

HOW TO VALIDATE AND GENERATE W-2's



WHERE INNOVATION MEETS COMMODITIES

OBJECTIVES



- Verifying W-2 Data in the system
- Updating Supplemental W-2 Information
- Printing W-2 Forms
- Creating Magnetic Media Files

VERIFY W-2 DATA



- **PURPOSE:**

- Ensure accuracy of information that will go to the IRS and other government agencies

- **AREAS TO VALIDATE:**

- Software Version 16.1 patch date after 11/1/16
- Employee Info Setup
- Corporation Info Setup
- YTD Pay History

VERIFY W-2 DATA - EMPLOYEE



- Employee Info (Name, Address, Social Security #)
- Payroll > Employee Menu > Employee Maintenance

prempm Employee Maintenance

File Records Delete Line <F6> User Manual

Employee ID JOHN A SMITH

Employee | Pay Rates | Earnings | Taxes | Deductions | Year-to-Date | VSP Awards | Personal | Notes

Name: First: M.I.: Last: Suffix:

Address 1:

Address 2:

City: State: Zip Code:

Tax State: Last Raise Date:

Soc Sec No: Sex:

VERIFY W-2 DATA - CORPORATION



- Corporation Info (Name, Address, FEIN#, State ID)
- Company Setup Menu > Company Control File

coctlm Company Control File Maintenance

File Eforms Distribution Control File <F4> User Manual

Company 01 iRely Ag/Grain Company Base Config

Address	4234 Flagstaff Cove		
Address 2	Address 2		
City	Fort Wayne	State	MN Zip 46815-1234
County	ALLEN		
Telephone Number	260-486-4357	Fax Number	260-486-5187
Federal ID Number	111111111	Display Frequency	1000
State ID Number	22222222222222	State Unemployment ID	33333333333333

VERIFY W-2 DATA – CORPORATION MULTI-STATES (OPTIONAL)



- Corporation Info (Name, Address, State ID)
- Payroll > Setup Menu > State Jurisdiction

The screenshot shows a software window titled "prjrsn State Jurisdiction Maintenance". The window has a menu bar with "File", "Records", and "User Manual". Below the menu bar is a toolbar with icons for saving, deleting, navigating, printing, and help. The main area contains a form with the following fields:

State	IN Indiana		
Company	IRELY LLC		
Address	4242 FLAGSTAFF CV		
Address 2			
City	FORT WAYNE	State	IN
		Zip	46815
State ID Number	11111111111111		
State Unemployment ID	222222222222		

VERIFY W-2 DATA – YTD PAY HISTORY



- Payroll History (Earnings, Taxes, Deductions)
- Payroll > End of Quarter Menu > QTD/YTD Register

The screenshot shows a web application window titled "prqtdl QTD / YTD Earnings Register". The window has a menu bar with "File", "Records", and "User Manual". Below the menu bar is a toolbar with icons for home, file, trash, navigation (back, forward), print, search, help, and a question mark. The main content area contains several input fields and a dropdown menu:

- Print Order**: A dropdown menu currently set to "Employee ID".
- Beginning Employee ID**: A text input field with a "?" icon and a "First" label.
- Ending Employee ID**: A text input field with a "?" icon and a "Last" label.
- Beginning Department**: A text input field with a "?" icon and a "First" label.
- Ending Department**: A text input field with a "?" icon and a "Last" label.
- Year**: A text input field containing "2013", highlighted in yellow.
- Select Period:** A dropdown menu with the following options:
 - Year to Date (highlighted in yellow)
 - Quarter 1
 - Quarter 2
 - Quarter 3
 - Quarter 4

W-2 SUPPLEMENTAL INFORMATION



- **PURPOSE:**

- Enter additional data to show up on the W2 that is not part of the base Payroll system.
- Common Uses:
 - Insurance above \$50,000
 - Tips
 - Miscellaneous Box 14
- Payroll > End of Year Menu > Supplemental Maintenance

W-2 SUPPLEMENTAL INFORMATION



prmemm W-2 Supplemental Fields Maintenance

File Records User Manual

Employee ID: 0000000001 JOHN A SMITH

Payroll Year: 2013

Allocated Tips	.00	User Defined Box 14 Data	
Non Qualified plan distribution (not section 457)	.00	Box 14 Text (1)	PRETAX DEDUCT
Non Qualified plan distribution (section 457)	.00	Box 14 Amount (1)	750.00
Deferrals under section 409A	.00	Box 14 Text (2)	
Income under section 409A	.00	Box 14 Amount (2)	.00
Uncollected Social Security Tax on Tips	.00	Taxable Sick Pay Deductions	
Uncollected Medicare Tax on Tips	.00	Federal Tax	.00
Tax on excess golden parachute payments	.00	Social Security	.00
Cost of Group Term Insurance above \$50,000	1,200.00	Medicare	.00
Uncoll SS Tax on Cost of Term Insurance	.00		
Uncoll Medicare Tax on Cost of Term Insurance	.00		
Cost of Employer Sponsored Health Coverage	.00		
NON-TAXABLE Third Party Sick Pay (Box 12 Only)	.00		
TAXABLE Third Party Sick Pay (Add to Box 1, 3, 5)	.00		
Add TAXABLE Sick Pay to Box 16	<input type="checkbox"/>		
Statutory Employee	<input type="checkbox"/>		

PRINTING W-2 FORMS



- **PURPOSE:**

- To distribute official copies of the W-2 to your employees.
 - Due by January 31st to employees.
 - Due by February 28th/29th to IRS (if not filing Magnetic Media)

- **BEFORE CONTINUING**

- Make sure that you have purchased official W-2 print layouts in either 2 per page or 4 per page formats
- Make sure that you have a W2 Printer setup in the software to ensure proper printing alignment

PRINTING W-2 FORMS



– Print W-2 Summary report

- This is a plain paper version that can be verified by your accountant prior to printing actual W-2s.
- Payroll > End Of Year Menu > W-2 Summary Report

prw2fs W-2 Summary Report
File Records User Manual

Beginning Employee ID ?
Ending Employee ID ?
Year
Print Sequence
 Employee Number
 Last Name
 Social Security Number
 Zip Code

Date 01/02/14		** W-2 Summaries Report **		prw2fs	Page
Time 21:48:25		iRely Ag/Grain Company Base Config			User: SSIADP
Report Year: 2013					
A Employee's Social Security Number 999-99-9999					
B Employer Identification Number 111111111	1 Wages, Tips, Other Compensation 11,000.00	2 Federal Income Tax Withheld 2,404.33			
C Employee's Name, Address, ZIP Code iRely Ag/Grain Company Base Config 4234 Flagstaff Cove Address 2 Fort Wayne MN 46815-1234	3 Social Security Wages 11,000.00	4 Social Security Tax Withheld 462.00			
	5 Medicare Wages And Tips 11,000.00	6 Medicare Tax Withheld 159.50			
	7 Social security Tips	8 Allocated Tips			
D Control Number 0000001		10 Dependent Care Benefits			
E Employee's First Name Last Name JOHN A SMITH	11 Nonqualified Plans Stat Ret Sick	12A Code Amount C 1200.00			
4242 FLAGSTAFF CV		12b			
FORT WAYNE IN 46815	14 Other PRETAX DEDUCT 750.00	12C			
f Employee's address and ZIP code		12D			

PRINTING W-2 FORMS



- Print multiple pages of W-2s to plain paper and compare alignment to actual forms prior to printing on the forms.
 - Payroll > End of Year Menu > Print W-2 Forms
 - Select the either the 2 W-2s or 4 W-2s format to a page
 - For 2 W-2's per page, you will need to print separate W-2 runs for each schedule/packet of forms (one packet for each: Copy A, Copy 1, Copy B, Copy C, Copy 2, Copy D).
 - For 4 W-2's/Page, you will need to print three separate W-2 runs: one 2 W-2's/Page for the Federal, one 4 W-2's/Page for your copy and state/local governments, and one for the 4 W-2's/Page for the Employee

PRINTING W-2 FORMS



prw2ff Print W-2 Forms

File Records User Manual

Year

Beginning Employee ID First

Ending Employee ID Last

Print Sequence

- Employee Number
- Last Name
- Social Security Number
- Zip Code

W-2 Form Type

- 2 W-2's / Page
- 4 W-2's / Page (Laser Only)

22222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9		10 Dependent care benefits	
e Employee's first name and initial		Last name	Suff.	11 Nonqualified plans		12a See instructions for box 12
f Employee's address and ZIP code			13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b	
			14 Other		12c	
					12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2** Wage and Tax Statement **2014** Department of the Treasury—Internal Revenue Service

Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 10134D

Do Not Cut, Fold, or Staple Forms on This Page

CREATING W-2 MAGNETIC MEDIA FILES



- **PURPOSE:**

- Send electronic files to the IRS and other government agencies.
 - Due by March 31st, required if you have more than 250 employees.

CREATING W-2 MAGNETIC MEDIA FILES



- Payroll > End of Year Menu > W2 Magnetic Media Creation
- Update File Name to send with pathing to your shared pcfiles folder on your server to find your W-2 file quickly.

Examples:

Windows Server

File Name to send:

Unix/Linux Server

File Name to send:

CREATING W-2 MAGNETIC MEDIA FILES



prw2mm W2 Magnetic Media Creation

File Records User Manual

Tax Year

File Name to send:

Company Name

Address

City State Zip Code

Submitter Name

Address

City State Zip Code

Submitter EIN

Contact Name

Contact PIN

Phone No. Ext.

E-Mail Address

Fax No.

CREATING W-2 MAGNETIC MEDIA FILES



- Validate your Magnetic Media File for Errors
- Download AccuWage software to validate your Magnetic Media Files
 - <http://www.ssa.gov/employer/accuwage/index.html>

CREATING W-2 MAGNETIC MEDIA FILES

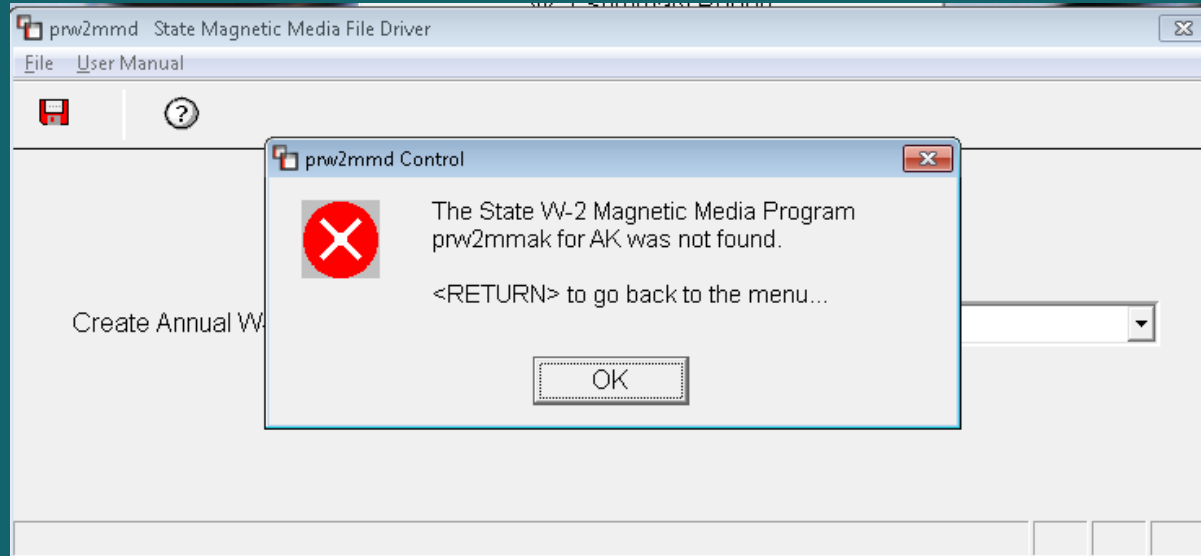


- W-2 Magnetic Media files can also be sent to your state.
 - Payroll > End of Year Menu > State W-2 Magnetic Media Creation
- Note: Some states will accept the same file as the IRS while other states have unique requirements.

CREATING W-2 MAGNETIC MEDIA FILES



- Not all states have a unique W-2 Magnetic media format.
- The following is an example when the software does not have an state specific program.



CLOSING REMINDERS



- **VERIFY TWICE AND PRINT ONCE!**
- **CHECK W-2 FORM ALIGNMENT TO PLAIN PAPER FIRST!**
- **SUBMIT YOUR MAGNETIC MEDIA FILES 1-2 WEEKS BEFORE THE FILLING DEADLINE!**

CONTACT INFO



- Any Questions?
 - Email: support@iRely.com
 - Web portal