

## Creating W-2 E-files

Preparing information returns for electronic filing is similar to preparing income tax returns for electronic filing. You must e-file Forms W-2 and W-2C by uploading the e-files to the SSA. Although our software creates the e-file, it does not electronically file the return.

### To create W-2 e-files

1. Open the W-2 return.
2. On the **E-file** menu, click **Create E-file**.
3. In the **Create E-file** box, check the boxes for the federal and any state returns you plan to e-file.
4. Click **Create**.
5. In the **W-2 E-files Storage Folder** box, note the location of the folder in which your W-2 e-files will be stored.
6. Do one of the following:
  - Click **Yes** to use this folder.
  - Click **Browse** to select a different folder.
7. Make a note of the path for later reference.
8. Click **OK**. If the **Correct E-file Errors** box appears, click **Continue** and then correct the errors. After making the necessary corrections, repeat the e-file creation process.
9. After creating the e-file, click **Yes** in the **Launch AccuWage** box.

The SSA encourages all filers to verify W-2 data using *AccuWage* before uploading the files to the SSA. When you run *AccuWage*, the program prompts you for the location of your W-2 data files. You can find this information on the **W-2 E-file** tab in **Preferences**.

### To use the *AccuWage* program

1. Download *AccuWage* at <http://www.socialsecurity.gov/employer/accuwage/>
2. Ensure either the **W-2 (Regulars)** or the **W-2c (Corrections)** option is selection in the top right under **Select Submission Type** as appropriate.
3. Click the **Start Testing** button or choose **Test and Start New** from the drop-down menu.
4. The **Please Enter File Name to be Tested** dialog box appears.
5. Locate the folder/directory where the wage reports are stored.
6. Double-click the wage report file when it appears.

After the wage report is selected, testing begins automatically and the Status bar will appear on the bottom of the screen. The Status bar displays the record number currently being processed along with a progress bar. When the progress bar reaches the end of the box, testing is complete.

Once *AccuWage* has completed testing all records, it indicates whether or not there are errors. If no errors are found, a pop-up message box will appear. The Pop-up message box will be titled "**Results**" and the message will read: "Testing Completed. There were no errors found. Would you like to connect to the Business Services Online (BSO) Web Page to submit the wage report?". If you click the **No** button, you will be returned to the *AccuWage* Welcome screen. If you click the **Yes** button, you will be connected to the BSO Web Page.

For detailed information, see the [AccuWage Help Guide](#).

For a thorough explanation of how to submit a W-2 wage file to the SSA, download the SSA's **Business Services Online Handbook** at [www.ssa.gov/employer/bsohbnew.htm](http://www.ssa.gov/employer/bsohbnew.htm).