

## 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
  - 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***

Federal tax withheld

1 <sup>st</sup> quarter		<div style="border: 1px solid black; padding: 5px; display: inline-block;">                 These 2 totals should equal except for special payments             </div>
2 <sup>nd</sup> quarter		
3 <sup>rd</sup> quarter		
4 <sup>th</sup> quarter		
YTD		
W2REPT Total		

### ***Balancing ERNREG Figures***

TOTALS	4894650.51	10713.14-	3429029.07!	001	503200.36	!	001 1100
				!	002	!	001 1100
				!	003	!	001 1100
				!	004	!	001 4535
				!	006	!	001 4110
				!	007	!	001 4527
				!	008	!	001 1100
				!	009	!	001 1100
				!	010	!	001 1100
				!	011	!	001 2700
				!	013	!	001 2212
				!	014	!	006 3120
				!	017	!	001 1100
				!	390	!	499 1100
				!	400	!	006 3120

Amounts in this column on ERNREG should equal the totals on W2REPT

## 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	008	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	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

	COUNT	
001 FED TAX	269	503,200.36
MEDICARE PICKUP		5,636.24
403(B)		114,558.61
SECTION 125		20,034.23
002 OHIO TAX	269	140,338.97
003 BRYAN	1	581.97
004 DELTA	15	5,328.06
006 PERRYSBURG	1	586.27
007 SYLVANIA	4	995.13
008 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 WATERVILLE	4	2,473.63
017 WHITEHOUSE	2	1,369.80
390 MICHIGAN		10,263.78

Amounts in this column on W2REPT.TXT should be used for 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	
Calculate option: <u>F</u>	Marital stat: <u>1</u>	Fringe benefits: _____
Tax percent : _____	# exemptions: <u>2</u>	Life Ins. cost : _____
Add'l withhold : _____	E-I-C : <u>0</u>	Adopt. assist. : <u>5500.00</u>
Error adjustment: _____	Pension plan: 	Dependent care : <u>6500.00</u>
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: <u>F</u>	Marital stat: 	Fringe benefits: _____
Tax percent : _____	# exemptions: <u>2</u>	Life Ins. cost : _____
Add'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 : _____

## 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: 004    Type: CITY    Name: CITY OF STARS INC TAX  
 Required: 1    Abbrev: STARS    W2 Abbrev: STARS

**P A Y   T O   I N F O R M A T I O N**

Vendor: \_\_\_\_\_ Name: \_\_\_\_\_    Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_    FAX : (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Address: INCOME TAX DIVISION    Payment cycle : Q  
 \_\_\_\_\_    Electronic Pmt: N  
STARS \_\_\_\_\_, OH 33333 - \_\_\_\_

Exempt annuities    : N    Tax Entity code: \_\_\_\_\_  
 Tax Med/FICA pickup: Y ← TA: \_\_\_\_\_  
 Tax Non-Cash Earn    : N    CCA : \_\_\_\_\_  
 Tax Board Amounts    : \_


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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".

Code: 004 Type: CITY Name: CITY OF STARS INC TAX  
Required: 1 Abbrev: STARS W2 Abbrev: STARS

**PAY TO INFORMATION**

Vendor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
\_\_\_\_\_ FAX : (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Address: INCOME TAX DIVISION Payment cycle : Q  
\_\_\_\_\_  
STARS \_\_\_\_\_, OH 33333-\_\_\_\_\_ Electronic Pmt: N


Exempt annuities : N Tax Entity code: \_\_\_\_\_  
Tax Med/FICA pickup: N RITA: \_\_\_\_\_  
Tax Non-Cash Earn : N CCA : \_\_\_\_\_  
Tax Board Amounts : Y   
694 \_\_\_\_\_  
\_\_\_\_\_

**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 AM  
Calculate option: F Marital stat: 1 Fringe benefits: \_\_\_\_\_  
Tax percent : \_\_\_\_\_ # exemptions: 2 Life Ins. cost : \_\_\_\_\_  
Add'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 : \_\_\_\_\_ 

**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.

