

Form W-2 Filing

Procedures for filing Form W-2 include the verification of accuracy of the data being reported. After running the W- 2 prelist, the following checks should be made:

1. FIT reported on prelist must agree with the amount reported during the year on Form 941.
2. SIT reported on prelist must agree with the amount reported during the year on Form DE-3DP.
3. Social Security wages as reported during the year on Form 941 must agree with amount as shown on prelist.
4. Medicare wages as reported during the year on Form 941 should be within \$1.00 of the amount reported on prelist.

If any W-2 adjustment is necessary, the change guidelines should be followed. W-2's will be printed on January xx, 200x and forwarded to districts for distribution to employees by the January xx deadline.

State Form DE-43 should be completed using the information as reported on the W-2 prelist. The form should be signed and returned to Xxxxx Xxxxx of this office by February xx, 200x.

If you have any questions, please contact Business Advisory Services.