

Department of Revenue W2 Submission FAQs

Q1.

What alternatives do I have to submit W2s?

Answer:

There are three ways to submit W2 information:

1. Enter Online – suited for employers that have 20-30 employees and do not have the ability to generate the EFW2 format file from their accounting package.
2. File Upload/Import as Comma Delimited File (CSV) – suitable for user with 100 or less businesses or an accounting package with payroll modules that can generate this file format.
3. File Upload/Import as Standard SSA EFW2 Format for 2016 – Suitable for users with an accounting package with payroll modules that can generate this file format.

Note: The user can select any of the three methods above. The recommendations above are only guidelines.

Q2.

What is the deadline for submitting W2s?

Answer:

- Due Date for W2 Submission to SSA is January 31, 2017.
- Due Date for W2 Submission to Employees is January 31, 2017.
- Due Date for W2 Submission to DOR is January 31, 2017.

Q3.

What equipment and software do I need to submit W2s?

Answer:

If you are entering W2 information online, you need a PC or workstation that is connected to the internet. If you are uploading a file, the file must be available to the PC or workstation so that it can be uploaded.

Q4.

Where can I find the acceptable formats for the CSV or EFW2/RS-1 formatted files?

Answer:

- [CSV Format](#)
- [RS-1 Format](#)

Q5.

Do I need to send my WH-1612 (Transmittal form) if I file on SCBOS?

Answer:

No, you do not need to send in your WH-1612 if you file through SCBOS.

Q6.

Will I be able to print copies of W2s to provide employees?

Answer:

No. Individual W2s cannot be printed using this program.

Q7.

What are the advantages of submitting W2s through SCBOS?

Answer:

- If you have a few employees, easy entry of information for each employee.
- If you choose to upload a file, you don't have to rely on the mail or carrier to deliver the information to the Dept. of Revenue.
- You are assured that the information is received by the Dept. of Revenue since, upon checkout, you receive a receipt and a transaction reference number.
- No paper. Today, most businesses use computers or services to keep payroll records. Accounting packages with a payroll module can produce, as an output, the appropriate file which can be uploaded. Payroll companies almost always have the capability to produce the appropriate file to upload. You do not have to mail any forms to the department.

- You are assured that the information submitted has been edited as being in an acceptable file format.
- The information will not be lost in the mail.
- Information that is transmitted will be encrypted and secure, unlike postal mail or carrier.

Q8.

Do I need a user name and password in order to use SCBOS for submitting W2s?

Answer:

Yes, every transaction is associated with the user who submitted the transaction.

Q9.

Is filing my W2 on SCBOS mandatory?

Answer:

SCBOS is the SCDOR preferred method to file your W2. If you file 250 or more W2s you must file using the SCBOS W2 Portal. If you file less than 250 W2s and are unable to file via SCBOS, you may file via paper or CD-ROM.

Q10.

Once I submit W2 information, can I submit changes/corrections electronically through SCBOS?

Answer:

No, you cannot submit changes/corrections through SCBOS at this time. Changes/corrections may, however, be submitted to the Dept. of Revenue. Contact the Withholding Unit at 803-896-1450.

Q11.

Do I have to report both dollars and cents?

Answer:

The wage fields must use dollars and cents but you enter the amount differently depending on the method of input:

- If you enter wages online through SCBOS, 100 entered is equivalent to \$100.00. 100.10 is equivalent to \$100.10.
- If you upload a file using the CSV format, wage entries are the same as if you were entering wages online, i.e., 100 is equivalent to \$100.00, 100.10 is equivalent to \$100.10.
- If you upload a file using the EFW2 format, the wage field must be 11 numeric digits, no decimal point and zero filled. \$100 is represented as 00000010000, \$100.10 is represented as 00000010010.

Q12.

Can I upload W2 information using EFW2/RS-1 text file?

Answer:

Yes, please see the acceptable file format on the W2 Portal Page under Instructions/Guides. Upon submitting the file, the file will be immediately edited and errors returned. You can submit the file as many times as you like in order to achieve an error-free submission.

Q13.

Will I have a record of what is submitted?

Answer:

Yes. For those choosing to enter W2 information directly online, there is the option to print a report of the information that was entered.

There is a confirmation page that may be printed prior to checkout. After checkout, a receipt listing the transactions and the questions asked/answered is generated. The receipt provides evidence of completion and is available immediately and upon returning to SCBOS.

Q14.

Do I need to do anything once I complete my W2 on SCBOS?

Answer:

No, as long as you have received an SCBOS receipt your filing is complete.

Q15.

Can I file 1099's through SCBOS?

Answer:

No, you cannot file 1099's through SCBOS at this time.

Q16.

Can I cancel a W2 submission after checking out?

Answer:

No. When you checkout, SCBOS immediately sends the information electronically to the Dept. of Revenue. You need to communicate changes/corrections to the Dept. of Revenue. Contact the Withholding Unit at 803-896-1450.

Q17.

Can I use the same user name and password to submit W2 information for multiple businesses?

Answer:

Yes, you can submit W2s for more than one business using the same user name and password. If you are uploading a file, the file itself can contain information for more than one business.

Q18.

How do I know if I have completed the submission?

Answer:

After checkout, a receipt listing the transactions and the questions asked/answered is generated. The receipt provides evidence of completion and is available immediately and upon returning to SCBOS.

Q19.

Is filing my W2 on SCBOS the same as filing my W3?

Answer:

Yes

Q20.

How do I correct errors after uploading a file?

Answer:

The first X records are available to be displayed in your browser. At the bottom of the screen, there is a link that enables you to download an error file in text format.

Q21.

Can I make a payment when submitting W2 information?

Answer:

No.

Q22.

Does the SCBOS W2 filing take the place of forms/filings that would normally be sent to the Social Security Administration?

Answer:

No, filing the W2 on SCBOS is specific to filing with the South Carolina Department of Revenue.

Q23.

Can I enter W2 information for any tax year?

Answer:

No. Currently, you can enter W2 information for tax year 2011 and forward. If a business closes during a calendar year and W-2's prepared, they can be filed at that time to ensure compliance with the filing requirement. If W-2's are filed at this time, they

should not be filed again at year end. The required Form WH1606 Fourth Quarter/Annual Reconciliation can also be filed at any time during the year.

Q24.

Is there a maximum file size that can be uploaded?

Answer:

Yes, 10 megabytes.

Q25.

Can I upload W2 information using a comma separated value file text file?

Answer:

Yes - see our [CSV File Upload instructions](#). Upon submitting the file, the file will be immediately edited and errors returned. You can submit the file as many times as you like in order to achieve an error free submission.

Q26.

Can I submit multiple businesses on one file upload?

Answer:

Yes, just follow the structure and format for the EFW2 file format per specifications noted on W2 Portal Page under Instructions/Guides. Be sure that you have multiple sets of information beginning with the RE record type. The entire file, not just the information for one business, is either accepted or rejected. Multiple businesses cannot be filed using a CSV formatted file. Of course you can file each business separately using any of the three ways to submit W-2 information.

Q27.

Can I zip the file that I am uploading?

Answer:

Yes, you can upload a .zip file.

Q28.

What are the tradeoffs of uploading a file containing businesses one at a time or all at once?

Answer:

SCBOS accepts or rejects the entire file. SCBOS does not take partial submissions. If the file contains W2 information for a business having thousands of employees, it is recommended that you submit this business separately.

It is possible in SCBOS to put in the shopping cart many submissions then check them out all at once. While this is technically possible, it is not recommended.

Q29.

Is the Web upload of a file secure?

Answer:

All information between your Web browser and SCBOS computers is encrypted. Once the information is entered/uploaded through your browser, the information is passed through SCBOS firewalls, received by SCBOS computers and processed under secure conditions.

Q30.

Can I produce a CSV file from my payroll package?

Answer:

If the help section or user guide to your software does not tell you how to do this, you will need to contact your software vendor to determine this.

Q31.

Can I send a CD-ROM if the Portal rejects my file?

Answer:

If you send in a CD it will be passed through the exact same validation used on the SCBOS site. If your file is failing on the SCBOS site, it will fail when passed through the CD validation as well. You should work to correct errors identified in the validation process. The W-2 Portal is the preferred method for submitting W-2 information.

Q32.

Can I file an extension through SCBOS?

Answer:

No, you cannot submit an extension through SCBOS at this time. Extension requests may, however, be submitted to the Dept. of Revenue, Withholding Section.

Q33.

Can I submit the same EFW2 file to SCBOS that I submitted to the IRS?

Answer:

Yes, if the RS (State) records are included and formatted according to [EFW2/RS-1 requirements](#).

The structure of the file is as follows:

- RA – Submitter Record (Required)
- RE – Employer Record (Required)
- RW – Employer Wage Record (Required)
- RO – Employer Wage Record (Not Required)
- RS – State Record (Required)
- RT – Total Record (Required)
- RU – Total Record (Not Required)
- RV – State Total Record (Not Required)
- RF – Final Record (Required)

The file uploaded using this format must be a txt file.

Q34.

How long are the submission receipts available in SCBOS?

Answer:

3 years.