

SCBOS Web Upload CSV File Instructions

There is the option to upload W2 Filing information in a csv (Comma Separated Values) format.

Below is an example of the csv file opened in notepad:

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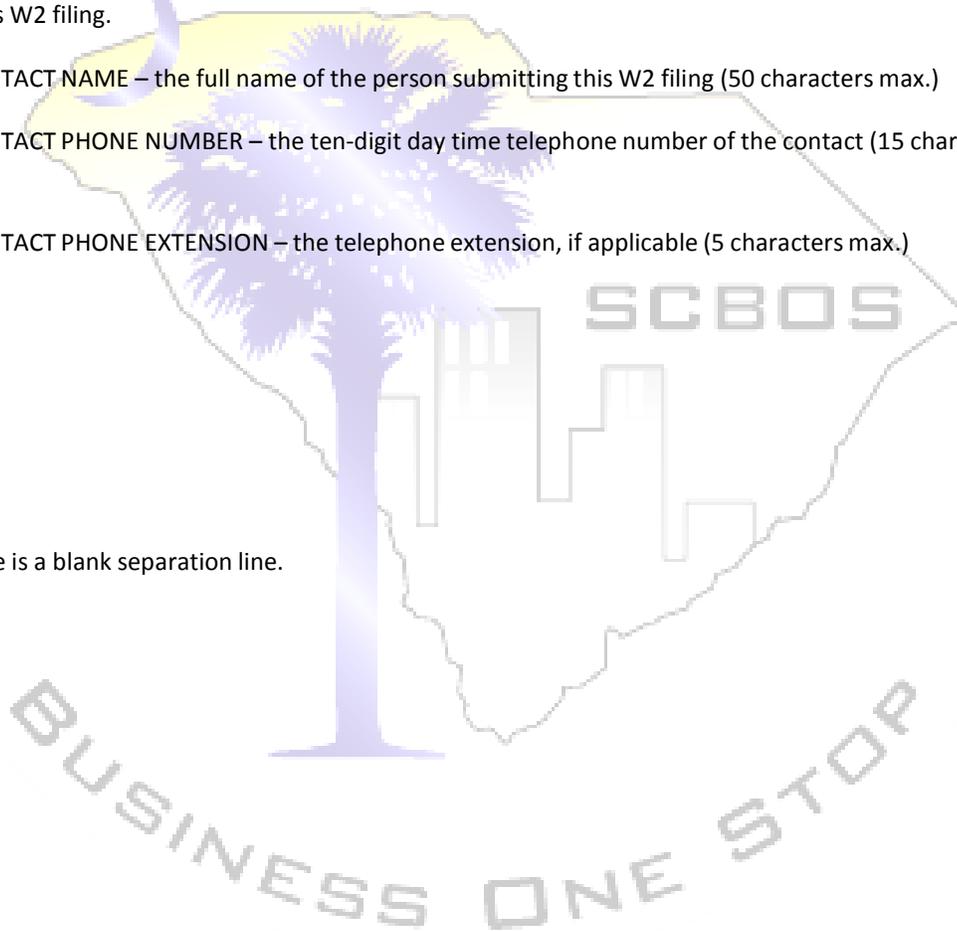
Draft w2CSV_v4.csv - Notepad
File Edit Format View Help
RECORD TYPE,COMPANY NAME,EIN/SSN,CONTACT NAME,CONTACT PHONE NUMBER,CONTACT PHONE EXTENSION
SUBMITTER,TEST COMPANY,999999999,THE CONTACT,803888890,125
RECORD TYPE,YEAR,EMPLOYER NAME,EIN/SSN,SC WITHHOLDING FILE NUMBER,DELIVERY ADDRESS,CITY,STATE ABBREVIATION,ZIP CODE,FOREIGN STATE/PROVINCE,FOREIGN POSTAL CODE,COUNTRY CODE
EMPLOYER,2011,TEST COMPANY,999999999,9999999,123 MAIN ST,COLUMBIA,SC,29201,,
RECORD TYPE,SSN,FIRST NAME,MIDDLE NAME OR INITIAL,LAST NAME,SUFFIX,"TOTAL WAGES, TIPS AND OTHER COMPENSATION",SC TAXABLE WAGES,SC INCOME TAX WITHHELD,MAILING ADDRESS,CITY,STATE ABBREVIATION,ZIP CODE,ZIP CODE EXTENSION,FOREIGN STATE/PROVINCE
EMPLOYEEWAGE,888888888,JOHN,Q,PUBLIC,SR,8999.9,346.78,34.68,1225 STREET NAME,COLUMBIA,SC,29202,1225,,
EMPLOYEEWAGE,899999999,GEORGE,,PUBLIC,,SR,74378.9345,768.445 STREET NAME,COLUMBIA,SC,29202,445,,
EMPLOYEEWAGE,777777777,KAREN,,PUBLIC,,34567.21,4356.85,643.53,555 STREET NAME,COLUMBIA,SC,29202,555,,
    
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Below is an example of the csv file opened in Microsoft Office Excel:

RECORD TYPE	COMPANY NAME	EIN/SSN	CONTACT NAME	CONTACT PHONE NUMBER	CONTACT PHONE EXTENSION												
SUBMITTER	TEST COMPANY	999999999	THE CONTACT	803888890	125												
RECORD TYPE	YEAR	EMPLOYER NAME	EIN/SSN	SC WITHHOLDING FILE NUMBE	DELIVERY ADDRESS	CITY	STATE ABBREVIATION	ZIP CODE	FOREIGN STATE/PROVINCE	FOREIGN POSTAL CODE	COUNTRY CODE						
EMPLOYER	2011	TEST COMPANY	999999999	9999999	123 MAIN ST	COLUMBIA	SC	29201									
RECORD TYPE	SSN	FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	SUFFIX	TOTAL WAGES, TIPS AND OTHER COMPENSATION	SC TAXABLE WAGES	SC INCOME TAX WITHHELD	MAILING ADDRESS	CITY	STATE ABBREVIATION	ZIP CODE	ZIP CODE EXTENSION	FOREIGN STATE/PROVINCE	FOREIGN POSTAL CODE	COUNTRY CODE	
EMPLOYEEWAGE	888888888	JOHN	Q	PUBLIC	SR	8999.9	346.78	34.68	1225 STREET NAME	COLUMBIA	SC	29202	1225				
EMPLOYEEWAGE	899999999	GEORGE		PUBLIC	SR	74378.9345	9345	768.445	555 STREET NAME	COLUMBIA	SC	29202	445				
EMPLOYEEWAGE	777777777	KAREN		PUBLIC		34567.21	4356.85	643.53	555 STREET NAME	COLUMBIA	SC	29202	555				

W2 Comma Separated Values (csv) Instructions

- The first line contains SUBMITTER Information labels. These labels describe the information in each column of the SUBMITTER Information record. The W2 filer should not edit or delete this row.
- The second line contains the SUBMITTER Information. The company submitting this filing will enter the appropriate information in this row.
- There will be only one SUBMITTER Information record.
- The SUBMITTER Information columns (in order) are:
 - . RECORD TYPE – identifies type of record. Will be “SUBMITTER”.
 - . COMPANY NAME – identifies the company submitting this W2 filing to SCDOR (50 characters max.)
 - . EIN/SSN – the 9-digit Employer Identification Number (or Social Security Number) of the company submitting this W2 filing.
 - . CONTACT NAME – the full name of the person submitting this W2 filing (50 characters max.)
 - . CONTACT PHONE NUMBER – the ten-digit day time telephone number of the contact (15 characters max.)
 - . CONTACT PHONE EXTENSION – the telephone extension, if applicable (5 characters max.)
- The third line is a blank separation line.



W2 Comma Separated Values (csv) Instructions

- The fourth line contains EMPLOYER labels. These labels describe the information in each column of an EMPLOYER record. The W2 filer should not edit or delete this row.

- The fifth line contains the EMPLOYER Information. Enter the appropriate information in this row for the EMPLOYER for which the W2 filing is made.

- There will be only one EMPLOYER Information record.

- The EMPLOYER Information columns (in order) are:

- . RECORD TYPE – identifies type of record. Will be “EMPLOYER”.

- . YEAR – the 4-digit filing tax year. (YYYY)

- . EMPLOYER NAME – identifies the Employer for which this W2 filing is submitted to SCDOR. (50 characters max.)

- . EIN/SSN – the 9-digit Employer Identification Number (or Social Security Number) of the Employer

- . SC WITHHOLDING FILE NUMBER – the 9-digit Withholding file number for the Employer.

- . DELIVERY ADDRESS – Employer’s mailing address. (22 characters max.)

- . CITY – Employer’s mailing city. (22 characters max.)

- . STATE ABBREVIATION – 2-character Employer’s mailing state abbreviation.

- . ZIP CODE – 5-digit Employer’s mailing postal code.

- . FOREIGN STATE/PROVINCE – Employer’s foreign mailing state/province (if applicable). (22 characters max.)

- . FOREIGN POSTAL CODE – Employer’s foreign mailing postal code (if applicable). (15 characters max.)

- . COUNTRY CODE – 2-digit Employer’s mailing foreign country code (if applicable).

- The sixth line is a blank separation line.

W2 Comma Separated Values (csv) Instructions

- The seventh line contains EMPLOYEEWAGE labels. These labels describe the information in each column of an EMPLOYEEWAGE record. The W2 filer should not edit or delete this row.
- The eighth line contains the EMPLOYEEWAGE Information. Beginning on the eighth line, enter the appropriate information for each W2 issued to an employee.
- Create an EMPLOYEEWAGE record for each W2 issued.
- The EMPLOYEEWAGE Information columns (in order) are:
 - . RECORD TYPE – identifies type of record. Will be “EMPLOYEEWAGE”.
 - . SSN – the 9-digit Social Security Number of the Employee
 - . FIRST NAME – Employee’s first name (15 characters max.)
 - . MIDDLE NAME OR INITIAL – Employee’s middle name or initial (15 characters max.)
 - . LAST NAME – Employee’s last name (20 characters max.)
 - . SUFFIX – Employee’s suffix (if applicable) (4 characters max.)
 - . TOTAL WAGES, TIPS AND OTHER COMPENSATION – Total Wages, Tips, and other compensation shown in Box 1 on the Employee’s W2. (up to 10 digits)
 - . SC TAXABLE WAGES – Employee’s total wages taxable in South Carolina (up to 10 digits)
 - . SC INCOME TAX WITHHELD – Employee’s total taxes withheld on SC Taxable Wages (up to 10 digits)
 - . MAILING ADDRESS – Employee’s mailing address. (22 characters max.)
 - . CITY – Employee’s mailing city. (22 characters max.)
 - . STATE ABBREVIATION – 2-character Employee’s mailing state abbreviation.
 - . ZIP CODE – 5-digit Employee’s mailing postal code.
 - . ZIP CODE EXTENSION – 4-digit Employee’s mailing postal code extension.
 - . FOREIGN STATE/PROVINCE – Employee’s foreign mailing state/province (if applicable). (22 characters max.)
 - . FOREIGN POSTAL CODE – Employee’s foreign mailing postal code (if applicable). (15 characters max.)
 - . COUNTRY CODE – 2-digit Employee’s mailing foreign country code (if applicable).
- Minimum number of EMPLOYEEWAGE records: 1
- Maximum number of EMPLOYEEWAGE records: 249