



w2_create_submission_file

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Generate the W2REPORT file (i.e., submission file) and run it through the SSA's AccuWage program at www.socialsecurity.gov/employer. A detailed AccuWage guide can be found at www.socialsecurity.gov/employer/accuwage/. Caution: Do not continue the process until the W-2 Report file is verified through AccuWage. Human Resources > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms Report Enter the necessary parameter data. Be sure that the Validation Rpt (V); W2 Forms - Copy A (A), 3 Up (U), Non-preprinted 3 Up (N); or W2REPORT File (F) parameter is set to F (W2REPORT file). 2. Click Run Preview. Depending on your browser settings, you are prompted to save the file or it will automatically be saved for you. After saving the file, the following message is displayed. z Click OK to close the message and return to the W-2 Forms Report page. z Navigate to the appropriate folder to view the file. The file can be saved as a .txt or .csv file. 3. Click OK. The W-2 Process report is displayed.



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