

Creating the W-2 Extract at Year-End

All employers who file 250 or more Forms W-2 must extract W-2 information to a file and transmit it electronically to the Social Security Administration. Currently, the Social Security Administration only accepts files electronically, so if you file fewer than 250 Forms W-2, you can still create an extract file for your forms. The extract follows the Social Security Administration's specifications for filing Forms W-2 electronically (EFW2) for the extract file.

Use the W-2 Extract tab on the [Period End Reports](#) menu to create the work file, print the work file, edit employer and employee information, and create an extract file. The extract includes a summary, which serves as the [W-3](#).

The Social Security Administration offers free software that checks your extract file for errors. You can download the program and use it on your extract file before [submitting it](#). For more information, visit <http://www.ssa.gov/employer/accu wage>.

Note

The Social Security Administration does not accept compressed files or diskettes. Do not use a compression utility such as WinZip, PkZip or DynaZip.

1. Under **Generate Reports**, click the **Period End Reports** tab.
2. In the drop-down list, select **Payroll 941, W2s, and ACS Forms**, then click **Go** .
3. Click on the **W-2 Extract** tab, then select the **Year**.
4. **Optional:** To filter employees by departments, select **Department**, then click **Select** to choose the departments.
5. To create a work file for a state's W-2s, enter the **State Tax ID**.
6. To create a work file for multiple states' W-2s, select **Multiple States**, then click **Tax IDs** to enter or select those state tax IDs.
7. Select **Create Work File**.
8. Click **OK**.
9. A confirmation message listing the number of employees processed displays. Click **OK**.

You can also print the W-2 Extract File Proof List. This report contains the same information in the work file, and you can verify that the information is correct before sending it to the Social Security Administration.

1. Under **Generate Reports**, click the **Period End Reports** tab.
2. In the drop-down list, select **Payroll 941, W-2s, and ACA Forms**, then click **Go** .
3. Click on the **W-2 Extract** tab.
4. Click the up and down arrows to select the correct W-2 **year**.
5. To print a work file for a state's W-2s, enter the **State Tax ID**.
6. To print a work file for multiple states' W-2s, select **Multiple States**, then click **Tax IDs** to enter or select those state tax IDs.
7. Select **Print Work File**, then click **OK**.
8. **Optional:** Use the preview tools to review the report prior to printing.

9. Click **Print**.

Some fields you enter on the employees' Form W-2 do not display on the W-2 Extract. These fields include:

| W-2 Field | Field Description |
|-----------|--|
| d | Control Number |
| 12 Code J | Nontaxable sick pay |
| 12 Code K | 20% excise tax on excess golden parachute payments |
| 12 Code L | Substantiated employee business expense reimbursements |
| 12 Code P | Excludable moving expense reimbursements paid directly to employee |
| 14 | Other |
| 20 | Locality Name |

After creating the W-2 Extract work file, you can edit an employee's name and address information, as well as federal, state, and local tax information. Changes made to W-2s through the W-2 extract only affect the extract files and are not reflected on printed W-2s.

1. Under **Generate Reports**, click the **Period End Reports** tab.
2. In the drop-down list, select **Payroll 941, W2s, and ACA Forms**, then click **Go** .
3. Click on the **W-2 Extract** tab, then select the **Year**.
4. Select **Edit Employee Information** and click **OK**.
5. When the Edit Employee's W-2 Information window displays, click **Find** to locate the employee whose information you want to edit. Click **OK**.
6. Click **Edit**.
7. On the **Federal Information**, **State Information**, and **Local Information** tabs, edit the fields as necessary.
8. When finished, click **OK**.

You can also edit your organization's company, submitter, contact, and employer information. These changes only affect the extract files and are not reflected on printed W-2s.

1. Under **Generate Reports**, click the **Period End Reports** tab.
2. In the drop-down list, select **Payroll 941, W2s, and ACA Forms**, then click **Go** .
3. Click on the **W-2 Extract** tab, then select the **Year**.
4. Select **Edit Employer Information** and click **OK**.
5. When the Edit Employer's W-2 Information window displays, navigate to the appropriate tab and verify the information. To edit a field, click **Edit** on that tab.

6. When finished, click **OK**.