USPS Calendar Year-end Closing Checklist

This checklist outlines the steps to be taken to close USPS for the calendar year-end in the Redesign.

- Preliminary Calendar Year-End Closing
- Quarter End Closing
- W2 Processing
- W2 Report and Submission

IMPORTANT

DEADLINE FOR W2 PRINTING IS **FRIDAY, JANUARY 21, 2022.**

DEADLINE FOR W2 SUBMISSION FILES FOR FEDERAL AND STATE IS **MONDAY, JANUARY 31, 2022**.

DEADLINE FOR RITA AND CCA SUBMISSION FILES IS **MONDAY, FEBRUARY 28, 2022**.

Preliminary Calendar Year-End Closing

- [ ] 1. **Life Insurance**: Process any Life Insurance (NC1 payments in Classic) payments.
    - Be sure to run Life Insurance Pay types for employee's with life insurance premiums over $50,000 before your last payroll of the calendar year. See Reporting Taxable Amount of Life Insurance Premiums for further details.

- [ ] 2. **Adoption Assistance**: Process any Adoption Assistance (NC2 payments in Classic) payments.
    - Be sure to run the adoption assistance pay types for adoption assistance before your last payroll of the calendar year.
        - Go to Payroll/ Payroll Payments - Future or Current
            - Click Create
            - If using Current, select the payroll being processed
            - Enter the employee
            - Select the position
            - Continue
            - Pay Type = Adoption Assistance
            - Unit = 1
            - Rate = Amount of adoption assistance needing to be reported on the employee's W2
            - Save

- [ ] 3. **Reimbursable Employee Expenses:** Process any Reimbursable Employee Expenses (NC3 payments in Classic). See the document called Reimbursable Employee Expenses for further information.

- [ ] 4. **OSDI**: Verify the W2 abbreviation field on all OSDI records. The OSDI code needs to be listed first (required), followed by any description. Click here for a complete list of OSDI codes.
    - Go to Core/Payroll Item Configuration
        - Filter the grid by entering OSDI in the Type field
        - Review the W2 abbreviation column to verify the codes are accurate

- [ ] 5. **City Taxes**: If you have any cities you need to report electronically, on the payroll item configuration screen verify the Tax Entity Code city is entered.
    - Go to Core/Payroll Item Configuration
        - Filter the grid by entering city in the Type field
        - View each city record that will be filed electronically
        - Verify the appropriate code is enter in the Tax Entity Code field

City	Tax Entity Code
Bowling Green	BOWLI
Defiance	DEFIA
Maumee	MAUME
Napoleon	NAPOL
Oregon	OREGO
Perrysburg	PBURG
Sylvania	SYLV
Toledo	TOLED

> The information cannot be filed electronically unless the entity code is present.

- [ ] 6. **<u>RITA:</u>** For any city reporting to RITA, verify the following:
    - On the Core/Payroll Item Configuration city record(s) verify the RITA assigned code is entered and the RITA assigned description is entered.
    - For the employees having the city tax withheld, verify their Payroll Item Deduction Type is marked as Employment or Residence in Core /Payroll Item.

    > https://www.ritaohio.com/TaxRatesTable

- [ ] 7. **<u>CCA:</u>** For any city reporting to CCA, verify the following:
    - On the Core/Payroll Item Configuration city record(s) verify the CCA assigned code is entered, the CCA assigned description is entered, and the box is checked for "Report to CCA".
    - **Any district that reports to the CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be in for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must be coded.**
        - Go to Appendix A, B, or C to check for the correct assigned code http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf
            - If CCA city is in Appendix A, they need the following in Payroll Item Configuration for CCA: Valid CCA code, valid CCA city name, and box checked on "Report to CCA".
            - If any city is not in Appendix A but in Appendix B, Payroll Item Configuration should be: Valid CCA code, valid CCA city name, and box UNchecked on "Report to CCA".
            - If any city is not in Appendix A, B, or C, Payroll Item Configuration should be: Valid CCA code left blank, valid CCA city name*, and box UNchecked on "Report to CCA".
                - *The valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder): https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download /MuniRateTableInstructions.aspx
    - **For the employees having the CCA or any other city tax withheld, verify their Payroll Item Deduction Type is marked as Employment or Residence in Core/Payroll Item.** THIS IS REQUIRED
    - **Finally, please check your employee's addresses to make sure you are following the guidelines set up by the US Postal Service in Publication 28: https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf**

- [ ] 8. **<u>HSA:</u>** Verify any Payroll Items being used for HSA purposes have the Annuity Type field set to Other.
    - Go to Core/Payroll Item Configuration
        - Filter the grid by entering health in the Type field
        - View the HSA record
        - Verify the Annuity Type is set to Other

> This amount will be placed in Box 12 with code W.

- [ ] 9. **<u>Families First Coronavirus Response Act (FFCRA)</u>**: For those employees that have received payments due to (FFCRA), these amounts need to be reported on the employee's W2. These can be entered on the employee's Federal Payroll Item record or using Utilities/Mass Load. For details on how this should be reported, click here.

⚠ If you had COVID amounts in 2020, you will want to clear these fields. You can do this on the individual's 001 Federal Record or send a request to mail_staff_fis@nwoca.org to have all COVID amounts cleared.

- [ ] 10. **W2 Configuration**: System/Configuration scroll to find W2 Configuration. Complete all information under Contact Information, Submitter Information, and click the box for "Submitter Name and Address same as Company", then save.
    - The Submitter EIN is the Federal ID used when registering with Social Security Administration-Business Services Online (SSA-BSO)
    - The Submitter User Id is the unique Id assigned when registering with the Social Security Administration-Business Services Online (SSA-BSO)

Quarter End Closing

- [ ] 11. **ODJFS:** Processing ODJFS-Go to Reports/ODJFS Report choose the Generate Report option.
    - [ ] Check all totals carefully for accuracy.

    If necessary, adjustments can be made using the Core/Adjustments screen.

- [ ] 12. When all data is correct, in Reports/ODJFS Report, click on the Generate Submission File option.
- [ ] 13. Upload the ODJFS_YY_QQ.TXT file to Employer Resource Information Center (ERIC)

⚠ In order to upload the file you must have an ERIC account. To register for an account if you do not already have one click here.

- [ ] 14. **Quarter Report**: Go to Reports/Quarter Report
    - Year- Should be defaulted to current year
    - Quarter-Should be defaulted to current quarter
    - Sort By- Choose sorting option from drop down
    - Click Generate Report

⚠ In the "Totals Summary" section of the Quarter Report, the gross and adjusted gross should balance using a manual calculation.

Gross

Annuities

Calculated Adjusted Gross

- [ ] 15. Payroll Item checks for the quarter should equal the total Payroll Items showing on the Quarter Report.

Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.

- [ ] 16. The total gross showing on Quarter Report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.
    - Once balanced if a hard copy of the report is desired print the Quarter Report.

    In the redesign software there is no clearing of quarter to date totals.

- [ ] 17. **W2Report**: It is recommended that you balance the W2Report quarterly to minimize problems at calendar year-end.
    - [ ] Go to Reports/ W2Report and Submission. Output type should be set to Report. Check the report for errors.
    - [ ] Complete and balance the W2Report Reconciliation Worksheet for the quarter following the directions on the worksheet.
    - [ ] Balance the Payroll Item totals (taxes and annuities) on the W2Report with the totals from the Payables Reports from the quarter.
    - [ ] Balance the gross amounts on the W2Report with Pay Reports for the quarter.

These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)

If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through Core/Adjustments. The Audit Report (Reports/Audit Report can be useful in identifying these problems.

- Start Date- Enter a start date you wish to begin your audit from.
- End Date- Enter an end date you wish to process the report through.
- Select Specific Objects, or leave all in Available box to run for all Objects
- Select Specific Users, or leave all in Available box to run for all Users.
- Select Operation
  - Added
  - Modified
  - Deleted
  - All
- Select Sort Option
  - Date
  - Username
- Click Generate Report

- [ ] 18. Go to Processing/Outstanding Payables and verify that there are no outstanding Payroll Items. (Screen should be empty)
- [ ] 19. The total of all Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.
- [ ] 20. Complete and file any required quarter-end submission forms.
- [ ] 21. For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

Mobile employees could cause discrepancies

- [ ] 22. **OAPSE Report**
  - [ ] Download the **OAPSE Report.rpd-json** file if you don't currently have it as an option on your Home screen or under Report Manager.
    - Go to the Report Repository found on NWOCA's Redesign Wiki.
    - Click **OAPSE Report.rpd-json** to download to your PC
    - In Redesign, go to Reports/Reports Manager.
    - Click Import Report.
    - Browse to locate **OAPSE Report.rpd-json**
    - Save the report to your Report Manager.
  - [ ] Generate Report to collect the data
    - Use Excel-Data format
    - Query Options- enter your OAPSE deduction code(s)
    - Save in your files for reporting of Annual Wages to OAPSE.
- [ ] 23. Only if hard copies of quarter end reports are desired, run the following:
  - [ ] Reports/Employee Master (all data)
  - [ ] Reports/Employee Earnings Register

If you need to begin January payroll processing **BEFORE** completing W2 processing, leave the December posting period **OPEN** and create your January posting period. (Core/Posting Period) and make January **CURRENT**. You may then process your January Payroll.

When you are ready to process your W2s, you may do so at any time beginning with Step 23.

W2 Processing

- [ ] 24. **OSDI**: Verify the W2 abbreviation field on all OSDI records. The OSDI code needs to be listed first (required), followed by any description. Click here for a complete list of OSDI codes.
  - Go to Core/Payroll Item Configuration
    - Filter the grid by entering OSDI in the Type field
    - Review the W2 abbreviation column to verify the codes are accurate
- [ ] 25. **City Taxes:** If you have any cities you need to report electronically, on the payroll item configuration screen verify the Tax Entity Code city is entered.

- Go to Core/Payroll Item Configuration
    - Filter the grid by entering city in the Type field
    - View each city record that will be filed electronically
    - Verify the appropriate code is enter in the Tax Entity Code field

City	Tax Entity Code
Bowling Green	BOWLI
Defiance	DEFIA
Maumee	MAUME
Napoleon	NAPOL
Oregon	OREGO
Perrysburg	PBURG
Sylvania	SYLV
Toledo	TOLED

The information cannot be filed electronically unless the entity code is present.

- [ ] 26. **RITA City Taxes**: For any city reporting to RITA, verify the following:
    - On the Core/Payroll Item Configuration city record(s) verify the RITA assigned code is entered and the RITA assigned description is entered.
    - For the employees having the city tax withheld, verify their Payroll Item Deduction Type is marked as Employment or Residence in Core /Payroll Item.

    https://www.ritaohio.com/TaxRatesTabl

- [ ] 27. **CCA City Taxes**: For any city reporting to CCA, verify the following:
    - On the Core/Payroll Item Configuration city record(s) verify the CCA assigned code is entered, the CCA assigned description is entered, and the box is checked for "Report to CCA".
    - **Any district that reports to the CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be in for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must be coded.**
        - Go to Appendix A, B, or C to check for the correct assigned code http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf
            - If CCA city is in Appendix A, they need the following in Payroll Item Configuration for CCA: Valid CCA code, valid CCA city name, and box checked on "Report to CCA".
            - If any city is not in Appendix A but in Appendix B, Payroll Item Configuration should be: Valid CCA code, valid CCA city name, and box UNchecked on "Report to CCA".
            - If any city is not in Appendix A, B, or C, Payroll Item Configuration should be: Valid CCA code left blank, valid CCA city name*, and box UNchecked on "Report to CCA".
                - *The valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder): https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download /MuniRateTableInstructions.aspx
    - **For the employees having the CCA or any other city tax withheld, verify their Payroll Item Deduction Type is marked as Employment or Residence in Core/Payroll Item.** THIS IS REQUIRED
    - **Finally, please check your employee's addresses to make sure you are following the guidelines set up by the US Postal Service in Publication 28: https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf**

- [ ] 28. **HSA:** Verify any Payroll Items being used for HSA purposes have the Annuity Type field set to Other.
    - Go to Core/Payroll Item Configuration
        - Filter the grid by entering health in the Type field
        - View the HSA record
        - Verify the Annuity Type is set to Other

This amount will be placed in Box 12 with code W.

- [ ] 29. **Families First Coronavirus Response Act (FFCRA)**: For those employees that have received payments due to (FFCRA), these amounts need to be reported on the employee's W2. These can be entered on the employee's Federal Payroll Item record or using Utilities/Mass Load. For details on how this should be reported, click here.

> ⓘ This amount will be placed in Box 14.

> ⚠ If you had COVID amounts in 2020, you will want to clear these fields. You can do this on the individual's 001 Federal Record or send a request to mail_staff_fis@nwoca.org to have all COVID amounts cleared.

- [ ] 30. **W2 Configuration**: System/Configuration scroll to find W2 Configuration. Complete all information under Contact Information, Submitter Information, and click the box for "Submitter Name and Address same as Company", then save.
    - The Submitter EIN is the Federal ID used when registering with Social Security Administration-Business Services Online (SSA-BSO)
    - The Submitter User Id is the unique Id assigned when registering with the Social Security Administration-Business Services Online (SSA-BSO)
- [ ] 31. **Dependent Care:** If not using the Dependent Care Payroll Item type, enter the amount for Dependent Care benefits.

> ⓘ This amount will be added to the total and taxable gross fields by any amount above the maximum ($5,000.00 if filing married or $2,500.00 if married filing separately) for any Payroll Item that taxes Dependent Care (Federal, Ohio, and City (if applicable). This amount would only be entered under the 001 Federal payroll item.
>
> Option #1:
>
> - Go to Core/Adjustments
>   - Click Create
>   - Find the employee by name or id
>   - Under payroll item, choose Federal Tax, Code: 001
>   - Set type to Dependent Care
>   - Enter a transaction date within the current posting period
>   - Enter the amount of dependent care
>   - Description can be added if desired
>   - Click Create
>
> Option #2:
>
> - If the Dependent Care Payroll Item has been used during normal payroll processing no further action is necessary.

> ⓘ These amounts will appear on the W2 in Box 10.

- [ ] 32. **Third Party Sick Pay:** There are two types - taxable and non taxable. Please see the document called Third Party Sick Pay for further information.
    - Taxable Sick Pay:
        - Go to Core/Adjustments
            - Find the employee name or ID
            - Choose the payroll item from the drop down
            - Choose the type-Total Gross
            - Enter or choose a transaction date
            - Enter the amount of the third party pay
            - A description can be added (optional)
            - Click Save
        - Follow the same steps as above for the Applicable (taxable) Gross

        > ⓘ These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.
        >
        > If Medicare tax was not withheld by the Third Party vendor then an Adjustments journal entry for Medicare-Amount Withheld will need to be processed. The board will pay the employee and employer amount and can ask the employee for reimbursement if desired.

    - Non-Taxable Sick Pay:
        - Go to Core/Adjustments
            - Enter the employee name or ID
            - Choose the payroll item from the drop down
            - Choose the type-Third Party Pay
            - Enter a transaction date within the current posting period
            - Enter in the amount of the non taxable third party pay
            - A description can be added (optional)
            - Click Save

> ⓘ This information will be placed on the W2 in Box 12 as a Code J.

- [ ] 33. **Life Insurance (known in Classic as NC1):** If the Life Insurance Premium Pay Type was NOT used prior to the last pay of the calendar year, the Life Insurance payment amount must be entered as an adjustment on the 001 payroll item. W2 Report will automatically adjust the Federal, State, OSDI, City (If applicable) and Medicare, total and taxable gross amounts. *No manual adjustments are needed for the Gross and Taxable Gross amounts.* If the Medicare withholding was paid by the employee, employer or employee/employer, adjustments must be made to the Amount Withheld and Board Amount of Payroll Item. If Medicare is fully board paid (Pickup) then the total Adjustment should be made to the Board Amount of Payroll Item.
    - Go to Core/Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose the 001 record
        - Under type choose Life Insurance Premium
        - Enter in a transaction date
        - Enter the amount of the life insurance
        - Description can be entered (optional)
        - Click Save
    - Use Core/Adjustments to manually add the Medicare Amount Paid
        - Enter the employee name of ID
        - Under the payroll item drop down, choose Medicare Tax 692
        - Under type choose Amount Withheld
        - Enter in a transaction date within the current posting period
        - Enter in the amount owed for employee and employer Medicare for the Life Insurance Premium. (board will need to pay both employee and employer share and employee can reimburse the district if the board desired.)
        - A description can be entered (optional)
        - Click Save

> The city is only adjusted when the city payroll item configuration Tax Non Cash Earnings box is checked.
>
> Board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.

- [ ] 34. **Fringe Benefits:**
    - Go to Core/Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose the 001 record
        - Under type choose Fringe Benefits
        - Enter in a transaction date within the current posting period
        - Enter the amount of the fringe benefit
        - Description can be entered (optional)
        - Click Save

> This information will be placed on the W2 in Box 14 as a code Fringe.

- [ ] 35. **Moving Expenses** : Reimbursements, including payments made directly to a third party, for **ACTIVE MILITARY** employees only, be entered in the Moving Expense field. The amount in this field is treated as an excludable fringe benefit.
    - Go to Core/Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose the 001 record
        - Under type choose Moving Expenses
        - Enter in a transaction date within the current posting period
        - Enter the amount of the moving expenses
        - Description can be entered (optional)
        - Click Save

> This information will be placed on the W2 in Box 12 with a code P.

- [ ] 36. **Company Vehicle:** The Vehicle Lease option adds to the total and taxable gross fields on the Federal and Ohio totals. This amount would only be entered under the 001 Federal Payroll Item.
    - Go to Core/Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose the 001 record
        - Under type choose Vehicle Lease
        - Enter in a transaction date within the current posting period
        - Enter the amount of the vehicle lease
        - Description can be entered (optional)
        - Click Save

This information will be placed on the W2 in Box 14.

- [ ] 37. **Adoption Assistance (known in Classic as NC2):** If the Adoption Assistance pay type was **NOT USED** prior to the last pay of the calendar year, the adoption assistance payment amount must be entered as an adjustment in order for the amount to show correctly on the W2 form and to insure that the quarter balances. The W2 Report will automatically adjust the Medicare and City, if applicable, the total and taxable gross amounts. The city is only adjusted when the city payroll item configuration Tax Non Cash Earnings box is checked.
  - Go to Core/Adjustments
    - Click Create
    - Enter the employee name or ID
    - Under the Payroll Item drop down and choose the 001 record
    - Under Type choose Adoption Assistance
    - Enter in a Transaction Date within the current posting period
    - Enter in the amount of the adoption assistance
    - Description can be entered (optional)
    - Click Save

This information will be placed on the W2 in Box 12 as a Code T.

- [ ] 38. **Taxable Benefits:** If the 'Non-cash Taxable Benefit' pay type **was not** used during payroll processing, an Adjustment entry is needed using the Taxable Benefits. This will update the total and taxable gross totals on the Federal and State records during W2 Report.

Please see document called Reimbursable Employee Expense Situations for further details.

Option #1:

- Go to Core/Adjustments
  - Click Create
  - Enter the employee name or ID
  - Under the Payroll Item drop down and choose the 001 record
  - Under Type choose Taxable Benefits
  - Enter in a Transaction Date within the current posting period
  - Enter in the amount of the taxable benefit
  - Description can be entered (optional)
  - Click Save

Option #2:

If the 'Non-cash Taxable Benefit' pay type in Payroll Payments Current or Future was used, this will represent the non-cash taxable benefits amount. Nothing further needs to be processed.

- [ ] 39. **Employer Health Coverage Costs.** If all health care payroll item configuration screens have 'Employer Health Coverage' boxes checked and both employee and/or employer amount are tracked on the system, nothing further is required.
  - If individuals need updated:
    - Go to Core/Adjustments
      - Click Create
      - Enter employee name or ID
      - Payroll Item = 001
      - Type = Health Insurance
      - Transaction Date = Any within current posting period
      - Amount = total amount needing to report

      The Adjustment for Health Insurance does **NOT OVERRIDE** the amount, it + or - the total amount calculated. Only enter the amount **NOT** tracked in USPS system using the 001 Federal Tax Payroll Item.
  - If needing to update multiple employees:
    - Create .CSV file
    - Use Utilities/Mass Load to upload the information.
    - Browse to file .CSV file
    - Importable Entities= AdjustmentJournal
    - Click Load

Information placed in box 12 with code DD.

- [ ]

40. **Health Reimbursement Arrangement Information:** this only applies to those small employers with less than 50 Full-Time Equivalent employees (those who work 130 hours a month or 30 or more hours a week for 120 consecutive days) and do NOT offer a group health plan to any of your employees.

- Go to Core/Adjustments
  - Click Create
  - Enter employee name or ID
  - Payroll Item = 001
  - Type = Health Reimbursement
  - Transaction Date = Any within current posting period
  - Amount = total amount needing to report

> Information placed in box 12 with code FF.

W2 Report and Submission

41. **Run W2 Report and Submission-Error Report**
- Go to Reports/W2 Report and Submission/W2 Report Options tab.
  - Output Type = Report
  - Format = PDF
  - Report Title = Defaults to W2 Report. This can be changed if desired.
  - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
  - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
  - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
  - Sort Options = Choose from the drop down option how the report should be sorted.
  - Report for Year = XXXX
  - Include Fringe Benefits in Box 14? = Uncheck the box
  - **Report Employees with errors only? = Check the box**
  - Select Payroll Items to print in box 14 = Leave blank
  - Click Generate Report
  - Print the W2 Report and verify the data.

42. **Run W2 Report and Submission-Balance and Verify W2 Report:**
- Go to Reports/W2 Report and Submission/W2 Report Options tab.
  - Output Type = Report
  - Format = PDF
  - Report Title = Defaults to W2 Report. This can be changed if desired.
  - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
  - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
  - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
  - Sort Options = Choose from the drop down option how the report should be sorted.
  - Report for Year = XXXX
  - Include Fringe Benefits in Box 14? = Check the box so these are included on W2
  - Report Employee with errors only? = Uncheck the box
  - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2
  - Click Generate Report
  - Print the W2 Report and verify the data.

> W2 Report and Submission/Generate Report can be run as many times as necessary until all data on report is correct. Please see document called Affects of Special Situations on W2 Processing for additional assistance with balancing.

43. **Create File to Print W2's:**
- Go to Reports/W2 Report and Submission/W2 Report Options tab.
  - Output Type = XML.
  - XML Title = Defaults to W2 Form Data. Can be changed if desired.
  - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
  - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
  - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
  - Sort Options = Choose from the drop down option how the report should be sorted. ***Select the sort option that matches how you wish to have your employee copies of your W2's printed.***
  - Report for Year = XXXX
  - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
  - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
  - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
  - Employer City = Defaults to City in Core/Organization. Check for accuracy.
  - Employer State = Defaults to State in Core/Organization. Check for accuracy.
  - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
  - Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
  - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
  - Select Generate XML Output
- Save the W2 Form Data.XML to your desktop or a place on your computer

- [ ] Send the W2.XML file to NWOCA for printing
    - Use NWOCA File Transfer to send a secure email to fiscal_secure@nwoca.org
        - Once the file transfer opens include the following:
            - Subject = W2 Form Data.XML
            - Message = Authorization that your W2's are ready to be printed
            - Check the Private Message box
            - Select Add Files and browse to locate W2 Form Data.XML
- [ ] Complete the 2021 W2 Printing and Delivery Options form to let NWOCA know your W2's are ready to be printed.

> ⚠ Notification will be sent by NWOCA when the W2's have been printed.

- [ ] 44. **Create and Submit Federal Submission File:**
    - [ ] Generate the Federal submission file.
        - Go to Reports/W2 Report and Submission/W2 Report options tab
            - Output Type = Submission
            - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
            - Additional Federal ID Number = If additional Federal ID number is available enter here.
            - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
            - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
            - Sort Options = Choose from the drop down option how the report should be sorted.
            - Report for Year = 20XX
            - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
            - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
            - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
            - Employer City = Defaults to City in Core/Organization. Check for accuracy.
            - Employer State = Defaults to State in Core/Organization. Check for accuracy.
            - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
            - Contact Name = Enter name of employee creating the tape file (required).
            - Contact Phone Number = Enter phone number of person creating tape file (required).
            - Contact Phone Extension = Enter extension of person creating tape file (optional).
            - Contact Fax Number = Enter fax number for person creating tape file (optional).
            - Contact Email Address = Enter email address of person creating tape file (required).
            - Is this file being resubmitted? = No
            - Type of Software = In-House Program
            - Preparer Code = L-Self-Prepared
            - Select Generate SSA W2 Submission File Summary Report. Print and save.
            - Click Generate SSA W2 Submission File
            - Save the W2MAST.TXT file to your desk top or somewhere on your computer
            - On save file, right click on the file and click Send To> Compressed Zip folder
    - [ ] Verify the Federal file is corrected formatted.
        - Log into the SSA-Business Services Online website
        - Click on the Report Wages to Social Security option
        - Click on I Accept
        - Click on the Accuwage Online tab
        - Click on Accuwage Online option
        - Under Submission Type click W-2 and then click Start Testing
        - Find your W2MAST.TXT file Run the W2MAST.TXT file through Accuwage to check for any errors that may be on the file.
        - Fix errors on the W2MAST and re-run through ACCUWAGE until errors are gone.
    - [ ] Upload the Federal file.
        - Log into the SSA-Business Services Online using your Secure User ID and Password
        - Choose the Report Wages to Social Security option
        - Choose Upload Formatted Wage File tab
        - Click on SubmitResubmit a Formatted Wage File
        - Follow the menu options Choosing the New W-2sW-3s for Tax Year 20XX
        - Locate your W2MAST.TXT file that you have appended and zipped and click on the submit option.
        - Print out the Submission information
        - Check back periodically to see the status of the submission.
        - Print confirmation of submission being accepted.
- [ ] 45. **Create and Submit Ohio Submission File.**
    - [ ] Go to Reports/W2 Report and Submission/W2 State Options tab.
        - State = Ohio
        - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
        - Additional Federal ID Number = If additional Federal ID number is available enter here.
        - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
        - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
        - Report for Year = 20XX
        - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
        - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
        - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
        - Employer City = Defaults to City in Core/Organization. Check for accuracy.
        - Employer State = Defaults to State in Core/Organization. Check for accuracy.
        - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.

- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate Ohio W2 Submission File Summary Report. Print and save.
- Click Generate Ohio W2 Submission File
- Save the W2MAST_OH.TXT file to your desk top or somewhere on your computer
- On save file, right click on the file and click Send To> Compressed Zip folder

☐ Verify the Ohio file is corrected formatted.

- Log into the SSA-Business Services Online website
- Click on the Report Wages to Social Security option
- Click on I Accept
- Click on the Accuwage Online tab
- Click on Accuwage Online option
- Under Submission Type click W-2 and then click Start Testing
- Find your W2MAST_OH.TXT file. Run the W2MAST_OH.TXT file through Accuwage to check for any errors that may be on the file.
- Fix errors on the W2MAST_OH.TXT and re-run through ACCUWAGE until errors are gone.

☐ Upload the Ohio file to Ohio Business Gateway.

☐ 46. **Create and Submit Other State Submission File(s) - if applicable:**

Electronic State Filing Requirements:

The following is the criteria each state requires for filing on paper or electronically:

- Indiana - requires electronic filing if 25 or more W2's.

> Indiana requirements include: A Payroll Item Configuration City Tax record for the county tax record and a Payee address with IN as the state. The Payroll Item record for your employees for Indiana County tax will need to have a Deduction Type of "R" for Residence and the Indiana code in the Indiana W2 Instructions, Appendix A. The Indiana Code will need to be put in the Payroll Item Code 1 field.
>
> The codes are currently 01 – 92. If using 1 – 9, it must be entered as 01, 02, 03, 04, 05, 06, 07, 08, 09.
>
> The website for the County Codes is below, Page 36:
>
> https://www.in.gov/dor/files/w-2book.pdf

- Kentucky - requires electronic filing if 25 or more W2's.
- Michigan - requires electronic filing if 250 or more W2's.
- Pennsylvania - requires electronic filing if 10 or more W2's.
- West Virginia - requires electronic filing if 25 or more W2's.

☐ Go to Reports/W2 Report and Submission/W2 State Options tab

- State = Select the appropriation state
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
- Report for Year = 20XX
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Submitter EIN = Verify information is correct
- Submitter User ID = Verify information is accurate
- Tax Payer ID (10 digits) = Only applies to Indiana
- TID Location (3 digits) = Only applies to Indiana
- First Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
- Second Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
- Third Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
- Fourth Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
- Total Tax Due for the Year (rounded to the whole dollar) = Only applies to West Virginia
- Generate the XX W2 Submission File Summary Report. Print and save.
- Click Generate XX W2 Submission File

- Save the W2MAST_XX.TXT file to your desk top or somewhere on your computer

- [ ] Upload the W2MAST_XX.TXT file to the state.

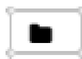
- [ ] 47. **Create and Submit City Submission File(s) (if applicable):** This will be run for each city being submitted electronically.
  - [ ] Generate submission file
    - Go to Reports/W2 Report and Submission/W2 City Options
      - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
      - Additional Federal ID Number = If additional Federal ID number is available enter here.
      - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
      - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
      - Sort Options = Choose from the drop down option how the report should be sorted.
      - Report for Year = 20XX
      - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
      - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
      - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
      - Employer City = Defaults to City in Core/Organization. Check for accuracy.
      - Employer State = Defaults to State in Core/Organization. Check for accuracy.
      - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
      - Tax Entity Code = Code entered on the Payroll Item Configuration record in the Tax Entity code field.
      - Include Amounts For All Cities? = Uncheck the box
      - Include City Name For the Processing City? = Check the box
      - Is this file being resubmitted? = No
      - Type of Software = In-House Program
      - Preparer Code = L - Self-Prepared
      - Click Generate City W2 Submission File Summary Report. Print and save the report.
      - Click Generate City W2 Submission File
      - Save the W2CITY_XXXXX.TXT file to your desktop or some where on your computer.
  - [ ] Upload the file to the appropriate city website.

- [ ] 48. **Create and Submit CCA Submission File (if applicable)**:
  - [ ] Generate submission file
    - Go to Reports/W2 Report and Submission/W2 Report Options
      - Output Type = Submission
      - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
      - Additional Federal ID Number = If additional Federal ID number is available enter here.
      - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
      - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
      - Sort Options = Choose from the drop down option how the report should be sorted.
      - Report for Year = 20XX
      - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
      - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
      - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
      - Employer City = Defaults to City in Core/Organization. Check for accuracy.
      - Employer State = Defaults to State in Core/Organization. Check for accuracy.
      - Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
      - Contact Name = Enter name of employee creating the tape file (required).
      - Contact Phone Number = Enter phone number of person creating tape file (required).
      - Contact Phone Extension = Enter extension of person creating tape file (optional).
      - Contact Fax Number = Enter fax number for person creating tape file (optional).
      - Contact Email Address = Enter email address of person creating tape file (required).
      - Is this file being resubmitted? = No
      - Type of Software = In-House Program
      - Preparer Code = L-Self-Prepared
      - Select Generate CCA W2 Submission File Summary Report. Print and save.
      - Click Generate CCA W2 Submission File
      - Save the W2MSTCCA.TXT file to your desktop or somewhere on your computer
  - [ ] Burn CCA information onto a CD using CCA's encrypted method.
    - http://ccatax.ci.cleveland.oh.us/
    - http://ccatax.ci.cleveland.oh.us/forms/dataencrypt2020.pdf
  - [ ] Send CD to CCA.

- [ ] 49. **Create and Submit RITA Submission File (if applicable)**
  - [ ] Generate submission file
    - Go to Reports/W2 Report and Submission/W2 Report Options
      - Output Type = Submission
      - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
      - Additional Federal ID Number = If additional Federal ID number is available enter here.
      - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
      - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
      - Sort Options = Choose from the drop down option how the report should be sorted.
      - Report for Year = 20XX
      - Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
      - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
      - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.

- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate RITA W2 Submission File Summary Report. Print and save.
- Click Generate RITA W2 Submission File
- Save the W2MSTRITA.TXT file to your desktop or somewhere on your computer

- [ ] Upload the W2MSTRITA.TXT to RITA.
    - https://www.ritaohio.com/

- [ ] 50. Close the December posting period.
    - [ ] Go to Core/Posting Period/click on the  option. The Open field should say False.