

# Idaho W2



E-File Symposium  
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Idaho State Tax Commission

# Idaho W2

- Why?
  - Eliminate mag media
  - Provide small employers an opportunity to eFile

## Requirements to File

- Who can file?
  - Any employer CAN file W2s electronically
  - Employers with 250 or more employees MUST file electronically

## Idaho W2

- What options are available?
  - Paid professionals
    - Validate employer filing information (permit #, filing cycle)
    - “Bulk upload” employer W2s
  - Single employer
    - EFW2 format upload
    - Manual entry for eFiled W2s

## Other available options

- Payments
- Historical filings

## Idaho W2

- How to file electronic W2s
  - Register with state portal
  - Validate employer account information
  - Choose upload or manual entry option
  - Validate W-2 file detail
  - Complete filing process

## Validate withholding account

EIN:  (1)

Account Number:  (2)

Company Name:

## Upload of EFW2 File – Bulk Upload

**Manual W-2 test** [\[Change Company\]](#)  
EIN: 29 Account: 002

**Submit Withholding Statements (W-2s)**

Select a filing year:  
2007

## Upload of EFW2 File – Bulk Upload

Manual W-2 test [\[Change Company\]](#)  
EDN: 29 Account: 002

**Upload EFW2 File - 2007**

1. Use your payroll software to create an [EFW2 formatted file](#).
2. Check your file using [AccuWage software](#).
  - Fix any format errors identified.
  - Ignore any PIN errors for state filing.
3. Browse to the EFW2 file on your computer or network.

It may take a few seconds for the upload, depending on the file size.

## Edits

- Application verifies specific edits to ensure successful STC processing
- Error messages inform filer of errors
- Once errors are corrected, filer can upload again

# Verification Page

W-2 Upload								
Please review the information below before submitting the filing.								
Period Ending 12/31/2007								
Submitted by AUTO								
EIN 22								
		Employees		Wages		Withheld		
Idaho			36		\$175,371.44		\$6,815.18	
Federal			36		\$172,371.44		\$16,589.35	
EIN	Account	Employees		Wages		Withheld		
		Idaho	Total	Idaho	Total	Idaho	Total	
91	00	3	3	\$8,641.49	\$8,641.49	\$368.00	\$706.95	<a href="#">Detail</a>
34	00	1	1	\$4,279.60	\$4,279.60	\$29.00	\$43.82	<a href="#">Detail</a>
23	00	6	6	\$1,700.24	\$1,700.24	\$4.00	\$10.84	<a href="#">Detail</a>
93	00	1	1	\$7,265.71	\$7,265.71	\$429.00	\$848.28	<a href="#">Detail</a>
52	00	1	1	\$13,378.84	\$10,378.84	\$370.00	\$747.79	<a href="#">Detail</a>
82	00	3	3	\$14,782.19	\$14,782.19	\$664.00	\$1,279.42	<a href="#">Detail</a>
13	00	1	1	\$4,035.39	\$4,035.39	\$282.00	\$695.78	<a href="#">Detail</a>
37	00	11	11	\$3,484.00	\$3,484.00	\$54.00	\$103.89	<a href="#">Detail</a>
95	00	1	1	\$65,526.13	\$65,526.13	\$1,981.62	\$6,859.74	<a href="#">Detail</a>
36	00	1	1	\$8,698.50	\$8,698.50	\$432.56	\$862.56	<a href="#">Detail</a>
20	00	6	6	\$34,179.35	\$34,179.35	\$1,694.00	\$3,447.28	<a href="#">Detail</a>
20	00	1	1	\$9,400.00	\$9,400.00	\$507.00	\$983.00	<a href="#">Detail</a>

[Cancel] [Redo Upload] [Submit Filings >>>]

# Confirmation

- With successful upload, filer receives:
  - Confirmation number for future reference
  - Ability to view historical filings

## Manual Entry W2

- Mimics SSA manual W2 entry
  - Customized to meet Idaho's needs
- Intended for small employers

## Manual Entry W2

Manual W-2 test [\[Change Company\]](#)  
EIN: 29 Account: 002

### Employer/Company Address

\* = Required

**Employer/Company Address**

Address Line 1 \*

Address Line 2

City \*

State \*

ZIP Code \*  -

# Manual Entry continued

Manual W-2 test [\[Change Company\]](#)  
EIN: 29 Account: 002

### Employee Filing

\* - Required

**Employee Info**

Social Security Number \*  -  -

First Name \*

Middle Name

Last Name \*

**Employee Address**

Address Line 1 \*

Address Line 2

City \*

State \*

ZIP Code \*  -

Country

# Manual Entry continued

Income & tips	Tax & benefits
1. Wages, tips, other compensation \$0.00 <input type="text"/>	2. Federal income tax withheld \$0.00 <input type="text"/>
3. Social Security wages \$0.00 <input type="text"/>	4. Social security tax withheld \$0.00 <input type="text"/>
5. Medicare wages and tips \$0.00 <input type="text"/>	6. Medicare tax withheld \$0.00 <input type="text"/>
7. Social security tips \$0.00 <input type="text"/>	8. Allocated tips \$0.00 <input type="text"/>
9. Advance EIC payment \$0.00 <input type="text"/>	10. Dependent care benefits \$0.00 <input type="text"/>

# Manual Entry continued

## 11. Nonqualified plans

[More information about Box 11.](#)

Section 457 distributions or contributions \$0.00

Not Section 457 dist. or contributions \$0.00

## 12. Codes

[Learn more about Codes.](#)

12a. Code - [v] \$0.00

12b. Code - [v] \$0.00

12c. Code - [v] \$0.00

12d. Code - [v] \$0.00

# Manual Entry continued

## 13. Employee Type

Check all that apply. [More about employee type.](#)

Statutory employee

Retirement plan

Third-party sick pay

## 14. Other

[See instructions for Box 14.](#)

Description [ ]

Amount \$0.00

Description [ ]

Amount \$0.00

# Manual Entry continued

**Idaho wages & tax**

16. State wages, tips, etc. \$0.00

17. State income tax withheld \$0.00

18. Local wages, tips, etc. \$0.00

19. Local income tax withheld \$0.00

20. Locality name

<< Cancel & Review    Save & Review >>    Add Another Employee >>

# Manual Entry Verification

**IDAHO FORM W-2**

[\[W-2 FAQ\]](#) [\[Logout\]](#)

**Manual W-2 test** [\[Company Main Page\]](#)

EIN: 29      Account: 002 [\[Change Company\]](#)

File Now	Employee Name	Idaho Wages	Idaho Withholding		
<input type="checkbox"/>	test taxpayer	\$0.00	\$0.00	<a href="#">delete</a>	<a href="#">review / edit</a>
<input type="button" value="Check All"/>	<b>Totals</b>	\$0.00	\$0.00		

<< Add Another Filing    File Checked W-2s >>

# Manual Entry Confirmation

**IDAHO FORM W-2**

[\[W-2 FAQ\]](#) [\[Logout\]](#)

**Manual W-2 test** [\[Company Main Page\]](#)  
EIN: 29 Account: 002 [\[Change Company\]](#)

File Now	Employee Name	Idaho Wages	Idaho Withholding	Review
No filings found				
<input type="button" value=" &lt;&lt; Add Another Filing"/>				

Processed Filings

Confirmation Number	Employee Name	Idaho Wages	Idaho Withholding	Review
3666	test taxpayer	\$0.00	\$0.00	<a href="#">review</a>

# Questions?



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