

**iBrain, Inc.**



**Accounting Software Solutions**

a division of iBrain, Inc.

*For every accounting problem there is a solution:*  
**Accounting Software Solutions**

# **E-File W-2 2011**

## **State Addendum**

**QuickBooks**   
**Intuit Developer Network**  
**Premier Developer**

**Sage Peachtree**  
Solution Provider

Program design and code Copyright ©2010 iBrain, Inc.

3901 Barrett, Suite 205, Raleigh NC 27609  
Voice (919)-981-0505 (800)-322-4650 Fax (919)-981-0099  
email: [support@ibraininc.com](mailto:support@ibraininc.com) <http://www.ibraininc.com>

## Table of Contents

Table of Contents .....	i
Additional State Information .....	1
AL – Alabama.....	1
AR – Arkansas.....	2
AZ - Arizona .....	3
CO – Colorado.....	4
CT - Connecticut.....	5
DE - Delaware.....	6
DC - District of Columbia .....	7
GA - Georgia.....	8
ID – Idaho.....	9
IL – Illinois .....	10
IN - Indiana.....	11
IA – Iowa .....	12
KS – Kansas .....	13
KY - Kentucky .....	14
LA – Louisiana .....	15
ME - Maine.....	16
MD - Maryland.....	17
MA - Massachusetts .....	18
MI – Michigan.....	19
MN – Minnesota.....	20
MS - Mississippi.....	21
MO - Missouri.....	22
MT - Montana.....	23
NE - Nebraska.....	24
NJ - New Jersey.....	25
NM - New Mexico.....	26
NC - North Carolina .....	27
ND – North Dakota.....	28
OK – Oklahoma .....	29
OH - Ohio.....	30
OR – Oregon.....	31
PA – Pennsylvania.....	32
RI - Rhode Island.....	33
SC - South Carolina .....	34
UT – Utah.....	35
VA - Virginia .....	36
WV – West Virginia .....	37
WI - Wisconsin .....	38

## Additional State Information

Listed below are all of the states that will accept magnetic media W-2 information, what forms need to be submitted with the report, where to send it, and when the report is due.

Unless otherwise noted, all states use the record format specified in the Social Security Administration publication 42-007 (otherwise known as EFW2), dated 2011.

**Please note that the Federal reports should not be sent to the state government. Some states obtain their information from the Federal government. Please check the State Addendum for specifics on submitting your state report file.**

**All states require the RS record, which does not exist in the federal report. The RS records are only included when a state has been selected to report.**

### AL – Alabama

**NOTE:** Alabama requires electronic submission of W-2 report files through their web site. Please refer to Form 10, *Procedures and Specifications For Magnetic Media Reporting and Electronic Filing of Wage and Tax Information* for more information.

**Required:** Yes if 50 W-2 returns withheld Alabama income tax

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form A-3, *Annual Reconciliation of Alabama Income Tax Withheld*

**Phone Number for Magnetic Media Questions:** (334) 242-1300

**Web Site:** <http://www.ador.alabama.gov/>

**Web Site for submissions:** <http://www.revenue.alabama.gov/withholding/efiling.html>

**What to Put in the SEIN Field on the Configuration form:**

Alabama Withholding Tax Account Number

**AR – Arkansas**

**Required:** Required if 250 or more employees are being reported.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form AR-3MAR, *Annual Reconciliation*

**Phone Number for Magnetic Media Questions:** (501) 682-2212, Fax (501) 682-7692

**Web Site:** <http://www.state.ar.us/dfa>

**Web Site for Submission:** <https://www.ark.org/w2ffv/app/newSubmission.html>

**What to put on the disk label if submitting on CD-ROM:**

State of Arkansas-Withholding Tax Branch

FEIN

Name

City

State

Zip Code

Phone Number

Inv # (Dept use Only)

**Where to send the report if submitting on CD-ROM:**

Department of Finance and Administration

Revenue Division

Withholding Tax

PO Box 8055

Little Rock, AR 72203-8055

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**AZ - Arizona**

**Required:** Optional, but encouraged. If filing by this method, the W-2 report must be submitted on CD-ROM.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form A1-R, *Withholding Reconciliation Tax Return* and Form A1-APR, *Annual Payment Withholding Tax Return*

**Phone Number for Magnetic Media Questions:** Phoenix: (602) 255-2060, Other Arizona areas, toll-free from area codes 520 and 928: (800) 843-7196

**Web Site:** <http://www.revenue.state.az.us>

**What to put on the disk label:**

Follow the Federal guidelines in Appendix B in the **E-File** documentation.

**Where to send the report:**

Arizona Department of Revenue

Tape Librarian

1600 West Monroe

Phoenix Arizona 85007

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## **CO – Colorado**

**Required:** Required if you are required to file magnetically with the Federal government.

**Due:** 3/31/2012, or within 30 days of termination as an employer. If using the Withholding Online System (WHO), the due date is 3/31/2012.

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form DR-1093, *Transmittal of State W-2s*, only if there is a refund or a balance.

**Phone Number for Magnetic Media Questions:** (303) 866-5535 extension 257

**Web Site:** <http://www.revenue.state.co.us/> or <http://www.taxcolorado.com/>

**Web Site for submission of W-2 reports:**

<https://www.who.state.co.us/who/initAction.do>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**NOTE: If you have multiple locations or payroll systems using the same FEIN, all of the data must be submitted as one filing. Do not send more than one filing for the same FEIN.**

## **CT - Connecticut**

**Required:** Required if you file a magnetic media report to the Federal government.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

### **Forms Needed:**

Form CT-6559, *Submitter Report for Form W-2 Magnetic Media Filing*;

CT-6559A, *Continuation Form for Form CT-6559* (if needed);

Form CT-W3, *2004 Connecticut Annual Reconciliation of Withholding*

### **Phone Number for Magnetic Media Questions:**

(800)-382-9463 (in-state), or (860)-297-5962 (from anywhere)

**Web Site:** <http://www.drs.state.ct.us/>

### **What to put on the disk label:**

W-2

Tax Year

Submitter Name

FEIN

Contact name

Contact Phone

### **Where to send the report:**

#### If shipping via USPS:

Department of Revenue Services

State of Connecticut

PO Box 2930

Hartford, CT 06104-2930

#### If you can not ship by USPS:

Department of Revenue Services

State of Connecticut

Attn: Processing II, 15<sup>th</sup> Floor

25 Sigourney St.

Hartford, CT 06106-5032

### **What to Put in the SEIN Field on the Configuration form:**

Tax Registration Number assigned by the Connecticut Department of Revenue Services.

**DE - Delaware**

**Note:** Delaware only accepts online submissions for W-2 reporting.

**Required:** Required if you file a magnetic media report to the Federal government.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** None

**Phone Number for Magnetic Media Questions:**

(302) 577-8200 for withholding filing requirements,

(302) 577-8631 for magnetic media specifications

**Web Site:** <http://www.state.de.us/revenue/index.htm>

**Web Site for W-2 Submission:** <https://dorweb.revenue.state.de.us/w2send/>

**Where to send the forms:**

State of Delaware

Division of Revenue

820 North French Street

Wilmington, DE 19801

**What to Put in the SEIN Field on the Configuration form:**

Federal Employer Identification Number (FEIN)

**DC - District of Columbia**

**Note:** DC only accepts W-2 submissions through their web site.

**Required:** Required if more than 50 W-2s are submitted to the District of Columbia.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form FR-900A, *Employer Withholding Tax – Annual Return* (**submit this form separately from the magnetic media report - Due 1/20/2008**)

Form W2-T, *Transmittal For Forms W-2*

**Phone Number for Magnetic Media Questions:** George Conly (202) 442-6313 M-F, 9AM-5PM

**Web Site:** <http://www.cfo.dc.gov/cfo/site/default.asp>

**Web Site for Submission:** <http://otr.cfo.dc.gov/otr/site/default.asp>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number (Federal Employer Identification Number). As of January 1, 2001 the DC Business Tax Registration Number is no longer used.

**GA - Georgia**

**Note:** Only online submissions are accepted.

**Required:** Required if you are required to file magnetically with the Federal government.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form G-1003, *Wage & Income Statement Transmittal*

**Phone Number for Magnetic Media Questions:** 404-417-2311

**Web Site:** <https://www.etax.dor.ga.gov/>

**Web Site for W-2 Submission:** <https://gtc.dor.ga.gov/>

**What to Put in the SEIN Field on the Configuration form:**

State Tax Withholding Number

## **ID – Idaho**

**Note:** W-2 report files can only be submitted online.

**Required:** Required if have 250 or more employees and more than 50 Idaho employees.

**Due:** 3/31/2012 if filing electronically.

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** None

**Phone Number for Electronic Filing Questions:** (800) 972-7600 x6632, (208) 332-6632

**Email for Electronic Filing Questions:** [efilehelp@tax.idaho.gov](mailto:efilehelp@tax.idaho.gov)

**Web Site:** <http://www2.state.id.us/tax/index.html>

**Electronic Submission Web Site:** <https://www.accessidaho.org/secure/istc/filing/w2.html>

**What to Put in the SEIN Field on the Configuration form:**

State Account Number

## IL – Illinois

According to [86 IL Adm. Code Section 100.7300\(b\)\(2\)](#), employers that have 250 or more employees must participate in the electronic filing pilot program. Before submitting W-2 reports through the HttpsPost program, you must register as a W-2 transmitter through <https://www.revenue.state.il.us/app/wtri/>.

Electronic submission of W-2 report files is done through a program called HttpsPost Utility, available [here](#). Documentation for the program is [here](#).

**Required:** Required if you have 250 or more employees and are requested to send W-2 information to Illinois through their pilot program.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** IL-W3

**Phone Number for Magnetic Media Questions:** (800) 732-8866 or (217) 782-3336

**Web Site:** <http://www.revenue.state.il.us/>

**What to put on the disk label:**

Follow the Federal specifications in the **E-File** documentation.

**Where to send the report:**

Illinois Department of Revenue

PO Box 19044

Springfield, IL 67294-9044

**What to Put in the SEIN Field on the Configuration form:**

State Account Number

## **IN - Indiana**

### Additional fields for Indiana:

Indiana Advanced EIC

County Taxes Withheld

**On the Totals report, the number of employees is the number of State records in the report file.**

**Indiana no longer accepts magnetic media for W-2 reporting. Only electronically submitted reports are acceptable.**

**The County Code must be set for each employee. If a majority of your employees reside in one county, you can set the State Employee Default for the IN County Code to that county, and change the employees not in that county to the correct county.**

### From the W-2 and WH-3 Filing Requirements Booklet, revised 10/15/2010:

**Effective July 1, 2010, any employer that files more than 25 withholding statements in a calendar year is required to file the annual WH-3 and their employees' W-2's electronically. This new law (IC 6-3-4-16.5) applies to withholding statements filed after December 31, 2010. The department does not consider filings on disk, CD, or DVD, accompanied by a paper WH-3 to be electronic. EFW2 files are considered electronic when uploaded using our business web site located at <https://www.intax.in.gov/Web/default.aspx>. We will not accept 3480 or 3490 cartridges.**

**Required:** Yes if there are 25 or more employees.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** Yes (Used for County Wages and Taxes)

**Forms Needed:** None

### **Phone Number for Magnetic Media Questions:**

Withholding Questions can be directed to (317) 233-4016 M-F, 7:45 AM-4:15 PM

**Web Site:** <http://www.in.gov/dor/>

**Web Site for Submissions:** <https://www.intax.in.gov/Web/Default.aspx>

### **What to Put in the SEIN Field on the Configuration form:**

Employer Tax ID Number in the format XXXXXXXXXXXYYY where the 'X' represents the Employer Tax ID Number and the 'Y' represents the three-digit Employer Tax ID location.

**IA – Iowa**

**NOTE: According to Iowa's web site, you should send a report to the Federal government containing Iowa state data. Since Iowa has access to W-2 data from the Federal government, do not send a state W-2 report file to Iowa. The web address containing this information is <http://www.state.ia.us/tax/vspnote.html>. For E-File, set the State ID to IA, write a W-2 report, and send it to the Federal government.**

**From the Iowa Department of Revenue Web Site at <http://www.state.ia.us/tax/forms/withhold.html>:**

The Iowa VSP (Verified Summary of Annual Payments) is filed through eFile & Pay; paper forms are not mailed. Do not send copies of W-2's, W-2c's or 1099's to the department. The Internal Revenue Service provides that information to the department. Employers are required to keep copies of the W-2's, W-2c's and 1099's for four years from the end of the year for which the forms apply.

**Required:** Yes if reporting 250 or more employees. (Per Federal Specifications)

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** None

**Phone Number for Magnetic Media Questions:**

**Web Site:** <http://www.state.ia.us/tax>

**What to put on the disk label:**

Follow the Federal specifications in Appendix B in the **E-File** documentation.

**Where to send the report:**

To the address under Appendix B: Checklist For Mailing W-2 Federal Magnetic Media.

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**KS – Kansas**

Additional fields specific to Kansas: Employee Contribution to Public Employee's Retirement Systems (KPERs, KP&F, Judges)

**Note: Magnetic Media submissions are no longer acceptable – all W-2 filing must be done electronically.**

**Required:** Required if reporting 51 or more employees to Kansas.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form KW-3, *Employer's Annual Withholding Tax Return (Submitted online)*

**Phone Number for Magnetic Media Filing Requirements:**

Topeka: (785) 368-8222

Outside Topeka Toll-Free: (877) 526-7738

**Contact Information for Magnetic Media Technical Questions:**

Phone: (785) 296-0626

Email: [eservices@kdor.state.ks.us](mailto:eservices@kdor.state.ks.us)

**Web Site:** <http://www.ksrevenue.org/>

**Web Site for Electronic Submission:** <http://www.ksrevenue.org/kswebtax.htm>

**What to Put in the SEIN Field on the Configuration form:**

State Account Number

**KY - Kentucky**

**NOTE:** Kentucky will accept data on CD-ROM, as well as 3 ½” diskettes.

**NOTE 2:** Kentucky now accepts filing your W-2 information online. Form 42A808 must be submitted prior to filing online. Please read *Specifications for Electronic Submission of Annual Wage and Tax Information via Electronic Media or Web for Year 2008* for more information on filing via the web.

Four field classifications are specifically for Kentucky:

Amount of Tax Credit for Kentucky Rural Economic Development Assistance

Amount of Tax Credit for Kentucky Jobs Development Act

Amount of Tax Credit for Kentucky Industrial Revitalization Authority

Amount of Tax Credit for Kentucky Industrial Development Authority

**Required:** Required if you have 100 or more employees.

**Due:** 1/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form 42A806, *K-2 Transmitter Report For Filing Kentucky Wage Statements*  
(10-04)

Form 42A808, *Request Form for Authorization of Submission Via WEB*, if you plan to submit W-2 information via the web

**Phone Number for Magnetic Media Questions:** (502) 564-9382 x4827, Otis McCreary

**Web Site:** <http://revenue.state.ky.us/>

**Submission Web Site:** <https://rfo2zeus.state.ky.us/w2ftp/wflogon.aspx>

**What to put on the disk label:**

Employer Name

Kentucky Withholding Tax Account Number

Date Created

If the report file occupies more than one diskette, Vol (disk number) of (total number of disks)

Operating system used to generate the file (MS-DOS)

**Where to send the report:**

Kentucky Revenue Cabinet

W-2 Magnetic Media Processing

200 Fair Oaks Lane, Sta. 57

Frankfort, KY 40602

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## LA – Louisiana

**NOTE:** Louisiana will only accept W-2 reports electronically.

**Required:** Required if you have 200 or more employees. If you prepare W-2s for others, the limit is 100 employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form L-3, *Employers Annual Reconciliation of Louisiana income tax withheld*

**Phone Number for Magnetic Media Questions:** (225) 219-0102

**Web Site:** <http://www.rev.state.la.us/>

**Web Site for Submission:** <https://esweb.revenue.louisiana.gov/LaWage/>

**Where to send the report:**

Louisiana Department of Revenue

PO Box 91017

Baton Rouge, LA 70821

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## **ME - Maine**

**NOTE: When adding your SEIN to E-File for Maine, make sure that the two-digit suffix is present. Normally this is two zeros, but if an employer has more than one reporting account there will be other values in these two digits.**

**W-2 reports must be submitted through the Maine Employers Electronic Reporting System (METERS) on the MRS web site.**

**An additional field has been added for Maine: Employee Contributions to the Maine Public Employees Retirement System (MEPERS)**

**Required:** Required if you have 250 or more employees.

**Due:** 2/28/2012, 3/31/2012 if you filed electronically with SSA.

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form W-3ME, *Annual Reconciliation of Income Tax Withheld*

**Phone Number for Magnetic Media Questions:** (207)-624-9767

**Web Site:** <http://www.state.me.us/revenue/>

Web Site for Submission: <http://www.maine.gov/revenue/netfile/gateway2.htm>

**What to Put in the SEIN Field on the Configuration form:**

Maine Withholding Account Number

**MD - Maryland**

Note: Will also accept data on CD-ROM as well as 3 ½” diskettes.

Note 2: Starting with tax year 2006 Maryland has added fields that would be on form MW508 to the magnetic media specifications to allow for electronic filing. This means that if you submit a magnetic media report you do not have to submit this form. While most of the fields can be populated from data already used in the report, there are four fields that need to be supplied. These fields are:

MD-MW508-Employer Total Amount of Taxes Withheld

MD-MW508-Employer Credits

MD-MW508-Amount of Overpayment to be Applied as Credit

MD-MW508-Employer Representative Title

These fields are found on the Configure Window under Misc. State Info.

**Required:** Required if you have 25 or more employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** Local Taxes Only. Combined with State Taxes and reported in the State Taxes Withheld field.

**Forms Needed:**

Form RAD-035, *Transmitter Report of Magnetic Media Filing*. One is required for each instance of the RE Record in the report file.

**Phone Number for Magnetic Media Questions:** (410) 260-7150

**Web Site:** <http://business.marylandtaxes.com/default.asp>

**Web Site for Electronic Submissions:**

<https://interactive.marylandtaxes.com/Business/bFile/OSC/SelectApp.aspx>

(Registration Required – available after 1/15/2008)

**What to put on the disk label:**

Follow the Federal specifications in Appendix B.

**Where to send the report:**

Revenue Administration Division

Magnetic Media Unit, Room 209

110 Carroll Street

Annapolis, MD 21411-0001

**What to Put in the SEIN Field on the Configuration form:**

Maryland Central Registration Number

## MA - Massachusetts

**NOTE:** Diskettes are no longer accepted. W-2 submissions must be sent electronically.

**Required:** Required if you have 50 or more employees and file on magnetic media with the federal government.

**Due:** 3/31/2012, or last day of the month that followed the due date of your final Mass. Employer's Return of Income Taxes if you are terminating your business.

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** *W-2 Magnetic Media Transmitter Report*

**Phone Number for Magnetic Media Questions:** (617) 887-5492

**Web Site:** <http://www.dor.state.ma.us>

**Web Site for W-2 Submission:**

<https://wfb.dor.state.ma.us/webfile/business/Public/Webforms/Login/Login.aspx>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## **MI – Michigan**

**Note:** Will also accept data on CD-ROM as well as 3 ½” diskettes.  
Local fields are now required for the 2007 tax year.

**Required:** Required if you have 250 or more employees.

**Due:** 2/28/2011

**Requires SUI Fields:** No

**Requires Local Fields:** Yes

**Forms Needed:**

Form 447, *Transmittal for Magnetic Media Reporting of W-2s, W-2Gs, and 1099s to the State of Michigan*

**Phone Number for Magnetic Media Questions:** (517) 636-4456

**Web Site:** <http://www.treas.state.mi.us>

**What to put on the disk label:**

Transmitter Name

Transmitter FEIN

Type of Document (W-2)

Payment Year

Number of employees

Volume Sequence (1 of 3, 2 of 3, etc) if the report is on multiple diskettes

**Where to send the report:**

Return Processing Center

Magnetic Media Unit-SUW

Michigan Department of Treasury

Lansing, MI 48922

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**MN – Minnesota**

**Note:** Only electronic/web submissions are accepted.

**Required:** Required if you have 250 or more employees

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form 447, *Transmittal for Magnetic Media Reporting of W-2s, W-2Gs, and 1099s to the State of Michigan*

**Phone Number for Magnetic Media Questions:** (651) 556-6615

**Web Site:** <http://www.taxes.state.mn.us/>

**Web Site for Submission:** <http://taxes.state.mn.us/gclogon>

**What to Put in the SEIN Field on the Configuration form:**

Minnesota Tax ID Number

**MS - Mississippi**

**Note: All W-2 submissions will be through magnetic/electronic means.**

**Required:** Required if you have 100 or more employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form 89-140, *Annual Reconciliation Return Form*

**Phone Number for Magnetic Media Questions:** (601) 923-7088

**Web Site:** <http://www.mstc.state.ms.us/index.html>

**Web Site for Electronic Submission:** <https://dor.click2file.net/>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**MO - Missouri**

**Required:** Required if you have 250 or more employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form MO-W3, *Transmittal of Wage and Tax Statements*

**Phone Number for Magnetic Media Questions:** (573) 751-5752

**Web Site:** <http://dor.state.mo.us/>

**What to put on the disk label:**

Tax year

Missouri Tax ID number

Business name and return address

**Where to send the report:**

Division of Taxation and Collection

PO Box 3330

Jefferson City, MO 65105-3330

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**MT - Montana**

**NOTE: Filing electronic reports with Montana requires prior approval.**

**Required:** No

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form MW-3, *Annual Reconciliation Form*

Form MW-11, *Application for Magnetic Media and FTP Reporting*, with your magnetic media the first time that you submit a magnetic media report, or any time there is a change of information afterward.

**Phone Number for Magnetic Media Questions:** (406) 444-1505

**Web Site:** <http://revenue.mt.gov/default.mcp>

**Web Site for Submission:** <https://tap.dor.mt.gov/>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**NE - Nebraska**

**NOTE: E-Filing reports with Nebraska requires prior approval using form 4419N, Nebraska Application for Computer Reporting. Nebraska Department of Revenue must receive form 4419N before January 1<sup>st</sup>, 2005.**

**NOTE 2: Do not include '21-' before your State Employer Account Number (SEIN).**

**Required:** Required if there are 50 or more employees.

**Due:** 3/15/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No.

**Forms Needed:** Form W-3N, *Nebraska Reconciliation of Income Tax Withheld. This can be e-filed using NebFile for Business on or before February 1<sup>st</sup> 2011.*

**Phone Number for Magnetic Media Questions:** (402) 471-5698 (Darrel Krejci), email [dkrejci@rev.state.ne.us](mailto:dkrejci@rev.state.ne.us)

**Web Site:** <http://www.revenue.state.ne.us/index.html>

**Web Site for Submissions:** <https://ndr-efs.ne.gov/revefs/allPages/login.faces>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## **NJ - New Jersey**

### **NOTES:**

- The NJ SEIN needs to have a 3-digit suffix.
- There are two fields in the Misc State Info tab:
  - The first field is for a Disability Plan Type Code. This should be 'P' if the employer has a private disability plan approved by the NJ Department of Labor.
  - The second field is the Private Disability Plan Number. This is entered if 'P' is entered in the first field.
- Three field classifications are specifically for NJ:
  - Combined NJ Unemployment Insurance, Workforce Development Program and Health Care Subsidy Withheld
  - NJ-Disability Insurance Withheld
  - NJ-Medical Malpractice Insurance Premium Assistance Assessment.
- CDs and 3.5" diskettes are no longer accepted. Only electronic submissions are accepted.

**Required:** No

**Due:** 2/29/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form NJ-EFW2-S, *New Jersey Income Tax Employer Reconciliation Report for W-2's filed via Electronic File Transmission* (If submitting your report electronically)

Form NJ-W-3

**Phone Number for Magnetic Media Questions:** 609-984-7011

**Web Site:** <http://www.state.nj.us/treasury/taxation/index.html>

**Web Site for Submission:** <https://sftcomm.state.nj.us/>

The login name and password can be obtained by contacting Diane Turner at the NJ Division of Revenue's Alternate Filing Branch at 609-633-2154 or by e-mail at [Diane.Turner@treas.state.nj.us](mailto:Diane.Turner@treas.state.nj.us). (For current Form WR-30 E-filers, use the same login profile to access the E-File site).

**What to Put in the SEIN Field on the Configuration form:**

NJ Taxpayer Identification Number

## **NM - New Mexico**

**NOTE:** New Mexico requires that the employer's CRS Identification Number be set. This can be done through Configuration-Misc State Info then looking for the row with the question "NM-CRS Identification Number".

**Required:** Will accept magnetic media reports, but is not required.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No.

**Forms Needed:** Form RPD-41072 - *Annual Summary of Withholding Tax for CRS Filers*

**Phone Number for Magnetic Media Questions:** (505) 827-1746

**Web Site:** <http://www.state.nm.us/tax>

**What to put on the disk label:**

Follow the Federal Guidelines in Appendix B.

Add your New Mexico CRS identification number to the label.

**Where to send the report:**

New Mexico Taxation and Revenue Department

PO Box 25128

Santa Fe, NM 87504-5128

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**NC - North Carolina**

**Required:** Required if filing reports for 10 or more employees.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form NC-3, *Employer's Annual Reconciliation of NC Income Tax Withheld from Wages and Personal Services Compensation*

**Phone Number for Magnetic Media Questions:** (919) 733-4626

**Web Site:** <http://www.dor.state.nc.us>

**What to put on the disk label:**

Name and address of sender

Type of information being reported (W-2)

Name and telephone number of contact person

Sequence number of media and total media in file (1 of 2, 2 of 2, etc.)

**Where to send the report:**

North Carolina Department of Revenue

Office Services Division

PO Box 25000

Raleigh, NC 27640

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number (Withholding Account Number)

## ND – North Dakota

**The following media can be used: 3 ½” diskette, CD, Zip 100, Zip 250. The report file can be emailed or submitted electronically as well.**

**Required:** Yes if you are required to file a Federal magnetic media report and the number of ND employees is 250 or more, or if the information is submitted by a payroll service regardless of the number of returns.

**Due:** 4/2/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No.

**Forms Needed:**

Form 307, *North Dakota Transmission of Wage and Tax Statements (Form W-2) Return*

**Phone Number for Magnetic Media Questions:** (701)-328-3275

**Email for Magnetic Media Questions:** withhold@nd.gov

**Web Site:** <http://www.nd.gov/tax/>

**Web Site For Electronic Upload:** <https://secure.apps.state.nd.us/tax/filing/webfile/login.htm>

**What to put on the disk label:**

Company Name  
Type of Document (W-2)  
Year to which the documents apply  
Contact Name  
Contact Phone

**Where to send the report:**

Paper documents must be mailed/shipped to the following location:

Withholding Section  
Office of State Tax Commissioner  
600E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0550

Magnetic media should be mailed/shipped to the following location:

Magnetic Media Coordinator  
Information Technology Section  
Office of State Tax Commissioner  
600 E. Boulevard Ave. Dept. 127  
Bismarck, ND 58505-0550

If emailing the report file, send it to [magmedia@nd.gov](mailto:magmedia@nd.gov)

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## **OK – Oklahoma**

**NOTE: According to Oklahoma's web site, you should send a report to the Federal government containing Oklahoma state data. Since Oklahoma has access to W-2 data from the Federal government, do not send a state W-2 report file to Oklahoma. For E-File, set the State ID to OK, write a W-2 report, and send it to the Federal government. Also, make sure that in Other Information, the 'Use State ID of OK' is not checked. Since this report will be going to the Federal government, all employees must be included in the report.**

### **DO NOT MAKE A FEDERAL ONLY REPORT!**

**Required:** Yes if you must file a Federal Magnetic Media report.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** None

**Phone Number for Magnetic Media Questions:** (405) 521-3637

**Web Site:** <http://www.oktax.state.ok.us>

**What to put on the disk label:**

Follow the Federal Guidelines in Appendix B.

**Where to send the report:**

To the address under Appendix B: Checklist for Mailing W-2 Federal Magnetic Media.

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## OH - Ohio

Note: Will also accept data on CD-ROM as well as 3 ½” diskettes.

**NOTE 2: Local Wages and Taxes are done by School District. If an employee is subject to tax in multiple school districts, there must be a separate instance of an employee for each school district.**

**Required:** Not required, but will accept magnetic media W-2 files.

**Due:** 2/29/2012

**Requires SUI Fields:** No

**Requires Local Fields:** Yes. Ohio uses these fields for school district amounts.

**Forms Needed:** Form IT-3, *Transmittal of Wage and Tax Statements*

**Phone Number for Magnetic Media Questions:** (614) 752-1972

**Web Site:** <http://www.state.oh.us/tax/>

**What to put on the disk label:**

Ohio Department of Taxation

Content (W2REPORT)

Due Date (3/1/2008)

Operating System (MSDOS)

Volume and Total number of Volumes if there is more than one diskette (e.g. 1 of 3, etc)

Submitter Name and Address

Ohio Tax ID Number

**Where to send the report:**

If using the US Postal Service:

Ohio Department of Taxation

PO Box 182667

Columbus, OH 43218-2667

If using a carrier other than the US Postal Service

Ohio Department of Taxation

1030 Freeway Dr. North

Columbus, OH 43229

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**OR – Oregon**

Oregon uses one state-specific field:  
OR-Imputed Income From ACA-Child

**Required:** Required if you are have 50 or more employees or are a payroll service.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Phone Number for Filing Questions:**

(503) 945-8127

**Web Site:** <http://www.dor.state.or.us/>

**Web Site for Submission:** <http://www.oregon.gov/DOR/ESERV/elect-filing.shtml>

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**PA – Pennsylvania**

**NOTE:** Pennsylvania does not accept diskettes. They do accept online submissions via ETIDES.

**Required:** No

**Due:** 1/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form RI-Magnetic Media, *Transmittal Form for the Reporting of Tax Withheld on Magnetic Media*

**Phone Number for Magnetic Media Questions:** 717-783-6277

**Web Site:** <http://www.tax.state.pa.us/>

**Submission Web Site:** <http://www.etides.state.pa.us>

**What to Put in the SEIN Field on the Configuration form:**

State Account Number

**RI - Rhode Island**

**Required:** Required if you must file for Federal and have 25 employees to file for Rhode Island.

**Due:** 3/1/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form RI-Magnetic Media, *Transmittal Form for the Reporting of Tax Withheld on Magnetic Media*

**Phone Number for Magnetic Media Questions:** (401) 222-3696 (Employment Taxes)

**Web Site:** <http://www.tax.state.ri.us/>

**What to put on the disk label:**

Follow the Federal guidelines in Appendix B.

**Where to send the report:**

State of Rhode Island  
Division of Taxation  
One Capital Hill  
Providence, RI 02908

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

**SC - South Carolina**

**NOTE: If this is your first time filing magnetic media using the new MMREF-1 format with South Carolina, you will need to file Form I-314 to obtain approval from the South Carolina Department of Revenue for filing W-2 information via magnetic media. If you have been filing W-2 information using the TIB-4 format, you will need to complete Form I-314 as well. This form must be filed no later than December 1<sup>st</sup>.**

**Required:** Required if you are also required by the Federal government to file via magnetic media.

**Due:** 2/29/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form WH-1612, *Transmitter Summary Report Wage and Tax Information*

Form I-314, *Application for Reporting/Testing* if this is the first year for filing magnetic media W-2 reports with SC.

**Phone Number for Magnetic Media Questions:** (803) 898-5821

**Web Site:** <http://www.sctax.org/>

**What to put on the disk label:**

‘SC MMREF-1’

EIN

Name

City

State

Zip Code

Phone number

Volume and Total number of Volumes if there is more than one diskette (e.g. 1 of 3, etc)

**Where to send the report:**

South Carolina Department of Revenue

Magnetic Media

Columbia, SC 29214-0022

**What to Put in the SEIN Field on the Configuration form:**

State Employer Account Number

## UT – Utah

**Note:** Utah no longer accepts MMREF-1 submissions on magnetic media. All submissions must now be sent electronically.

**Required:** Required if filing 250 or more employees.

**Due:** 3/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:**

Form TC-679A, *Transmittal Report of Magnetic Media Filing For Tax Year \_\_\_\_\_*;

Form TC-96R, *Utah Employer's Annual Reconciliation Return*

**Phone Number for Magnetic Media Questions:** (801) 297-7626, or (800) 662-4335

**Web Site:** <http://www.tax.ex.state.ut.us>

**Web Site For Electronic Submission:** <https://tax.utah.gov/w-2/>

**What to Put in the SEIN Field on the Configuration form:**

Utah State Employer Withholding Account Number

## VA - Virginia

**NOTE:** Web Upload will be the only acceptable electronic filing method for the 2010 tax year.

**Required:** Required if 150 or more employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form VA-6, *Annual or Final Summary of Virginia Income Tax Withheld*. This form can be filed electronically with VA TAX's Online Business iFile or Web Upload systems or it can be mailed. This form is due by February 28, 2011.

**Phone Number for Magnetic Media Questions:** None Mentioned in the Employer Income Tax Withholding Instructions booklet. Can email at tax-busqtns@state.va.us.

**Web Site:** <http://www.tax.state.va.us/>

**Web Site For Electronic Submission:**

<https://www.business.tax.virginia.gov/BusinessLogin.jhtml>

**What to put on the disk label:**

'TAXBT61'

'W-2 DATA'

Tax year being reported

Name of Submitting Company

Contact Person

Contact Phone

Density

Volume and Total number of Volumes if there is more than one diskette (e.g. 1 of 3, etc)

**Where to send the report:**

Virginia Department of Taxation

W-2 Processing

PO Box 1278

Richmond, VA 23218-1278

**What to Put in the SEIN Field on the Configuration form:**

Virginia Employer Account Number

## WV – West Virginia

### NOTES:

- West Virginia will accept data on CD-ROM (CD-R), as well as 3 ½” diskettes.
- If an employee does not have a valid SSN, they must be excluded from the W-2 report and submitted on paper.

**Required:** Required if reporting 250 or more employees.

**Due:** 2/28/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** Form WV/IT-105, *Transmitter Summary Report*

Two copies of Form WV/IT-103, *Annual Reconciliation of Withholding*

**Phone Number for Magnetic Media Questions:** General Assistance: (304) 558-3333, or (800) 982-8297 M-F 8:30am-5:00pm

**Web Site:** <http://www.state.wv.us/>

**What to put on the disk label:**

Name, address, and FEIN of sender

Contact Person

Contact Phone

Type of information being reported (W-2)

Tax year being reported (2007)

Volume and Total number of Volumes if there is more than one diskette (e.g. 1 of 3, etc)

**Where to send the report:**

West Virginia State Tax Department

Withholding Tax Unit/IAD

PO Box 3943

Charleston, WV 25330-3943

For non-USPS deliveries:

West Virginia State Tax Department

Revenue Center/Withholding

1001 Lee Street

Charleston, WV 25301

**What to Put in the SEIN Field on the Configuration form:**

West Virginia Withholding Account Number (9-digit FEIN plus 3-digit location extension)

## **WI - Wisconsin**

**NOTE:** Wisconsin will accept data on CD-ROM, as well as 3 1/2" diskettes.

**NOTE:** Wisconsin now allows for online submission of W-2 reports and Form WT-7.

**Required:** Required if must file magnetic media reports with the Federal government.

**Due:** 1/31/2012

**Requires SUI Fields:** No

**Requires Local Fields:** No

**Forms Needed:** A transmittal letter; Form WT-7, *Employers Annual Reconciliation*. A transmittal letter can be computer generated totals, handwritten totals on your letterhead, or a copy of the federal form 6559, as long as the Wisconsin totals are reflected on the letter.

**Phone Number for Magnetic Media Questions:** (608) 267-3327

**Web Site:** <http://www.dor.state.wi.us/>

**Submission Site:**

<http://www.dor.state.wi.us/eserv/w-2.html> for online W-2 submission

<https://ww2.dor.state.wi.us/GenericFile/application?interview=1197199> for online WT-7 submission

**What to put on the disk label:**

Follow the Federal guidelines in Appendix B.

**Where to send the report:**

Attn: Magnetic Media Coordinator  
Wisconsin Department of Revenue  
2135 Rimrock Road Room 232B  
Madison, WI 53708-8903

**What to Put in the SEIN Field on the Configuration form:**

Wisconsin Employer Account Number