

# Creating W-2 SSA Wage Report

## ***Social Security No Longer Accepts Diskettes***

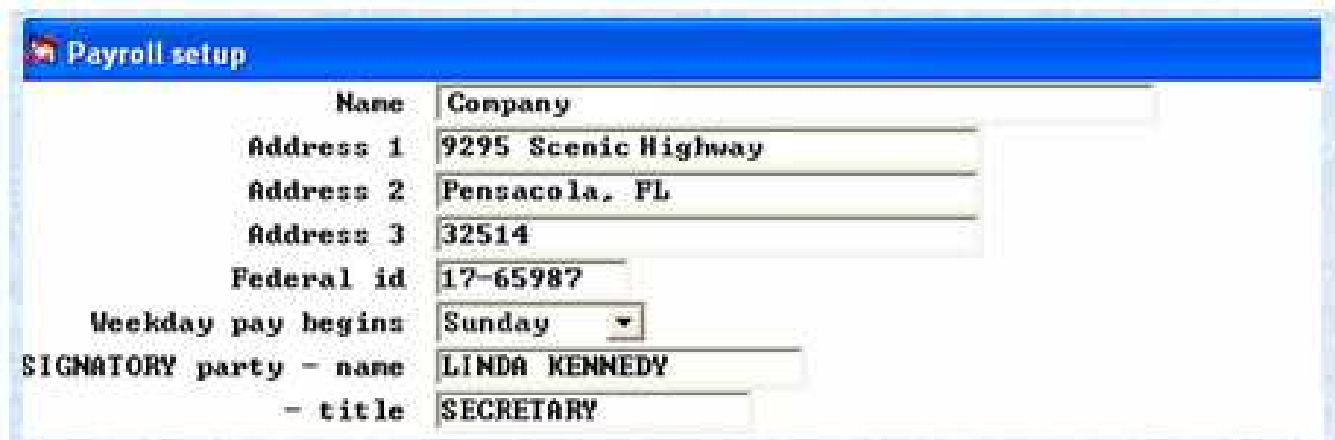
**This step must be completed if your company is filing 250 or more W-2 forms for the current tax year or you are required to file Federal or State W-2 information electronically.**

VMS supports magnetic media file format requirements according to SSA: Magnetic Media Reporting an Electronic Filing for Tax Year 2009 (EFW2) specifications. This allows the file to be uploaded (SSA's *Upload a Wage Report* [submit the file as an Electronic Data Transfer (EDT)])

To produce the W-2 magnetic media files, complete the steps below, **one time for each company filing federal data, and one time for each company filing state data per state**. A separate file is produced for each pass. The Federal file for each company will have no state information. The State file (for each state reporting magnetically) reports Federal and ONE specified State.

### **Step 1**

Verify the accuracy of the company name and address information in the PAYROLL Company File under Administration. Address 1 will be the street or physical address, address 2 is the City, State and address 3 is the zip code as shown below.



The screenshot shows a window titled "Payroll setup" with a table of fields. The fields are:

Name	Company
Address 1	9295 Scenic Highway
Address 2	Pensacola, FL
Address 3	32514
Federal id	17-65987
Weekday pay begins	Sunday
SIGNATORY party - name	LINDA KENNEDY
- title	SECRETARY

If this information is not formatted properly, an error message will occur when processing W-2's stating "*Company State & City incorrectly setup*" and processing will abort. Please correct the information and reprocess the magnetic media.

### **Step 2**

From *Print W-2 forms*, select

## Fed med or Sta med

Dialog box titled "Edit FICA limits" with the following fields and options:

- FICA-HI is unlimited
- FICA-OASDI limit: 106800.00
- Tax year: 2009
- Print by division
- Div1: [Dropdown] Company name [Text Field]
- Div2: [Dropdown] Address 1 [Text Field]
- Div3: [Dropdown] Address 2 [Text Field]
- Div4: [Dropdown] Address 3 [Text Field]
- Div5: [Dropdown] Federal ID # [Text Field]
- Buttons: OK, Cancel

The selection of **Create State magnetic media** will require a two-digit NUMERIC State Code. You may enter the number directly or select it from the available drop down list (i.e. Florida = 10).

Each process creates its W-2 magnetic media file in the data directory of the current company and then immediately returns to the W-2 options menu.

For example:

If the current company is 1 and its file location is set to HD1, then the FEDERAL file would be found in:

\vms\data1\W2REPORT.Fxx (where F = "federal" and xx = company number)

And the STATE file would be found in:

\vms\data1\W2REPORT.Sxx (where S = "state" and xx = state number)

Likewise if company ZZ were associated with file location HD3, the files would be found in:

\vms\data3

For details on renaming file, see **Filing W-2 SSA Wage Report**

**Social Security for magnetic media reporting and electronic filing (EFW2) for tax year 2009**

[www.socialsecurity.gov](http://www.socialsecurity.gov)

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