

W-2s

Last Modified on 12/08/2021 1:50 pm CST

It is best to verify numbers carefully before ending the payroll month of December (and therefore ending the payroll year). These numbers can be verified by running the Employee Totals report using the *Period to Date* and *YTD* options and the Employee Totals report using the *By Check* option based on a *Date Range* from January 1 to December 31. If these numbers do not match, please contact SSI Support for further assistance.

Create W2 files

Within *Agvance Tax / W-2's*, preview and save W-2s.

Go to the *Electronic File* tab of the *Preview / Print W-2/W-3 Forms* window, select the correct *Tax Year*, and enter all necessary information for electronic filing. The *Output File Path* determines where the file will be saved. Select **Create File**.

The screenshot shows the 'Preview/Print W-2/W-3 Forms' window with the 'Electronic File' tab selected. The 'Tax Year' dropdown menu is highlighted with a red box and set to '2020'. The form contains the following fields and values:

Field	Value
Federal Emp. ID	98-7654321
Total 3rd Party Income Tax Withheld	
User ID	tt
Tax Year	2020
Output File Path	Y:\AVData\W2s\
Company Name	SSI Ag Supply & Services
Address	140 E South 1st St.
City	Shelbyville
State	IL
Zip	62565
Contact Name	Tommy Tester
Contact E-Mail	test@test.net
Contact Phone#	217-774-2105
Ext.	567
State Tax ID	

Buttons at the bottom: **Create File**, **Cancel**, **Launch Mag-Filer**, and **Import to Mag-Filer**. A blue tooltip message states: "This process will create an file named 'W2REPORT' in the specified output file path."

Importing W2 files

Once the file has been created, it may be imported into Mag-Filer including both Payer and Payee information. This may be done directly from Agvance or manually from within the Mag-Filer program.

To import the file directly from Agvance, select **Import to Mag-Filer**.

Preview/Print W-2/W-3 Forms

Setup Preview / Print Electronic File

Federal Emp. ID 98-7654321 Total 3rd Party Income Tax Withheld

User ID tt

Tax Year 2020

Output File Path Y:\AVData\W2s\

Company Name SSI Ag Supply & Services

Address 140 E South 1st St.

City Shelbyville State IL Zip 62565

Contact Name Tommy Tester

Contact E-Mail test@test.net

Contact Phone# 217-774-2105 Ext. 567

State Tax ID

This process will create an file named W2REPORT in the specified output file path.

Import to Mag-Filer

Create File Cancel Launch Mag-Filer

Agvance locates the file titled *W2REPORT.csv* and imports it into the Mag-Filer program which launches after the file is imported. If a username and password were created for the Mag-Filer database, there will be a prompt to enter User Login credentials.