Submitting Ohio Taxes

https://gateway.ohio.gov/wps/myportal/gateway/BusinessGateway/Home

W-2 Upload feature can be found on the Ohio Business Gateway (OBG).

This feature will allow payroll providers and employers to submit W-2 files to the Ohio Department of Taxation through the OBG. Additionally, those who submit W-2s through OBG will not be required to submit a separate Ohio IT 3.

FAQs:

NEW W-2 Upload Feature Now Live on the Ohio Business Gateway!

W-2 Upload Frequently Asked Questions

1. We are a payroll service provider with numerous clients in Ohio. Are the W-2's required to be filed separately for each client or is there a bulk upload option?

   Answer: There is no need to produce individual files for each of your clients. The W-2 Upload Feature will accept files containing multiple companies in the file. Files must NOT exceed 50MB.

2. Can I still submit my W-2 information via CD?

   Answer: The option to submit W-2 information via CD has been eliminated. The only option to submit this information will be through the Ohio Business Gateway.

3. How should 1099-R files be submitted?

   Answer: 1099-R information is still being accepted via CD. 1099-R specifications can be viewed by clicking [here](#).

4. I issue less than 250 W-2s, am I required to submit this information to the Ohio Department of Taxation (ODT)?

   Answer: We encourage all employers to submit their W-2 information to us electronically regardless of how many W-2 forms they issue.

5. I don't have a Gateway account. How do I submit my file?

   Answer: Registering for an OH ID is required to access the W-2 Upload feature for submitting W-2 files.

6. I am a payroll provider who has uploaded W-2 files. Will these W-2 files be visible in my Gateway clients' history?

Answer: No. Unlike other employer withholding transactions submitted by a payroll provider that are visible to the client, the W-2 file upload history can only be viewed by the user who submitted the file. As a payroll provider, history of previously submitted W-2 files uploaded can only be found within the W-2 Upload Feature.

7. Where do I find information on how to correct errors?

   Answer: Additional information on how to correct the most common errors can be found [here](#). Please review the W-2 specifications above for more in depth guidance on correct formatting.

8. I create my W-2 PDF files on the Social Security Administration (SSA) website. Am I able to upload the same PDF files to ODT using the W-2 Upload feature on the Ohio Business Gateway?

   Answer: No. The new W-2 Upload feature will not accept PDF files created on the SSA website. ODT only accepts submissions that adhere to the EFW2 specifications found [here](#).

Questions regarding the W-2 Upload Feature can be directed to the Employment Tax Division

at: IncomeStatementsEWT@tax.state.oh.us or by calling: 1-800-304-3211

Submitting Taxes for West Virginia

You will need to register for a mytaxes account

https://mytaxes.wvtax.gov/_

West Virginia W2 Electronic Filing Common Questions and Answers

Does West Virginia mandate filing W-2s electronically?

As a West Virginia employer you are only required to file electronically when you have 25 or more W2 forms. You will need to check with the state annually, since this threshold is subject to change.-- https://tax.wv.gov/Documents/TSD/tsd381.pdf

What is the name of the publication that defines West Virginia W2 E-Filing format and details?

Refer to WV/IT-105 "Electronic Media Specifications".

Can I mail my W2 E-File submission on a CD or other formats of magnetic media to West Virginia?

West Virginia no longer accepts magnetic media submissions by CD-ROM, for the current year W-2 filing.

Does West Virginia follow the EFW2 format defined by the SSA?

Yes, West Virginia follows the "Specifications for Filing Forms W-2 (EFW2)" as defined by the SSA, but the state also has its own special requirements.

How can I submit the West Virginia State Tax Department EFW2 (W2 E-File) Withholding file attachment to West Virginia?

You will need to register for a mytaxes account

https://mytaxes.wvtax.gov/

/ and then under "I want to" click on the link "Submit W-2". Then, click Import and browse for your W-2 file.

Yes, this record is mandatory and has to be included.

Does West Virginia have a special file naming convention for W2 E-File submissions?

No, the state does not have any special requirements; however it's a good idea to have the company name included in the file name and to have .txt as the file extension.

Is the West Virginia W2 Electronic Filing submission attachment an ASCII text file?

Yes, the submission is a text file that follows the specifications of both the SSA EFW2 format and the West Virginia requirements defined by WV/IT-105 "Electronic Media Specifications.

Does West Virginia have any requirements for Social Security Number (SSN)?

Use the number shown on the original/replacement SSN card. Omit hyphens. SSNs may NOT begin with a 000, 111 or 999. If there is no SSN available for the employee submit paper W-2 statements for these employees.

How do I know if my submission was successful?

After a successful submission to West Virginia, "mytaxes" website will automatically populate the webpage with a confirmation. It's very important that you print this page for your records.

How do I contact West Virginia with questions about my W2 E-File submission?

Call 304-558-3333 or Call Toll Free 1-800-982-8297 or Email TaxMyTaxes@wv.gov

Registration requires an 8 digit account number. If you do not have an 8 di
number, please call 304-558-8645 or e-mail Tax.Withholding@**wv**.gov.
...
Submit W2 Electronically

1. Logon to MyTaxes.
2. Click the Submit **W2** hyperlink in the I Want To... ...
3. Click the **Import** button.
4. Click Browse to locate your EFW2 **file**.

More items...

Submitting Michigan Taxes

As a Michigan employer you are only required to file electronically when you have 250 or more W2 forms.

How to file Michigan W2 Forms electronically (E-File W2s) with the MI Department of Revenue

https://mto.treasury.michigan.gov/eai/mtologin/authenticate?URL=/

Go to this URL to see File Upload Instructions-
https://www.taxaccountingsystems.com/W2_1099_File_Upload_Instructions.pdf

W-2s, 1099-MISC and Magnetic Media

Does Michigan participate in the federal/state1099 filing program?

Michigan is now participating in the combined federal/state 1099 filing program. The IRS will share this information with Michigan individual income tax withholding reported and the 1099s were filed using this program, the Michigan requirem employee compensation paid to Michigan residents has been satisfied. This rule applies for tax years 2014 and beyond.

If Michigan income tax was withheld, the taxpayer needs to file as any other filer who has paid Michigan individual incom

Where do businesses send copies of their W-2s and 1099 forms?

Withholding tax and wage statements may be submitted through Michigan Treasury Online (MTO) or by mail when subm Withholding annual return:

Michigan Department of Treasury
Lansing, MI 48930

For 2015 and forward tax years, file Form 5081, Sales, Use and Withholding Taxes Annual Return.

Submissions must be postmarked by February 28 of the year following the tax year on the forms.
If the due date falls on a weekend or State holiday, the due date is the next business day.

NOTE: If you have 250 or more Michigan employees, you must report via Magnetic Media using the mailing address abo

The Income tax Act of 1967, MCL 206.707, outlines filing requirements.

I am not registered to pay taxes to the State of Michigan, how do I file?

Send your 1099-MISC (no cover letter required) to:

Michigan Department of Treasury

Log on to the Michigan Treasury Online (MTO) website – https://mto.treasury.michigan.gov/eai/mtologin/authenticate?URL=/ o Enter Username and Password and click the [Log In] button. Upload the file generated through the Michigan Treasury Department.

Who do I contact if I have a question while using Michigan e-file?

By phone: 517-636-6925

Submitting Kentucky Taxes

Kentucky W2 Electronic Filing Common Questions and Answers

Does Kentucky mandate filing W-2s electronically?

As a Kentucky employer you are only required to file electronically when you have 25 or more W2 forms. You will need to check with the state annually, since this threshold is subject to change.

What is the name of the publication that defines Kentucky W2 E-Filing format and details?

Refer to "SPECIFICATIONS FOR ELECTRONIC SUBMISSION OF ANNUAL WAGE AND TAX INFORMATION".

Can I mail my W2 E-File submission on a CD or other formats of magnetic media to Kentucky?

Kentucky no longer accepts magnetic media submissions by 9 track reel tapes or 3480 or 3490 cartridges or 3 " Diskettes. CD's are accepted.

Does Kentucky follow the EFW2 format defined by the SSA?

Yes, Kentucky follows the "Specifications for Filing Forms W-2 (EFW2)" as defined by the SSA, but the state also has its own special requirements.

How can I submit the Kentucky DOR-EFW2 (W2 E-File) Withholding file attachment to Kentucky?

You will need to be registered and have a PIN with KY DOR. If you have already registered and are ready to transfer your withholding information go to E-file and Payment Options in the top right hand corner of most of the pages within the DOR webpage. https://revweb.ky.gov/w2ftp/wfLogon.aspx

Submitting Indiana Taxes

See for complete details--- https://www.in.gov/dor/files/w-2book.pdf

Effective January 1, 2013, 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-2s electronically. This new law (IC 6-3-4-16.5) applies to withholding statements filed after December 31, 2012. 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

INtax website or our Bulk FTP site. We will not accept 3480 or 3490 cartridges.

Submitting Pennsylvania Taxes

To Create an eTides account-

https://www.etides.state.pa.us/ESignature/Account/LogOn

The Pennsylvania Department of Revenue has changed the electronic filing requirement threshold for W-2 forms. If 10 or more W2's, they must electronically file W2's (which can be in EFW2 format or CSV) and then upload the Transmittal as a CSV file (manually needs created in Classic).

Employers should visit e-TIDES, the department's online system for business taxes, to file their Annual Withholding Reconciliation Statement (REV-1667). The REV-1667 must be filed by January 31. Copies of the individual wage withholding statement (W-2) must also be filed electronically with the form REV-1667.

The csv need to be created manually as the REV-1667 (form required by PA) will NOT be created in W2TAPE. This is a CSV file

that is required by Pennsylvania. The link to see how to set up this CSV file can be found at this website on page 12:

https://www.revenue.pa.gov/GeneralTaxInformation/

Tax%20Types%20and%20Information/EmployerWithholding/Documents/

2019_w-2-1099_CSV_reporting_inst_and_specs.pdf

This change is part of a larger effort to embrace technology to better serve taxpayers and update departmental operations. The department gains many efficiencies in processing by shifting from paper to electronic records.

In prior years, the department received a large number of W-2 records via fax and on compact discs. It takes significant information technology resources to manually transfer these records into the department's computer systems. In addition, if an employer submits paper W-2s, the department must use an entirely manual process to key the taxpayer's information into its systems. This slows processing times and increases the potential for error.

The move toward more electronic filing also helps the department increase the security of taxpayer data and safeguard against tax refund fraud. The change is also in line with other electronic filing

requirements the department has implemented for other returns and informational statements.

If you have any questions regarding the electronic filing, please visit the Department's Business Taxes e-Services Center at www.revenue.pa.gov or call 717-787-7635.

Pennsylvania Department of Revenue

General Tax Information (22 kB)--https://www.revenue.pa.gov/GeneralTaxInformation/Pages/default.aspx

RITA W2 Filing Requirements

https://www.ritaohio.com/Businesses/Home/EFW2

Employers issuing 250 or more Forms W-2 or 1099-MISC during a calendar year must file electronically using the EFW2 Format and Guidelines prescribed by the Social Security Administration and Internal Revenue Service (EFW2). Employers issuing 249 or less Forms W-2 or 1099-MISC are encouraged, but not required to remit W-2 forms electronically.

Please note that certain fields for the electronic reporting of W-2s (EFW2) require employers to report for each employee every

municipality for which tax was withheld or should have been withheld. If submitting paper W-2s, each municipality for which tax was required to be withheld should be remitted separately or provided on a supplemental report.

Use **W-2 Reporting Specs** for RITA specific field requirements for electronic reporting and information on paper W-2 reporting. The Agency does NOT accept submissions on CDs or USB drives. Any CDs or USB drives submitted will be immediately destroyed. The **Bulk Tax Filing Program** provides information for submitting W-2s for Multiple Employers.

For electronic W-2 submission, you are required to validate your EFW2 file to ensure compliance with RITA's specifications and requirements. Download the W2 File Test Application to test the electronic submission of W-2s. Otherwise, login to MyAccount and Submit W-2s. If your file validates to RITA's specifications and requirements, your W-2 file will automatically be submitted

Download the **W2 File Test Application** to test the electronic submission of W-2s. Otherwise, login to MyAccount and Submit W-2s. If your file validates to RITA's specifications and requirements, your W-2 file will automatically be submitted.

CCA W2 Filing Requirements

https://efile.ccatax.ci.cleveland.oh.us/

CONDITIONS FOR REQUIRED W-2 MAGNETIC MEDIA FILING CCA is requiring employers who meet one of the following requirements to file W-2 information on magnetic media:

1. Employers who are withholding CCA tax for 250 or more employees.

2. Employers who are withholding CCA tax for 100 or more employees and are filing W-2 information on magnetic media with the IRS.

Employers who meet one of the above requirements will be required to file W-2 information on magnetic media; paper W-2s will not be accepted unless permission to do so by the Tax Administrator has been granted. If this permission has not been granted, then the paper W-2s or listings will be sent back to the taxpayer and the account will be considered delinquent until the magnetic media is received.

CCA is adopting the SSA standards for filing magnetic media information. The standards in publication SSA (EFW2) will be the guidelines for the CCA filing with exceptions noted below.

Publication SSA EFW2 is available from the Social Security Administration

WELCOME TO CCA EFILE!

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eFile is a convenient and secure way for qualified taxpayers to file their CCA Municipal Income Tax forms electronically. You must be registered with CCA before signing up to create an e-File account. Existing CCA taxpayers are registered and can proceed to eFile login. If you do not have an existing active account you will need to complete the [Registration](#) process before you can sign up for eFile.

Other restrictions may apply depending on the type of tax form you file.

Currently, **CCA eFile** allows you to file the following forms:

- **2019 Individual Exemption Certificate:**
  Use this electronic form if you had no earned income for the entire year
- **2019 Individual Annual Return**
- **Individual Estimated Payment** *
- **Net Profit Estimated Payment** *

- **Employer's Return of Income Tax Withheld**
- **Tax, Penalty and Interest Billing Statement** *

  * Online payment required via eFile.

Payment History: The Estimate & Credit Information is available to review online.

Individual Taxpayers filing an annual return must submit a paper return if they have any of the following:

- Business (Schedules C or F)
- Rental or K-1 activity (Schedule E)
- Overpayment (Refund or Credit)
- W2 from one employer listing multiple cities
- 1099-MISC from one business with income earned in multiple cities
- Residence Tax Withheld by the Employer

In order to use CCA eFile, you will need the following:

- Your Taxpayer ID Number (Social Security Number or Federal ID Number)
- eFile account. If you do not have an eFile account, you will have the option to Sign Up
- email address, so that we can send your eFile password and confirmation to you

- Printer
- JavaScript enabled web browser
- Cookies must be enabled in your web Browser