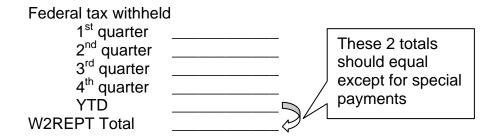
Balancing your W2REPT.TXT

The following are detailed instructions on how to balance your W2 report so that the data is correct and accurate.

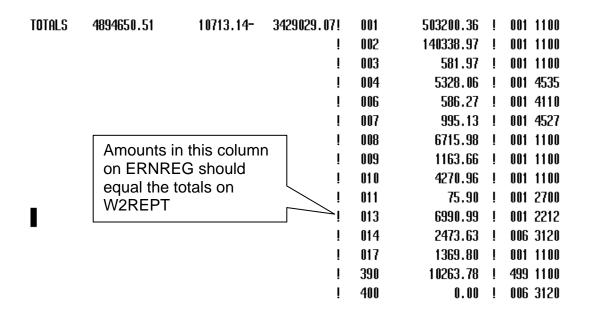
The information on the W2REPT.TXT should balance to:

- 941 totals as reported
- ERNREG/ERNSUM Figures
 - o Represents amounts as withheld from employees
- QRTRPT figures
 - Represents amounts as current in the YTD figures
- Balance Federal, Ohio and Cities taxes and gross amounts

Balancing 941 totals



Balancing ERNREG Figures



Balancing QRTRPT Figures

DEDUCTION	NAME	DED	QTD TOTAL	YTD TOTAL
FED TAX		001	60,758.46	503,200.36
OHIO TAX		002	18,010.59	140,338.97
BRYAN		003	115.69	581.97
DELTA		004	687.16	5,328.06
PERRYSBG		006	76.47	586.27
SYLVANIA		007	53.53	995.13
TOLEDO		800	928.05	6,715.98
SWANTON		009	140.73	1,163.66
WAUSEON		010	574.58	4,270.96
NAPOLEON		011	45.54	75.90
METAMORA		013	883.60	6,990.99
WATERVIL		014	206.64	₁ 2,473.63
BG CITY		015	0.00	0.00
WHITEHOU		017	178.26	1,369.80
MICHIGAN		390	1,574.46	/ 10,263.78

Amounts in this column on QRTRPT should balance to the totals on the W2REPT

Balancing W2REPT Figures

0000273	** REPORT	TOTALS			COUN	Т
			001	FED TAX	269	503,200.36
			MI	EDICARE P	PICKUP	5,636.24
			40	03(B)		114,558.61
			SI	ECTION 12	!5	20,034.23
			002	OHIO TAX	(269	140,338.97
			003	BRYAN	1	581.97
			004	DELTA	15	5,328.06
			006	PERRYSBU	IRG 1	586.27
			007	SYLVANIA	4	995.13
			800	TOLEDO	12	6,715.98
			009	SWANTON	10	1,163.66
			010	WAUSEON	15	4,270.96
			011	NAPOLEON	1	75.90
			013	METAMORA	. 27	6,990.99
			014	WATERVIL	.LE 4	2,473.63
			017	WHITEHOU	ISE 🤌	1,369.80
			390	MICHIGAN	/	10,263.78
			Amoun		this colum	
			VVZNEI		siloulu be u	360 101

balancing

Special Payments that affect balancing between W2REPT and QRTRPT

Some special payments that you make to your employees during the year, are taxed differently than regular wages. The following describes how some special payments are handled for W2 Reporting.

Dependent care benefits

Amounts on Dependent Care benefit deduction type, which are over the \$5000 limit, are added to the total and taxable gross on federal, Ohio and OSDI taxes.

This will then cause the gross amounts on the W2REPT to be higher than the gross amounts on the QRTRPT.

Deduction type - Federal Tax	Name: MID AM	1
Calculate option: <u>F</u>	Marital stat: <u>1</u>	Fringe benefits:
Tax percent :	# exemptions: <u>2</u>	Life Ins. cost :
Addt'l withhold :	E-I-C : <u>0</u> ,	Adopt. assist. : $\underline{5500.00}$
Error adjustment:	Pension plan:	Dependent care : $\underline{6500.00}$
Err adj paycode :	Move Exp: <u>1600.00</u>	Third party pay:
		Vehicle lease :

Fringe benefits

Any fringe benefit amounts that are entered on the 001 tax record are added to total and taxable gross amounts on federal, Ohio and OSDI records.

This will cause the gross amounts on the W2REPT to be higher than the gross amounts on the QRTRPT.

```
Deduction type - Federal Tax
Name: MID AM

Calculate option: F
Marital stat: Fringe benefits: Life Ins. cost: Life Ins. cost: Addt'l withhold: E-I-C : 0 Adopt. assist.: 5500.00

Error adjustment: Pension plan: A
Dependent care: 6500.00

Err adj paycode: Move Exp: 1600.00 Third party pay: Vehicle lease: Use Pension plan: A
```

Medicare Pickup

If the board pays the employee portion of Medicare (Medicare Pickup) for any employees, the amount paid by the board is added to total and taxable gross amounts on federal, Ohio and OSDI records.

This will cause the gross amounts on W2REPT to be higher than the gross amounts on the QRTRPT.

If the 'tax board amounts' option is flagged as "N" on the city tax record in DEDNAM, then the flag "Tax Med/FICA Pickup" should be set to "Y" in DEDNAM, if the city taxes the Medicare pickup. The Medicare pickup amount is then added to the city total and taxable gross amounts and the employee pays tax after the fact.

Code: <u>004</u>	Type: CITY	Name:	CITY OF	STARS	INC TA	Χ	
Required: 1		Abbrev:	STARS	W2	Abbrev:	STARS	
	PAY	T O I N	F O R M	A T I	O N		
Vendor:	Name:					Phone : ()	
						FAX : ()	
	Address: <u>IN</u>	COME TAX DI	/ISION		1	Payment cyc	le : <u>Q</u>
					1	Electronic	$\text{Pmt: }\underline{\mathbb{N}}$
	STA	ARS	, <u>OH</u> 33	<u> 3333</u>			
•	_	4					

If the "tax board amount" option is flagged as "Y" on the city tax record in DEDNAM, then the tax is withheld during the payroll. No Medicare pickup is added to the city wages even if the "tax Med/FICA pickup" flag is set to "Y".

C ode: <u>004</u>	Type: CITY	Name:	CITY OF	STARS INC	TAX	
Required: 1		Abbrev:	STARS	_ W2 Abbr	ev: <u>STARS</u>	
	PAY	T O I N	F O R M	ATION		
Vendor:	Name:				Phone: ()_	
					FAX : ()_	
	Address: <u>INC</u>	COME TAX DIV	/ISION		Payment cycle	e : <u>Q</u>
					Electronic P	mt: <u>N</u>
	STA	ARS	<u>, OH</u> 33	3333 -		
Exempt annui	ties : N	Tax Enti	ty code:			
Tax Med/FICA						
Tax Non-Cash		CCA :				
Tax Board Am	ounts : Y 🏈					
<u>694</u>		<u> </u>		_		

Use of Company Vehicle

You should first contact legal or tax advisor if necessary to determine how payment should be handled.

Any amounts reported on the 001 federal tax record will be added to the total and taxable gross fields on the federal, Ohio and OSDI records.

This will cause the gross amounts on the W2REPT to be higher than the gross amount on the QRTRPT.

Deduction type - Federal Tax	Name: MID At	Ч
Calculate option: <u>F</u>	Marital stat: <u>1</u>	Fringe benefits:
Tax percent :	# exemptions: <u>2</u>	Life Ins. cost :
Addt'l withhold :	E-I-C : <u>0</u>	Adopt. assist. : <u>5500.00</u>
Error adjustment:	Pension plan: <u>A</u>	Dependent care : <u>6500.00</u>
Err adj paycode :	Move Exp: <u>1600.00</u>	Third party pay:
		Vehicle lease :

Non-Taxable Third Party Sick Pay

You should first contact legal or tax advisor if necessary to determine how payment should be handled.

Any amounts reported on the 001 federal tax record for a non-taxable third party sick pay will not affect balance. The amount will not affect Taxes.

Deduction type - Federal Tax	Name: MID AM	М
Calculate option: <u>F</u>	Marital stat: <u>1</u>	Fringe benefits:
Tax percent :	# exemptions: <u>2</u>	Life Ins. cost :
Addt'l withhold :	E-I-C : <u>0</u>	Adopt. assist. : <u>5500.00</u>
Error adjustment:	Pension plan: <u>A</u>	Dependent care : <u>6500.00</u>
Err adj paycode :	Move Exp: <u>1600.00</u>	Third party pay:
		Vehicle lease :

Balancing Problems

The following are situations that may cause your reports not to balance.

- Voided checks from prior calendar year
 - o CHKSTS report
- · Refund of annuity withheld in prior calendar year
 - AUDRPT
- Manual Updates
 - AUDRPT
 - Search for YTD changes using VIEW from MENU

