

Logins needed for 2021 Calendar Year End Submission Files

Electronic Uploads

W2 submission: Business Services Online <https://www.ssa.gov/employer/>

Register in advance either by using the Register button and/or by phone. There is a BSO Registration Video under the +Employer link on the right that goes over the details of registering. Login is required by the person submitting, not the district. You then link the district/employer to your account. The district will receive a **verification code** in the mail that you use to finish the setup to link the personal account to the district.

This only needs to be done once and you will use it every year thereafter.

*****Once you have finished linking the account to the district/employer after BSO mails you the Account Verification, please send an email to fiscal.support@noacsc.org stating that BSO account is created AND linked. We are keeping a spreadsheet to be sure all districts have their accounts linked to their district. The Treasurer will also need to add the Submitter ID to the System>Configuration, W2 Configuration.*****

1099 submission: IRS Fire Production System <https://fire.irs.gov/>

IRS Recommends to read Publication 1220. Create New Account and use the Fill-In Form 4419 Application for Filing Information Returns Electronically (FIRE) and Submit. You will receive a letter in the mail with your TCC (Transmitter Control Code). It may take up to 45 days to receive the TCC.

This only needs to be done once and you will use it every year thereafter.

*****Once you have received the TCC (Transmitter Control Code), please send an email to fiscal.support@noacsc.org stating that you have your TCC. We are keeping a spreadsheet to be sure all districts have their TCC. The Treasurer will also need to add the TCC to System>Configuration, IRS Form 1099 Submission Configuration.*****

OHIO Submission: Ohio Business Gateway <https://gateway.ohio.gov/>

Many of you already have Ohio Business Gateway Logins because you use them to submit 941 tax payments. If you do not, go to “Never used the Gateway? – Create an Account” link

The Upload link you will use at Calendar Year End is in the Employer Withholding section - W-2/1099 Upload.

RITA submission: Regional Income Tax Agency <https://www.ritaohio.com/>

Create Account or login to account if you already have one. Under Tax Filings, there is a Submit W2s option. This is where you will upload the RITA file from Redesign at Calendar Year End.

CD Submissions

Check with your Tech department to see if a CD burner is available. They are approx. \$20 online and in stores if your district doesn't currently have one available.

CCA submission: Central Collection Agency <http://ccatax.ci.cleveland.oh.us/>

You may still submit your W2s by paper if you choose. Check the CCA website to determine the best way for you to submit your W2s.

CCA currently does not accept electronically uploaded W2s. If sending by CD, burn the CCA file from Redesign to a CD/Disc and mail along with the CCA form that is on their website.

City tax submissions: You may still submit your W2s by paper if you choose. Check with your individual cities to determine the best way for you to submit your W2s.

Cities in our area currently do not accept electronically uploaded W2s. You will need to burn the City files from Redesign to a CD/Disc and mail to city along with the City form on city websites.

Burning City and CCA files to CD-R Disc: Insert CD into CD burner. Name the disc using the year and city. Choose 'CD/DVD player' under 'How do you want to use this disc?'

Drag and drop or Copy/Paste file onto the CD in File Explorer. Top will say Files Ready to Be Written to Disc.

Go to the Drive, Ex: DVD or CD Drive. Right-click on the DVD or CD Drive and choose 'Burn to disc'. Look for the screen that says 'You have successfully burned your files to the disc". Finish

Write on CD with marker or apply CD sticker to CD and indicate your **District**, the **Year**, and the **City** you are reporting to. Mail CD in a reinforced envelope or CD sleeve securing so that it doesn't move and get scratched, and include City reporting form.