number of characters for each field.

- RA-Submitter Record
  - **Submitter's FEIN:**
    - This is the FEIN of the organization submitting the W-2s through the W-2/1099 Upload feature on the Gateway. It may or may not be the same entity as the employer
    - Only numeric characters
    - Omit hyphens
    - Do <u>not</u> begin with 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79 or 89
    - Maximum Length: 9
  - **Submitter's Name:**
    - This is the name of the organization submitting the W-2s through the W-2/1099 Upload feature on the Gateway. This entity will receive error notification if the file cannot be processed
    - Maximum Length: 57
  - **Address:**
    - Enter the submitter's delivery address
    - Street or Post Office Box
    - Maximum Length: 44
  - **City:**
    - Enter the submitter's city
    - Maximum Length: 22
  - **State:**
    - Enter the submitter's State or commonwealth/territory
    - Use 2-letter postal abbreviation
    - Maximum Length: 2
  - **Zip Code:**
    - Enter the submitter's ZIP code
    - Maximum Length: 5
  - **Contact Name:**
    - Enter the name of the person to be contacted by ODT concerning processing problems
    - Maximum Length: 27
  - **Phone:**
    - Enter the contact's phone number (including area code)
    - Numeric values only
    - Do not include extension numbers
    - Maximum Length: 14
  - **E-Mail:**
    - Enter the contact's E-Mail/Internet address. This field may be upper and lower case

- The rules for entering a valid E-Mail address for SSA's purposes are as follows:

  - Must not be blank *(This rule only applies to the RA Record Contact E-Mail/Internet field)*
  - Must contain only one @ symbol

  - Must not contain consecutive periods to the left or right of the @ symbol
  - Must not contain empty spaces to the left or right of the @ symbol
  - Must not contain a period in the first or last position

  - Must not contain a period immediately to the left or right of the @ symbol
  - Must not contain an @ symbol in the first or last position
  - Must contain a top-level domain approved by Internet Assigned Numbers Authority (IANA)
  - Must not contain characters other than alphanumeric, hyphens or periods to the right of the @ symbol
  - Must not contain hyphens immediately to the right of the @ symbol, or before or after a period
  - Must contain either alphanumeric characters, or the following keyboard characters, to the left of the @ symbol: (~!#$%^&*_+{}|?'-= / `)
  - ***Note: The RA Record E-Mail is used to notify submitters of errors in the submission. Therefore, it is imperative that the submitter's E-Mail address not be blank and be entered in the appropriate positions. Failure to include correct and complete submitter E-Mail information may, in some cases, delay the timely processing of your file.***
- Maximum Length: 40

RE- Employer Record
- **Tax year:**
  - Prepopulated to read 2021
- **Employer's FEIN:**
  - Enter only numeric characters
  - Omit hyphens
  - Do <u>not</u> begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79 or 89.
  - Maximum Length: 9
- **Employer's Name**
  - Enter the employer's name associated with the EIN in the previous field
  - Maximum Length: 57
- **Address:**
  - Enter the employer's delivery address
  - Street or Post Office Box
  - Maximum Length: 44
- **City:**
  - Enter the employer's city
  - Maximum Length: 22

- o **State:**
    - Enter the employer's State or commonwealth/territory
    - Use 2-letter postal abbreviation
    - Maximum Length: 2
- o **ZIP Code:**
    - Enter the employer's ZIP code
    - Maximum Length: 5
- o **Contact Name:**
    - Enter the name of the employer's contact
    - Maximum Length: 27
- o **Phone:**
    - Enter the employer's contact telephone number (including area code)
    - Numeric values only
    - Do not include extension numbers
    - Maximum Length: 14
- o **Email:**
    - Enter the employer's contact E-Mail/Internet address
    - This field may be upper and lower case
    - If you are providing an Employer Contact E-Mail address, then the rules for entering a valid E-Mail address for SSA's purposes are as follows:
        - Must contain only one @ symbol
        - Must not contain consecutive periods to the left or right of the @ symbol
        - Must not contain empty spaces to the left or right of the @ symbol
        - Must not contain a period in the first or last position
        - Must not contain a period immediately to the left or right of the @ symbol
        - Must not contain an @ symbol in the first or last position
        - Must contain a top-level domain approved by Internet Assigned Numbers Authority (IANA).
        - Must not contain characters other than alphanumeric, hyphens or periods to the right of the @ symbol
        - Must not contain hyphens immediately to the right of the @ symbol, or before or after a period
        - Must contain either alphanumeric characters, or the following keyboard characters, to the left of the @ symbol: (~!#$%^&*_+{}|?'-= / `)
    - Maximum Length: 40

5. Once all the information has been entered in every field, click the "Verify Data" button to verify that the data will be accepted. If there are any errors with the data, an error description box will pop up. You must fix the error, or the data will not be verified, and the file will reject.

6. Once your data is verified successfully, click "OK" and then the "Next" button to populate the information into the spreadsheet and move onto the next step.

7. You will now be entering the RW – Employee Record information. Below is a description of what is required and the maximum number of characters for each field.

- RW – Employee Record
    - **SSN:**
        - Enter the employee's SSN as shown on the original/replacement SSN card issued by SSA
        - Enter only numeric characters
        - Omit hyphens
        - May not begin with 666 or 9
        - If no SSN is available, enter zeros (0)
        - Maximum Length: 9
    - **First Name:**
        - Enter the employee's first name as shown on the Social Security card
        - Maximum Length: 15
    - **Last Name:**
        - Enter the employee's last name as shown on the Social Security card
        - Maximum Length: 20
    - **Address:**
        - Enter the employee's delivery address
        - Street or Post Office Box
        - Maximum Length: 44
    - **City:**
        - Enter the employee's city
        - Maximum Length: 22
    - **State:**
        - Enter the employee's State or commonwealth/territory
        - Use 2-letter postal abbreviation
        - Maximum Length: 2
    - **ZIP Code:**
        - Enter the employee's ZIP code
        - Maximum Length: 5
    - **Federal Wages:**
        - No negative amounts
        - Must include decimal point to report cents
        - Maximum Length: 11
    - **Federal Withholding:**
        - No negative amounts
        - Must include decimal point to report cents
        - Maximum Length: 11

- o **Ohio Code:**
    - Must be a 39 in the file for Ohio
    - Maximum Length: 2
- o **Ohio Employer Withholding Account #:**
    - The State Employer Account Number for Ohio will begin with a 51, 52, 53 or 54 and is 8 digits in length
    - Numeric characters only
    - Omit hyphens
    - Maximum Length: 8
- o **Ohio Wages:**
    - No negative amounts
    - Must include decimal point to report cents
    - Applies to wages earned in Ohio
    - Maximum Length: 11
- o **Ohio Withholding:**
    - No negative amounts
    - Must include decimal point to report cents
    - Applies to wages earned in Ohio
    - Maximum Length: 11
- o **School District:**
    - Did the employee have tax withheld for a taxing school district?
    - Check "YES" or "NO"
        - If "YES" complete the following fields:
            - o How many taxing school districts was withholding remitted for the employee?
                - Click the radio button of either "1", "2" or "3"
            - o SD Code:
                - Enter four-digit school district number.
                - Listing of school district numbers can be found at tax.ohio.gov, in the IT 1040 booklet, or SD 100 booklet
            - o SD Wages:
                - Enter local taxable wages that corresponds to the school district code in this RW record.
                - Must include decimal point to report cents
            - o SD Withholding:
                - Enter local income tax withheld that corresponds to the school district code in this RW record.
                - Must include decimal point to report cents

8. Once all the information has been entered in every field, click the "Verify Data" button to verify that the data will be accepted. If there are any errors with the data, an error description box will pop up. You must fix the error, or the data will not be verified, and the file will reject.

9. Once your data is verified successfully, click "OK" and then the "Save & Next" button to populate the information into the spreadsheet and move onto the next employee.

10. Repeat steps 7 through 9 until all employees W-2 information has been entered.

11. Once all employees W-2 information has been entered, click "Exit Form".

12. Click the "Save as CSV File" button.

13. In the pop-up File Explorer, select the location that you would like to save the file within your computer.

14. Type a filename that does not contain the FEIN of the Submitter or the Employer. Click "Save".

15. A message appears showing the path where the file is saved. Take note of the path. Click "OK".

16. A message appears asking you to please upload your file using the Ohio Business Gateway. Click "OK".

17. Log into the Ohio Business Gateway using Google Chrome.

18. Select the W-2/1099 Upload transaction.

19. Select the "Upload a New File" button on the left-hand side of the page.

20. Select the "Type of Income Statement" from the drop-down menu.

21. The email address associated with the OH|ID used to log into the Ohio Business Gateway automatically populates on this page. Because this email address will receive notifications on the status of the file upload, users can change the email address to a more appropriate email if necessary.

22. Select the "Browse" button to locate the CSV file at the path noted in the message from Step 15. Double click the file name or select the file and click "Open" to upload the file.

23. Click "Submit". Additional files can be uploaded by selecting the "Type of Income Statement" and clicking "Browse" again.

24. Once your file(s) have been uploaded, click the "Back" button to view the pending uploads.

25. An email should be received no later than 24 hours from the time the file was uploaded to alert you that the file was successfully processed or that it was not.

26. To view the history of previously uploaded files please navigate to the W-2/1099 Upload history.