

**Idaho State Tax Commission
W-2 Electronic Reporting Manual**

September 17, 2012



2012 W-2 ELECTRONIC FILING INFORMATION

Contents

NEW FOR 2012	3
SPECIFICATIONS	3
REQUIREMENTS	3
ELECTRONIC FILING.....	3
COMMON PROBLEMS.....	4
1. INCORRECT OR INVALID EIN ACCOUNT/PERMIT NUMBER COMBINATION IN THE RV RECORD AND/OR THE EMPLOYER "RE" RECORD AND THE STATE "RS" RECORDS.....	4
2. MULTIPLE ACCOUNTS IN THE SAME EFW2 FILE.....	4
3. INCORRECT RECORD LENGTH	5
4. RV RECORD ERRORS.....	5
5. CORRECTING W-2 SUBMISSIONS.....	5
RS RECORD LAYOUT	6
RV RECORD LAYOUT.....	7
COMMONLY ASKED W-2 QUESTIONS AND ANSWERS.....	8
STEP-BY-STEP INSTRUCTIONS FOR CREATING AN RV RECORD.....	9
SETTING UP A NEW ACCOUNT AT ACCESS IDAHO AND ADDING A COMPANY	11
ELECTRONIC FILING OF W-2'S AND FORM 967.....	11

2012 W-2 ELECTRONIC FILING INFORMATION FOR IDAHO

NEW FOR 2012

RV position 140-146 Total number of 1099s has been defined

SPECIFICATIONS

- Idaho will follow the Social Security Administration's publication 42-007 for EFW2 layout specifications.
- Idaho specifications are in addition to Social Security Administration publication 42-007.
- All filings must include the RV record (electronic Form 967).

REQUIREMENTS

- Employers with fifty (50) or more Idaho employees who are required to file W-2s electronically by Section 6011, Internal Revenue Code (250 or more employees), must file through electronic filing with Idaho. In addition to the information required by the Internal Revenue Code the electronic filing must also include the employer's Idaho withholding account number, Idaho wages, and Idaho withholding.
- You must provide current year W-2s to individual taxpayers no later than February 1st.
- The due date for filing W-2s electronically or on paper with the Tax Commission is February 28, 2013.

ELECTRONIC FILING

- File your W-2s (EFW2 format) electronically on a secure site at tax.idaho.gov.
- If you electronically file your W-2s, don't send in paper Form 967 or copies of your W-2s.
- Only file W-2s and form 967 once. When you receive a confirmation screen make note of your confirmation number. To verify that we received your filing: go to tax.idaho.gov and choose "E-file," then "Withholding e-file" under the Businesses section. Log in, choose your company, and scroll down to find the Payments & History heading and Review Past Filings. You can find your EFW2 filing under Withholding Statements (957-967).
- If we receive your EFW2 files after the due date, we'll charge penalty and interest on the amount of tax due from the due date until the date paid. The minimum penalty is \$10; the maximum penalty is 25 percent of the tax due. To calculate interest, multiply the tax due amount by the daily interest rate, and multiply the result by the number of days late. To get the daily interest rate, go to tax.idaho.gov. If you don't submit your W-2 forms by the last day of February, we may also apply a penalty of \$2 per W-2 per month. The minimum penalty is \$10; the maximum penalty is \$2,000.
- An active EIN/permit number combination is required to set up an account and to file on the website. If you're required to file electronically because you meet or exceed the electronic filing requirement, and your business/permit has been closed during the filing year, contact the

Electronic Filing Help Desk at efilehelp@tax.idaho.gov to temporarily open the account to allow electronic filing. Please include your account/permit number in the e-mail.

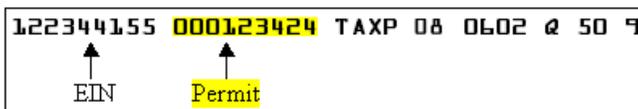
- If you're a third party payroll provider without an Idaho withholding account number and are trying to set up an account to e-file, use one of your Idaho clients' EIN/account number combinations to set up a user account. The EFW2 files don't use or transmit any information from the filing profile, only the data within the filing.
- A payroll provider site is available to verify EIN/permit number combinations and filing cycles, as well as to upload EFW2 files. Payroll companies must register before they can access this site. To register, e-mail efilehelp@tax.idaho.gov or call (208) 332-6632.
- You can test your EFW2 files at tax.idaho.gov. Upload your test file and the site will return either an error message or a confirmation screen indicating your file and format are ready to upload. Files are only submitted to the Tax Commission when you click on the "submit" button. Contact efilehelp@tax.idaho.gov for help with error correction.
- This publication contains filing procedures for 2012 W-2s. You can file only 2011 and 2012 W-2s electronically using the current year layout.

For questions not covered in this publication or for more information about electronic filing, contact the electronic filing help desk at efilehelp@tax.idaho.gov or call (208) 332-6632 in the Boise area or toll free at (800) 972-7660, ext. 6632.

COMMON PROBLEMS

1. INCORRECT OR INVALID EIN ACCOUNT/PERMIT NUMBER COMBINATION IN THE RV RECORD AND/OR THE EMPLOYER "RE" RECORD AND THE STATE "RS" RECORDS.

If the EIN/account number combination doesn't match our records, the electronic file will be rejected. You can verify these numbers by reviewing the numbers printed on the bottom of Idaho Form 967, Idaho Annual Withholding Report. The EIN is the first nine digits; the account/permit number is the second nine digits.



If you receive an error message referring to the EIN or account/permit number, open the EFW2 file to review the line and position reported in the error message, and compare the numbers to your paper forms. If the EIN and account/permit numbers are the same as the numbers on the bottom of your returns, contact the help desk at efilehelp@tax.idaho.gov.

2. MULTIPLE ACCOUNTS IN THE SAME EFW2 FILE

There should be only one RA record at the beginning of the filing and one RF record at the end of the filing. Make sure each company filing is complete, RE record through RV record.

RS RECORD LAYOUT

Field Position	Field Title	Length	Description and Remarks
1-2	Record Identifier	2	Enter: "RS"
3-4	State Code	2	Enter "16" for Idaho postal numeric code. This field is required for all employees on the file. If an out-of-state employee, enter the appropriate postal code for that state. Don't enter blanks.
5-9	Filler	5	Fill with blanks.
10-18	Social Security Number	9	Enter the employee's Social Security number (SSN), numeric only, omit hyphens.
19-33	Employee First Name	15	Enter employee's first name. Left justify and fill with blanks.
34-48	Employee Middle Name	15	Enter employee's middle name or initial. Left justify and fill with blanks.
49-68	Employee Last Name	20	Enter employee's last name. Left justify and fill with blanks.
69-72	Suffix	4	Enter employee's alphabetic suffix. (Example: SR, JR) Left justify and fill with blanks.
73-94	Location Address	22	Enter the employee's location address (Attention, suite, room number, etc.) Left justify and fill with blanks.
95-116	Delivery Address	22	Enter employee's delivery address. Left justify and fill with blanks.
117-138	City	22	Enter the employee's city. Left justify and fill with blanks.
139-140	State Abbreviation	2	Enter the employee's postal abbreviation. For a foreign address, review SSA publication 24-007.
141-145	Zip Code	5	Enter the employee's 5-digit zip code. For a foreign address, review SSA publication 24-007.
146-149	Zip Code Extension	4	Enter the employee's 4-digit zip code. If not known, left justify and fill with blanks.
150-247	Filler	98	Fill with blanks.
248-267	State Account/Permit Number	20	Enter the 9-digit state withholding Account/Permit number. Numeric right justify and fill with blanks. Don't enter hyphens or alpha characters.
268-273	Filler	6	Fill with blanks.
274-275	State Code	2	Enter 16 for Idaho. Enter the appropriate postal code for employees working in other states. Don't enter blanks or ID.
276-286	State Taxable Wages	11	Right justify and zero fill.
287-297	State Tax Withheld	11	Right justify and zero fill.
298-512	Filler	215	Fill with blanks.
513	End of Line Marker	1	Carriage return /line feed (CR/LF).

RV RECORD LAYOUT

Field Position	Field Title	Length	Description and Remarks
1-2	Record Identifier	2	Enter: "RV"
3-11	Federal Employer Identification Number	9	Enter the employer's federal employer identification number, numeric only, omit hyphens
12-15	Name Control	4	Enter the first four letters of the legal business name. Left justify and fill with blanks.
16-24	Idaho State Account/Permit number	9	Idaho Account/Permit number. Numeric right justify zero fill.
25	Filing cycle	1	M, B, Q or Y indicates the payment frequency (M-monthly, Q-quarterly, B-split monthly, Y-yearly).
26-31	Tax Period	6	MMYYYY (122012)
32-42	Total Idaho Taxable Wages	11	Right justify and zero fill, no decimals.
43-53	Total Idaho tax withheld on W-2s	11	Right justify and zero fill, no decimals.
54-64	Total withholding payments made during the year	11	Right justify and zero fill, no decimals.
65-75	Split monthly filer (filing cycle B) 1/01/13 - 1/15/13 payments	11	Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
76-86	Calendar year payments if filing cycle =B (1/1/12 – 12/31/12)	11	Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
87-97	Remaining tax due or refund	11	Total of positions 43-53 minus positions 54-64 or 43-53 minus 76-86 if filing cycle=B.
98	Tax due sign	1	Enter negative sign if refund. Leave blank if tax due or zero.
99-109	Penalty on balance due	11	Right justify and zero fill.
110-120	Interest on balance due	11	Right justify and zero fill.
121-131	Total amounts due or refund	11	Total amounts in positions 87-97 plus 99-109 plus 110-120. Right justify and zero fill.
132	Tax due sign	1	Enter negative sign if refund. Leave blank if tax due or zero.
133-139	Total number of Idaho W-2s	7	Right justify and zero fill.
140-146	Total number of 1099s	7	Right justify and zero fill.
147	Fed/State combined 1099 participant	1	Enter 1 for Yes and zero for No.
148-154	Total number of W-2s & 1099s	7	Total of positions 133-139 plus 140-146.
155-165	Penalty for late filing	11	Right justify and zero fill.
166-176	Total due or refund	11	Total amounts of positions 121-131 plus 155-165. Right justify and zero fill.
177	Total due sign	1	Enter negative sign if refund. Leave blank if tax due or zero.
178-512	Filler	335	Fill with blanks. State use only.
513	End of line marker	1	CR/LF carriage return/ line feed.

NOTE: Enter all RV money values in whole amounts only, no decimals. Increase amounts of 50 cents or more to the next whole dollar and carry the two decimal place holders for the cents. Example: 123456.99 would be entered as 00012345700.

COMMONLY ASKED W-2 QUESTIONS AND ANSWERS

1. Q: Do I need to send in my paper Form 967 if I e-filed my W-2s?

A: No, your Form 967 information is included in your file in the RV line.

2. Q: How can I find out if you received my e-filing?

A: Go to tax.idaho.gov and choose "E-file," then "Withholding e-file" under the Businesses section. Log in, choose your company, and scroll down to find the Payments & History heading and Review Past Filings. You can find your EFW2 filing under Withholding Statements (957-967).

3. Q: Can I report both electronically and by paper?

A: No, please use only one medium. Be careful to avoid submitting duplicate information and only file once. You must submit W-2 corrections on paper.

4. Q: What is the minimum number of returns required to be filed for electronic filing?

A: See Internal Revenue Code 6011 for W-2s. If you meet the IRS requirement nationally but have fewer than 50 Idaho employees, you can either file by paper or electronically.

5. Q: What software can I use to produce my EFW2 file?

A: You can use any software that allows you to create the records in the required format. Many software packages can create an EFW2 file for electronic filing.

6. Q: Should I remove carriage return/line feed characters from the end of each record?

A: No, carriage return/line feeds are required as end-of-line markers at the end of each line in position 513.

7. Q: Can I file a copy of my federal W-2 file?

A: Yes, if your file includes the state RS Records.

8. Q: How do I make corrections?

A: To correct your EFW2 dollar amounts or SSNs, or to add or remove a payee, you should send paper copies of only the corrections along with Idaho Form 967 to:

W-2 Corrections
Idaho State Tax Commission
PO Box 76
Boise ID 83707-0076

If you need a copy of your Idaho Form 967 to submit your corrections, e-mail the e-file help desk at: efilehelp@tax.idaho.gov and include your Idaho account/permit number in the request.

STEP-BY-STEP INSTRUCTIONS FOR CREATING AN RV RECORD

To create an RV record, you'll need:

- A copy of a withholding return for the account scan line data
- The Idaho electronic W-2 file
- The RV record layout from this publication
- A text editor like Notepad

Work through the steps and if the line positions are off, go back to the previous field and make sure it's entered correctly. Work backwards until the count is correct.

1. Open the W-2 file in Notepad, arrow key to the bottom of the file, and locate the RF record.
2. Using the enter key on the RF line, create a blank line between the RF line and the line directly above it. Move the cursor to the open line, and press the Caps Lock key on the keyboard.
3. With the RV record layout in hand, begin populating the record with the first two characters, RV.
4. Enter the 9-digit EIN as it appears on the withholding return, then hit the space bar four times. Make sure that line positions match the RV record layout or go back and find out why they don't.
5. At position 16, enter the 9-digit Idaho account/permit number.
6. In position 25, enter the filing cycle (M, B, Q, Y) from the scan line of the withholding return.
7. Beginning at position 26, enter the tax period for the filing year in the required format of MMYYYY. A correct entry will look like this: 122012
8. Enter the total Idaho wages in positions 32-42 in the 11-character format. Total wages of \$149,569.88 will be correctly entered as: 00014957000. Remember to round to the nearest whole dollar, and report the dollar amount followed by 00.
9. Move on to position 43-53, total Idaho tax withheld on W-2s and 1099s. Locate position 43 in the RV record, and begin entering the correct number from the W-2 summary in the rounded format. Withholding of \$7,958.21 will be correctly entered as: 00000795800. Remember to round to the nearest whole dollar, and report the dollar amount followed by 00.
10. Enter payments made through the year in position 54-64 if the payments were: monthly, quarterly, or annually. Beginning in position 54, a payment of \$7,958.21 will be correctly entered as: 00000795800. Remember to round to the nearest whole dollar, and report the dollar amount followed by 00.
11. If payments were made on a split-monthly filing cycle and there is a B in position 25, move the cursor to position 76, and enter the total calendar year payments in the correct format. \$7,958.21 will be correctly entered as: 00000795800. Remember to round to the nearest whole dollar and report the dollar amount followed by 00.

12. If the total Idaho tax withheld for the year and the total withholding payments made during the year are the same, skip to position 133 in step 15. When the total withholding is different from the total withholding payment, continue on to the next step.
13. Move the cursor to position 87 and enter the difference, plus or minus, between the Total Idaho tax withheld for the year and the Total withholding Payments made during the year in the rounded 11-position format. Leave position 98 blank unless the return is for a refund. If a refund, enter a minus sign, "-". If penalty and interest are owed for a balance due, the Tax Commission will issue a statement with the correct balance due. Don't enter anything in positions 99-109, 110-120, and 155-165.
14. Repeat the entry from position 87 in position 121, total amount due or credit. Leave position 132 blank unless this is a refund total. If a refund, enter the minus sign, "-".
15. Enter the number of W-2s included in this filing beginning in position 133. This is a 7- position field that's right justified and zero filled, so 333 W-2s will look like this: 0000333.
16. Enter any 1099s that will be submitted in position 140. This is also a 7-position field that's right justified and zero filled, so 222 1099s will look like this: 0000222.
17. 1099s and other information return types submitted using the combined federal/state filing program require a 1 in position 147. If no 1099s will be submitted or they'll be filed electronically or on paper with Idaho, enter a zero.
18. Enter the combined total of positions 133 and 140, total W-2s, and total 1099s beginning at 148. This is another 7-position field formatted like this example: 0000555.
19. Enter the total due or refund again in position 166 in the 11-position format. Leave position 177 blank unless this is a refund total. If a refund, enter the minus sign, "-".
20. The remainder of the line, 178 through 512, is blank. From the end of the completed data on position 178, hold the space bar down until the cursor is at position 513, and hit the enter key one time. If this creates an empty line between the RV and RF line, delete the blank line. It's now time to upload.

SETTING UP A NEW ACCOUNT AT ACCESS IDAHO AND ADDING A COMPANY

To set up an account for e-filing, you'll need:

- Internet access
 - An e-mail account
 - A paper return for the tax type you want to e-file
1. Go to **tax.idaho.gov**
 2. Choose E-file from the menu on the right.
 3. Under *Businesses* in the center of the page, choose *Withholding e-file*.
 4. Select *New Users Start Here* from the right.
 5. Complete the contact information, create a username, and click on *Sign Up*.
 6. Check the e-mail address you provided to retrieve the temporary password to access the new account.
 7. Go back to **tax.idaho.gov** and enter the username and the temporary password.
 8. Change the password to something unique, and write down both your username and password in a secure place.
 9. Under *Your Registered Companies* select *Add a New Company*.
 10. From the bottom of the paper return, enter the 9-digit EIN/SSN, permit number, and company name as they appear on the return.
 11. To begin filing, click on the company name in blue.

ELECTRONIC FILING OF W-2'S AND FORM 967

To electronically file W-2s and Form 967, you'll need a payroll/accounting program that will create an EFW2 file according to Social Security Administration specifications. Electronic filing is required if an employer has 250 or more employees and 50 of them work in Idaho.

1. Go to **tax.idaho.gov**.
2. Choose *E-file* from the menu on the right.
3. Under *Businesses* in the center of the page, choose *Withholding e-file*.
4. Sign in using the correct username and password.
5. Select the company name in blue.
6. Under *W-2s*, select *Upload EFW2 withholding statements and Form 967*.
7. From the drop-down menu, select the filing year and click on *Start Filing*.
8. Click on the *Browse* button, locate and select the W-2 file, and click on *Upload*.
9. Uploading will return either a Review Filing page or an error screen with row and line positions for errors that need correction.