

Filing Electronic W-2s to States (Including IA)

If you are required to file your W-2 forms electronically use the following function built into your Banyon Data Payroll application.



To begin click on the Special Report Icon on the top Ribbon Menu.

Next, while on the W-2 forms, click on the **Create File for Internet Reporting** link in the lower right.

W2 Tax Statement

Employee Search [Create 2014 W2s](#) Tax Year 2014

b Employer's identification number 42-55767	1 Wages, tips, other comp. \$0.00	2 Federal income tax withheld \$0.00
c Employer's name, address, and ZIP code YOUR ENTITY NAME 100 WEST SIDE PARKWAY YOUR CITY US 55555-5555	3 Social security wages \$0.00	4 Social security tax withheld \$0.00
	5 Medicare wages and tips \$0.00	6 Medicare withheld \$0.00
	7 Social security tips \$0.00	8 Allocated tips \$0.00
d Employee's social security number 999-99-9999	9 Advanced EIC payment \$0.00	10 Dependent care benefits \$0.00
e Employee's name (first, middle initial, last) 100 MAIN ST YOUR CITY US 55555-	11 Nonqualified plans	12 See Instrs. for Box12 \$0.00
	13 Statutory Retirement Third-party Emp. Plan sick pay \$0.00 \$0.00 \$0.00	
	14 Other \$0.00 \$0.00 \$0.00	
15 State Employer's state ID MN unknown	16 State wages \$0.00	17 State tax \$0.00
	18 Local wages \$0.00	19 Local tax \$0.00
	20 Locality name	

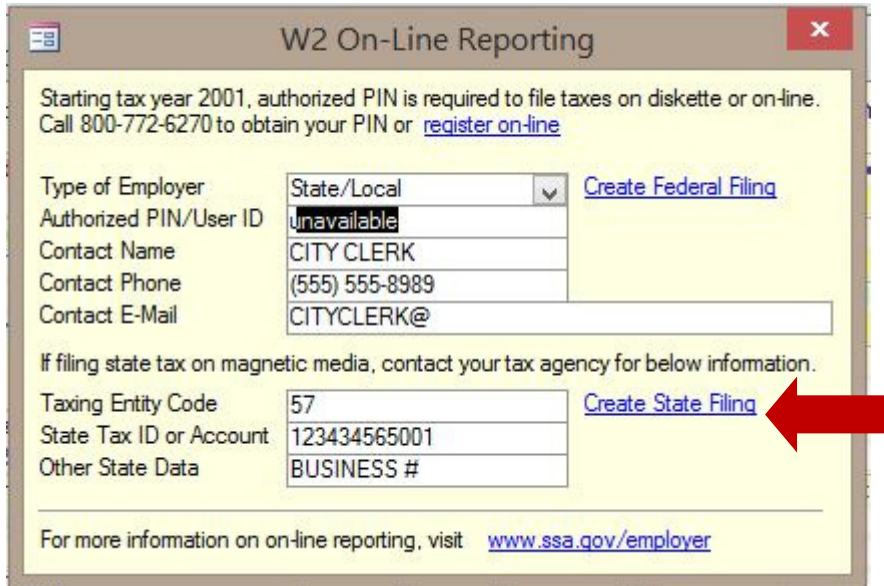
2014 Tax Statement
Add Blank W2 Discrepancy Report W2-C

Information on this statement may be edited for correctness before reported to SSA or printed for employees

[Print W2s](#) [Print W3 \(Total Page\)](#) [Create File for Internet Reporting](#)



Next, complete the On-Line Reporting Header information. This is unique information you complete as instructed by your State. For instance, Taxing Entity Code is given to you by State. State Tax ID or Account is your Federal ID number followed by 001 (no dashes). Once completed click on the Create State Filing link.



The screenshot shows a web form titled "W2 On-Line Reporting". At the top, it states: "Starting tax year 2001, authorized PIN is required to file taxes on diskette or on-line. Call 800-772-6270 to obtain your PIN or [register on-line](#)".

The form contains the following fields and options:

Type of Employer	State/Local	Create Federal Filing
Authorized PIN/User ID	unavailable	
Contact Name	CITY CLERK	
Contact Phone	(555) 555-8989	
Contact E-Mail	CITYCLERK@	

Below this section, it says: "If filing state tax on magnetic media, contact your tax agency for below information."

Taxing Entity Code	57	Create State Filing
State Tax ID or Account	123434565001	
Other State Data	BUSINESS #	

At the bottom, it says: "For more information on on-line reporting, visit www.ssa.gov/employer".

A red arrow points to the "Create State Filing" link.