

# 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.

- Month-End Closing
  - 1. Submit SERS New Hire Reporting
  - 2. Create and Submit SERS Per Pay Report
  - 3. Submit STRS New Hire Reporting
  - 4. Complete and Submit STRS Per Pay Report
  - 5. Balance the Payroll Account (When Statement is Received From Bank).
  - 6. Process Sick/Vacation Benefit Accruals (If Applicable)
- Quarter-End Closing
  - 7. Balance Quarter
  - 8. Balance W2 Report
  - 9. Create and Submit ODJFS File
- W2 Processing
  - 10. Pre W2 Processing
  - 11. Generate and Balance W2 Report
  - 12. Create the W2 Print File
  - 13. Generate the W2 Submission File for Federal and State.
  - 14. Generate the CCA Submission File (if applicable)
  - 15. Generate the RITA Submission File (if applicable)
  - 16. Generate City Submission File (if applicable)
  - 17. Send IT-3 Form and any city taxation form(s) to NWOCA

## Month-End Closing

### 1. Submit SERS New Hire Reporting

- Go to Reports/SERS New Hire Report
  - Generate Report for verification purposes.
  - Once verifying the report information is correct, select Generate File option.
  - Upload the file to eSERS.



**Criteria needed for an employee to be on the SERS New Hire report-** An employee has to have a SERS =400 payroll item with the New Employee box checked, hold a position that has SERS as the retirement code, and a Position Start Date (both found on the Position screen) within 180 days of the current date.

### 2. Create and Submit SERS Per Pay Report

- Go to Reports/SERS Per Pay Report
  - Pay Title- SERS Per Pay Report-Can be changed if desired
  - Sort By- Choose from drop down option
  - Begin Each Employee on New Page-Check if desired
  - Show Detail on report-Default as checked.
  - Show informational Messages on Report-Defaulted as checked.
  - Pay Date- Enter or choose Pay Date from calendar
  - Under eSERS Pay Cycles enter
    - 1) Pay Cycle
    - 2) Pay Cycle Code
    - 3) Begin Date
    - 4) End Date
  - Click Generate Report
- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors.
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, run the SERS Per Pay Report program again, selecting Generate Submission File.
- Save the file to your desktop or a folder of your choosing.
- Click the Link to eSERS option and upload your file to eSERS

### 3. Submit STRS New Hire Reporting

- Go to Reports/STRS New Hire Report
  - Generate Report for verification purposes.
  - Once verifying the report information is correct, select Generate File option.
  - Save the file to your computer.
  - Select the Choose File option and locate the saved file.
  - Select the Submit Uploaded File to STRS option to send the file to STRS.



**Criteria needed for an employee to be on the STRS New Hire report-** An employee has to have a STRS =450 payroll item with the New Employee box checked, hold a position that has STRS as the retirement code, and a Position Start Date (both found on the Position screen) within 180 days of the current date.

#### 4. Complete and Submit STRS Per Pay Report

- Go to Reports/STRS Report
  - Report Title- STRS Report-Can be changed if desired
  - Sort By-Choose sort option from drop down
  - Payment Method-Check is default can be changed using drop down
  - Check or Transaction Number-Populate if applicable
  - Report Format-Choose format type
  - Check the box next to the Historical Payroll date you will be creating the report for
  - Click Generate Report
- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, run the STRS Report again to generate and/or submit the file to STRS.

- To Create and submit STRS file to STRS click
- OR
- Click the  option
  - Save the file to your desktop or a folder of your choosing
  - Click the  button
  - Click the  button to send the file to STRS



#### 5. Balance the Payroll Account (When Statement is Received From Bank).

- Reconcile checks.
  - To Auto-reconcile checks with a file from the bank:
    - Go to Payments/Check Register and click on Auto-Reconcile tab.
    - Enter Reconciliation Date for reconciliation.
    - Be sure Pay Rec Format is correct (will stay after entering first time)
    - Choose file and Click UPLOAD
  - To reconcile checks manually.
    - Go to Payments/Check Register
    - Use Grid to Filter to get just status of "Paid"
    - Click the box next to the checks you want to reconcile
    - Click on Reconcile Tab
- Generate an Outstanding Checks Report.
  - Go to Reports/SSDT Outstanding Checks Report
    - Forma-Choose the format from the drop down
    - Page Size-Choose from drop down
    - Orientation-Choose from drop down
    -



- Name-Default is Outstanding Checks. Can be changed if desired
- Start Date-Enter in a Start Date
- End Date-Enter in an End Date
- Click Generate Report
- **OR**
- Go to Reports/Payment Transaction Status Report
  - Sort Options-Select from the drop down
  - Payment Transaction Type Options-Select from drop down
  - Payment Transaction Status-Select from drop down
  - Bank Account-Select from drop down
  - Starting Check Number-enter a specific check number or leave blank for all outstanding
  - Ending Check Number-enter a specific check number or leave blank for all outstanding
  - Issue Start Date-enter a specific issue start date
  - Issue Stop Date-enter a specific issue stop date
  - Reconciled Start Date-enter a specific reconcile start date or leave blank for all outstanding
  - Reconciled Stop date-enter a specific reconcile stop date or leave blank for all outstanding
  - Void Start Date-enter a specific void start date or leave blank for all outstanding
  - Void Stop Date-enter specific void stop date or leave blank for all outstanding
  - Click Generate Report

## 6. Process Sick/Vacation Benefit Accruals (If Applicable)

- Go to Processing/Benefit Update and Projection/Accrual
  - Report Title-Defaulted to Benefit Accrual Report-Can be changed if desired
  - Accrual or Projection-Accrual Projection Report is defaulted in the drop down (suggested to run initially)
  - Benefit Accrual Options-Choose from drop down
  - Specific Accrual Date-Enter date MM/DD/YY format or choose date from calendar
  - Include Ineligible Positions-Check box if desired
  - Sort Options-Choose from drop down
  - Select by Pay Groups-Move available pay groups to Selected

 Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted and click the 

- Select Employees-Move desired employees to Selected.

 Double click on employee name or to select all click first employee record, scroll to bottom hit the shift key and click on the last employee record All records will be highlighted and click the 

- Click Generate Report

- View the Benefit Accrual Report for accuracy
- Change Accrual or Projection field to Accrual Report using the drop down
  - Click Generate Report

## Quarter-End Closing


### 7. Balance Quarter

- Run 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

- Balance Quarter Report
  - 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.
  - 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.
- Balance Gross


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

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

## 8. Balance W2 Report

- Run W2 Report for Error Checking
  - Go to Reports/ W2Report and Submission
  - Output type - Report
  - Format - PDF
  - Report Title - defaults to W2 Report
  - Federal ID Number - defaults to IRN on Organization record
  - State ID Number - defaults to ID on the Organization record
  - Sort Options - choose from drop down
  - Report for Year - defaults to the current calendar year
  - Include Fringe Benefits in Box 14 - uncheck box
  - Report Employees with errors only- check box
  - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) - leave blank
  - Select Pay Groups - Highlight all pay groups and click right arrow
- Research and Correct Any Errors

 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/Report Manager/SSDT Audit Trail can be useful in identifying these problems.

- Format-Choose format from drop down
- Page Size-Choose from drop down.
- Orientation-Choose from drop down (landscape or portrait)
- Name- Default is Audit Report can be changed if desired.
- Summary Report-If you only want a summary report click the box
- 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.
- Click Generate Report


 Please reference the section in the [W2 Report and Submission](#) chapter for common errors and solutions.

- Run W2 Report for Balancing Purposes
  - Go to Reports/ W2Report and Submission
  - Output type - Report
  - Format - PDF
  - Report Title - defaults to W2 Report
  - Federal ID Number - defaults to IRN on Organization record
  - State ID Number - defaults to ID on the Organization record
  - Sort Options - choose from drop down
  - Report for Year - defaults to the current calendar year
  - Include Fringe Benefits in Box 14 - if want to include, check the box
  - Report Employees with errors only- leave unchecked
  - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) - enter payroll item and click Add
  - Select Pay Groups - Highlight all pay groups and click right arrow

- 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.)


- For city withholding's, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

 Mobile employees could cause discrepancies.

- Complete and balance the [W2Report Reconciliation Worksheet](#) for the quarter following the directions on the worksheet.
- Verify there are no outstanding payroll Items.
  - Go to Processing/Outstanding Payables. Screen should be empty
- 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.
- Complete and file any required quarter-end submission forms..

## 9. Create and **Submit ODJFS File**


- Run ODJFS Report for verification purposes
  - Go to Reports/ODJFS Report
  - Year-Defaulted to current year
  - Quarter-Defaulted to current quarter
  - Sort By-choose sorting option from drop down
  - Click Generate Report
- Check all totals (wages and weeks) carefully for accuracy.

 If necessary, adjustments can be made in Core/Adjustments

- Go to Core/Adjustments
  - Click Create
  - Find the employee by typing in a few characters of first or last name or id
  - Under Type choose from the drop down ODJFS Weeks or ODJFS Total Gross
  - Enter or choose from the calendar a Transaction Date
  - Enter in the amount of weeks/Wages needed in the Amount field
  - A Description can be entered if desired
  - Click Save

- Run Report/ODJFS Report again and select Generate Submission File
- Save the file to your desktop or a folder on your computer
- 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](#).

 IF YOU NEED TO BEGIN JANUARY PAYROLL PROCESSING BEFORE COMPLETING W2 PROCESSING, LEAVE DECEMBER POSTING PERIOD OPEN AND CREATE YOUR JANUARY POSTING PERIOD (CORE/POSTING PERIOD) AND MAKE JANUARY CURRENT. YOU MAY PROCESS W2'S AT ANY TIME BEGINNING WITH STEP 11.

## W2 Processing

### 10. Pre W2 Processing

- Check W2 abbreviations on all city Payroll Item Configuration records.
  - Go to Core/Payroll Item Configuration.
- Check City Entity Codes for Electronic Filing

**i** NWOCA can file your city tax information for any of the entities listed below. If any other cities need to be submitted electronically and are not listed, please contact Fiscal Staff, [mail\\_staff\\_fis@nwoca.org](mailto:mail_staff_fis@nwoca.org) or 419-267-2808. If you have any employees who have the city payroll item for the following, please assure the proper tax entity code is entered.

- Go to Core/Payroll Item Configuration, Tax Entity Code should equal the following:

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

- Check for any cities using either the Regional Income Tax Agency (RITA) or the Central Collection Agency (CCA) to report city tax information, verify the Tax Entity Code and the appropriate RITA and/or CCA three digit code. Contact RITA or CCA to obtain the entity codes.
  - Go to Core/Payroll Item Configuration

**Keep in mind in order for the employee to be reported to RITA/CCA correctly, the city payroll item 'Deduction Type' field must be set to Employment or Residence.**

- Check OSDI codes on Ohio School District Income payroll items
  - Go to Core/Payroll Item Configuration

**i** The four digit OSDI code is required to be printed on the W2. Verify the four digit OSDI code appears first, followed by the school name (if there is space).

- Verify Health Savings Account type is set to 'Other' - even if no employee amounts are being withheld.


**i** These amounts will appear on the W2 in Box 12 with a code of W.

- 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.

- 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.

- 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.


 The city is only adjusted when the city payroll item configuration Tax Non Cash Earnings box is checked. In Classic, the Taxable and Total gross must be manually adjusted.

- 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-(board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
- Go to Core/Adjustments click Create
  - 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

 Medicare withholding will be updated on the W2 Report.


- Fringe Benefits (known in Classic as NC3): If the Non-Cash Taxable Benefit Pay Type was **NOT USED** prior to the last pay of the calendar year, the taxable benefits payment amount must be entered as an adjustment under in order for the non-cash taxable benefit amount to show correctly on the W2 form and to insure that the Quarter balances. This amount would only be entered under the 001 Federal Payroll Item. The W2 Report will automatically adjust the Federal and State total and taxable gross amounts.
  - 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 the amount of the taxable benefit
  - Description can be entered (optional)
  - Click Save
- 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
- 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.

- 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.



- 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.



Questions on how information needs to appear on an employee's W2 should be directed to your district legal adviser.

- Verify employee sponsored health care 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.

- Enter health reimbursement arrangement information (if applicable).
  - 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.

## 11. Generate and Balance W2 Report

- Generate the report for verification purposes
  - Go to Reports/W2 Report and Submission
  - 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
- 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. Save this report as a PDF to be submitted along with the SEQ and XML files that will be sent with the NWOCA secure file transfer in steps 12 & 13.



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.

## 12. Create the W2 Print File

- Generate the W2 Forms:
  - Go to Reports/W2 Report and Submission
  - 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.
  - 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](mailto: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
      - If a CD is desired (if not included in email assuming **no**)
      - Whether you will be picking up the W2 from the West office or would like them to be mailed
    - Check the Private Message box
    - Select Add Files and browse to locate W2 Form Data.XML
- Notification will be sent by NWOCA when the W2's have been printed.

## 13. Generate the W2 Submission File for Federal and State.

- Create the submission file
  - Go to Reports/W2 Report and Submission
  - 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 = 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.
  - 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).

- Click Generate SSA W2 Submission File

- Save the W2TAPE.SEQ file to your desk top or somewhere on your computer
- Use [NWOCA File Transfer](#) to send a secure email to [fiscal\\_secure@nwoca.org](mailto:fiscal_secure@nwoca.org)
  - Subject = W2TAPE.SEQ
  - Message = Include in email message authorization for your W2 information to be submitted to IRS and Ohio Department of Taxation
  - Check the Private Message box
  - Select Add Files and browse to locate W2TAPE.SEQ

## 14. Generate the CCA Submission File (if applicable)

- Generate the CCA Submission File
  - Go to Reports/W2 Report and Submission
  - 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 = 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.
  - 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).
  - Click Generate CCA W2 Submission File
- Save the W2CCA.SEQ file to your desktop or somewhere on your computer
- Use [NWOCA File Transfer](#) to send a secure email to [fiscal\\_secure@nwoca.org](mailto:fiscal_secure@nwoca.org)
  - Subject = W2CCA.SEQ
  - Message = Include in email message authorization for your CCA information to be submitted on your behalf
  - Check the Private Message box
  - Select Add Files and browse to locate W2CCA.SEQ

## 15. Generate the RITA Submission File (if applicable)

- Generate the RITA Submission File:
  - Go to Reports/W2 Report and Submission
  - 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 = 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.
  - 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).
  - Click Generate RITA W2 Submission File
- Save the W2RITA.SEQ file to your desktop or somewhere on your computer
- Use [NWOCA File Transfer](#) to send a secure email to [fiscal\\_secure@nwoca.org](mailto:fiscal_secure@nwoca.org)
  - Subject = W2RITA.SEQ
  - Message = Include in email message authorization for your RITA information to be submitted on your behalf
  - Check the Private Message box
  - Select Add Files and browse to locate W2RITA.SEQ

## 16. Generate City Submission File (if applicable)

Generate the City Submission File:

- Go to Reports/W2 Report and Submission
- 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 = 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.
- 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).
- Click Generate City W2 Submission File

Save the W2CITY.SEQ file to your desktop or some where on your computer

Use [NWOCA File Transfer](#) to send a secure email to [fiscal\\_secure@nwoca.org](mailto:fiscal_secure@nwoca.org)

- Subject = W2CITY.SEQ
- Message = Include in email message authorization for your City information to be submitted on your behalf
- Check the Private Message box
- Select Add Files and browse to locate W2CITY.SEQ

## 17. Send IT-3 Form and any city taxation form(s) to NWOCA

209 Nolan Parkway

Archbold, OH 43502

ATTN: Fiscal Department