

REGIONAL INCOME TAX AGENCY

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Electronic Media W-2 Reporting Frequently Asked Questions

Q: Where can I find the specifications for EFW2?

A: This is a Social Security Administration specification. It can be found at their web site at <http://www.ssa.gov/employer/07efw2.pdf>

Q: How can I submit my EFW2 file to RITA?

A: You can submit your file using the R.I.T.A. website, or copy the file to a CD and mail it to RITA. Submitting the file using the R.I.T.A. web site is the preferred method. This gives you immediate feedback if errors are found. The on line system will also give you feedback about the total wages and withholdings.

Q: When submitting on line, no errors are reported, but my total wages and withholdings are not what I expected. Why not?

A: The EFW2 file contains federal, state and local wage information. Since R.I.T.A. reads the local information we must allow for files that have information for R.I.T.A. or non-R.I.T.A. cities. For R.I.T.A. to use the information on a RS record, it must have a valid state code (39), a valid R.I.T.A. city code, and a valid Tax Type Code ("C" or "R").

Q: What are the valid city codes?

A: The list of valid R.I.T.A. city codes can be found on our web site at <http://www.ritaohio.com/business/pdf/CityCodeList.pdf>.

Q: What are the most common errors found in an EFW2 file?

A: The most common error is leaving a wage or other currency field blank instead of filling it with zeros. The second most common error is finding records that are not the required length of 512 characters.