



**Department of  
Taxation**

# **Simplified W-2 Upload Spreadsheet**

## Simplified W-2 Upload Spreadsheet Specifications

The specifications for tax year 2024 W-2s, submitted in calendar year 2025, are contained in this document.

Ohio law requires all employers to electronically file returns and submit income statements (W-2s & 1099s) to the Department per Ohio Revised Code 5747.07, 5747.071 and Ohio Administrative Rule 5703-7-19. All employers who file and pay their employer withholding taxes electronically will be required to upload their W-2 information electronically through the Upload Income Statement feature on OH|TAX eServices. No paper IT 3 is required to be filed; the Upload Income Statement feature creates an IT 3 from the W-2 information submitted.

The Ohio Department of Taxation (ODT) developed the Simplified W-2 method to assist employers who issue 500 or less W-2s with creating a simplified CSV file that can be used to upload their W-2 information to ODT.

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 **January 31, 2025**.

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

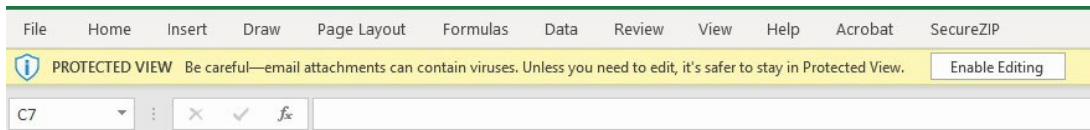
## Instruction for the 2024 Simplified W-2 Upload Spreadsheet

This document is intended to guide W-2 submitters through using the Easy Entry feature of the 2024 Simplified W-2 Upload format spreadsheet.

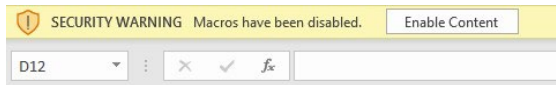
**All fields are required.** You will be unable to complete the spreadsheet if any applicable information is missing. If Ohio school district tax is not applicable, those fields are not required to be filled in.

To use the 2024 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. Complete the RA – Submitter Record once per file with the following information:
  - **Submitter’s FEIN:**
    - This is the FEIN of the organization submitting the W-2s through the Upload Income Statement feature on the OH|TAX eServices. It may or may not be the same entity as the employer
    - Only numeric characters
    - Omit hyphens
    - Do not 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 Upload Income Statement feature on the OH|TAX eServices. 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
- **Submitter Contact Name:**
  - Enter the name of the person to be contacted by ODT concerning processing problems
  - Maximum Length: 27
- **Submitter Contact Phone Number:**
  - Enter the contact's phone number (including area code)
  - Numeric values only
  - Do not include extension numbers
  - Maximum Length: 14
- **Submitter Contact 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

5. Complete the RE – Employer Record once per file with the following information:

- **Tax year:**
  - Pre-populated to read 2024
- **Employer FEIN:**
  - Enter only numeric characters
  - Omit hyphens
  - Do not begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79 or 89
  - Maximum Length: 9
- **Employer Name:**
  - Enter the name associated with the employer's FEIN
  - 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
- **State:**
  - Enter the employer's State or commonwealth/territory
  - Use 2-letter postal abbreviation
  - Maximum Length: 2
- **Zip Code:**
  - Enter the employer's Zip code
  - Maximum Length: 5
- **Employer Contact Name:**
  - Enter the name of the employer's contact
  - Maximum Length: 27
- **Employer Contact Phone Number:**
  - Enter the employer's contact telephone number (including area code)
  - Numeric values only
  - Do not include extension numbers
  - Maximum Length: 14
- **Employer Contact 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
6. Complete one line of the RW – Employee Federal Wage/WH Records/RS – Employee State & School District Wage/Withholding Records per employee.
- **SSN/EIN:**
    - 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
- **State Code:**
  - Must be a 39 in the file for Ohio
  - Maximum Length: 2
- **Ohio Employer Withholding Account Number:**
  - The State Employer Account Number for Ohio will begin with a 51, 52, 53, 54 or 55 and is 8 digits in length
  - Numeric characters only
  - Omit hyphens
  - Maximum Length: 8
- **Ohio Wages:**
  - No negative amounts
  - Must include decimal point to report cents
  - Applies to wages earned in Ohio
  - Maximum Length: 11
- **Ohio Withholding:**
  - No negative amounts
  - Must include decimal point to report cents
  - Applies to wages earned in Ohio
  - Maximum Length: 11
- **School District**



- Did the employee have tax withheld for a taxing school district?
  - Check “YES” or “NO”
    - If “YES” complete the following fields:
      - How many taxing school districts was withholding remitted for the employee?
        - Click the radio button of either “1”, “2” or “3”
      - 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
      - SD Wages:
        - Enter local taxable wages that corresponds to the school district code in this RW record.
        - Must include decimal point to report cents
      - 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
7. Repeat step 6 for each employee that has Ohio wages and withholding to report.
  8. Click the “Save as CSV File” button.
  9. In the pop-up File Explorer, select the location that you would like to save the file within your computer.
  10. Type a filename that does not contain the FEIN of the Submitter or the Employer. Click “Save”.
  11. 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. Access the Employer Withholding panel on the dashboard, click the **More** hyperlink located in the **Account** panel.
  19. The **Account Services** screen displays, click the **Upload Income Statement** hyperlink located on the **Income Statement Upload** panel.
  20. Select the **Type of Income Statement** (W-2) from the drop-down menu.
  21. Click the **Next** button, the Upload File panel displays.
  22. Click the **Upload File** button, the Select a file to attach window displays.

23. Click the **Choose File** button to browse your computer for the W2 file to be uploaded, click **Open** to upload the file.
24. Click the **OK** button. The Upload File window displays with a blue banner stating, “**There were no errors found with your file.**”
25. Click the **Next** button, the Review window displays.
26. Click the **Submit** button, the file is now submitted.
27. The Confirmation screen displays. Click the **Printable View** button to print the confirmation page or click the OK button to return to the **Account Services** screen.
28. If there are errors within the file, an **Errors** window will appear providing the following information:
  - The number of errors within the file.
  - A description of the error.
  - The row and starting position of the error.
29. Once the errors are corrected, the file can be re-uploaded. Follow steps 19-24. Assistance with troubleshooting files can be obtained by emailing: [IncomeStatementsEWT@tax.ohio.gov](mailto:IncomeStatementsEWT@tax.ohio.gov)