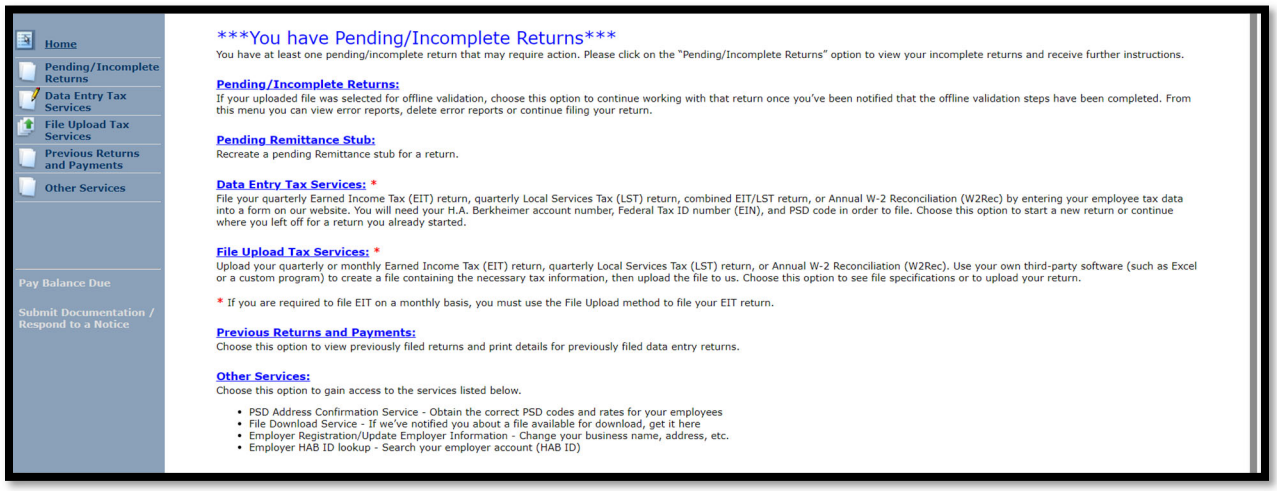
W2-R Annual Reconciliation

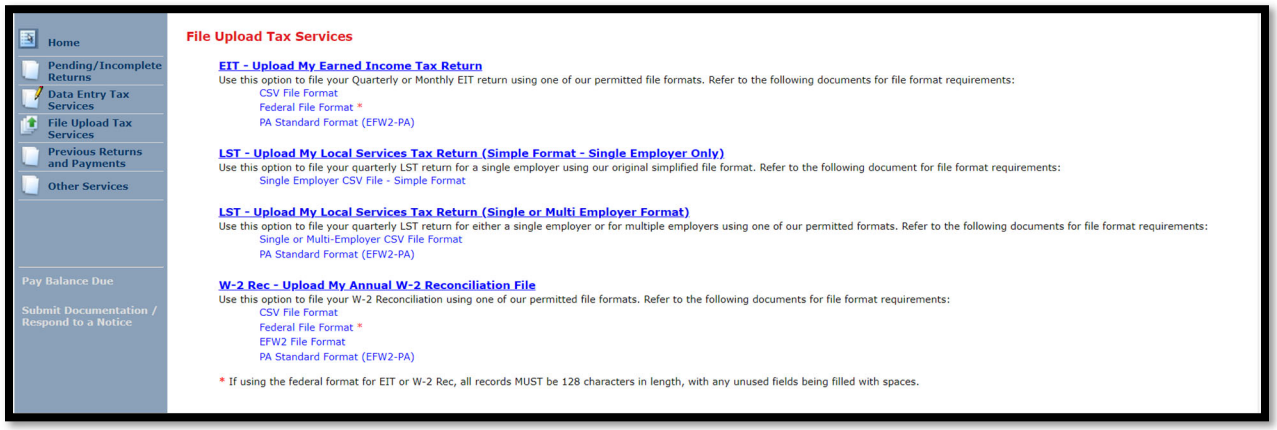
Earned Income Tax Withheld From Wages
e-File using Our Upload Service

- The service is available to all employers that are not required to file monthly and use the upload option.
- We DO NOT need the hard copy W2s mailed to us.
- If hard copy W2s are needed, we will write for them.

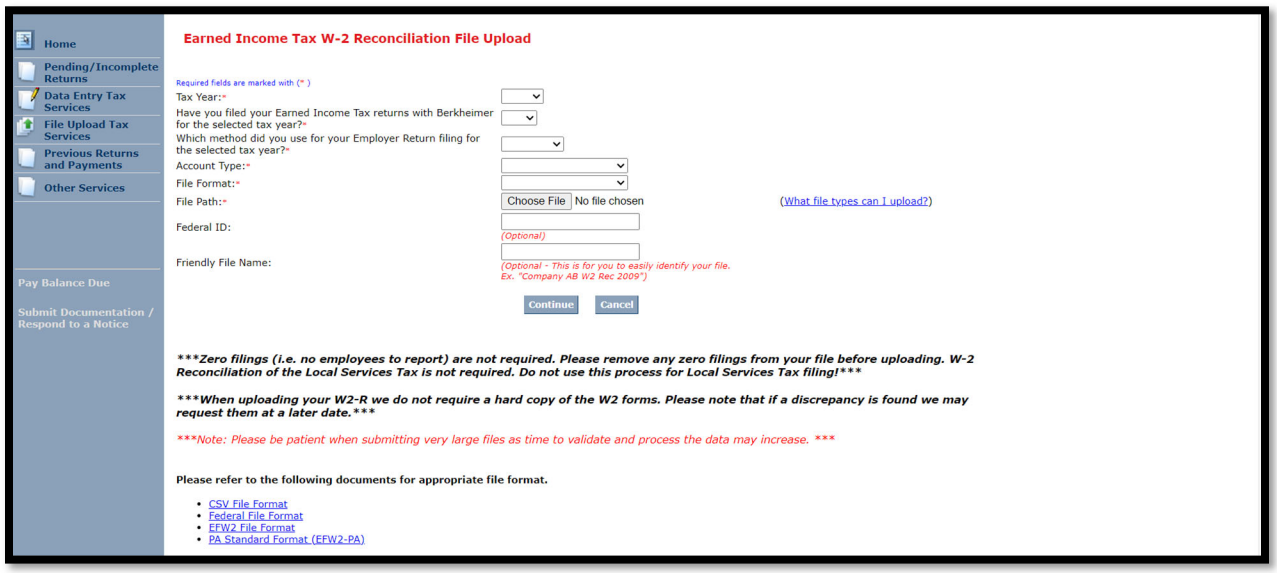
1. Go to our Employer Electronic Filing Site.
2. Review the 4 filing formats.
    a CSV File – a sample report is on page 4.
    b Federal File
    c PA Standard (EFW2-PA)
    d EFW2 File
3. Create a report using 1 of the 4 different formats.
4. Create an account or login.
    a If you do not already have an account, click on create a new account.
    b If you already have an account, enter your email and password and login.
5. File Upload Tax Services



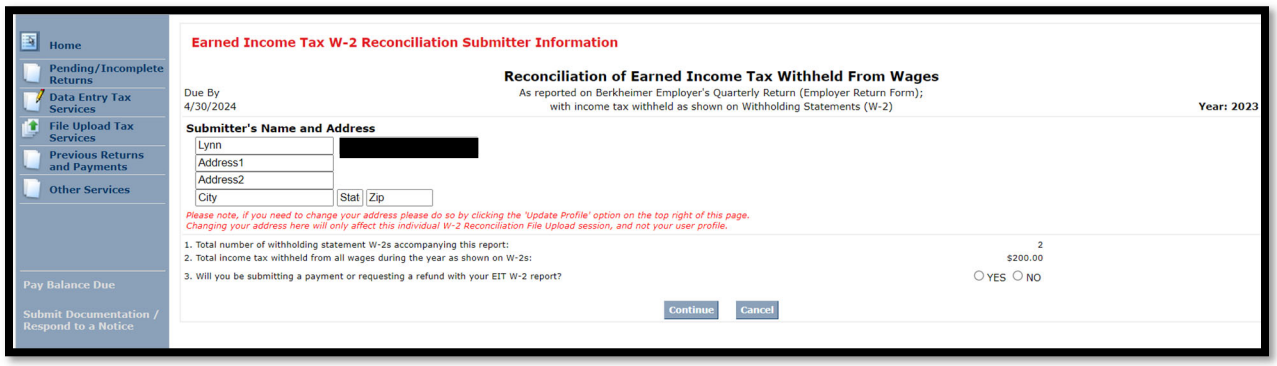
6. W-2 Rec – Upload My Annual W-2 Reconciliation File



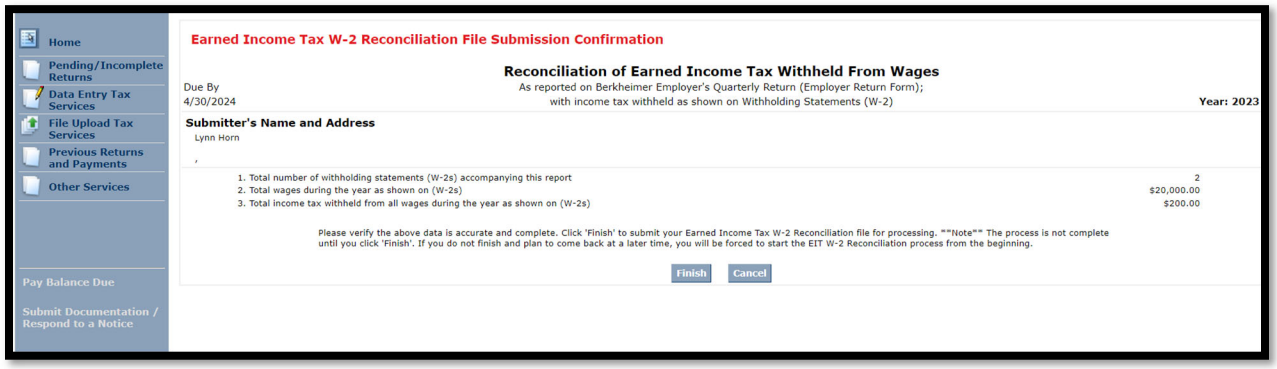
7. Complete the require fields indicated by an *
8. Continue



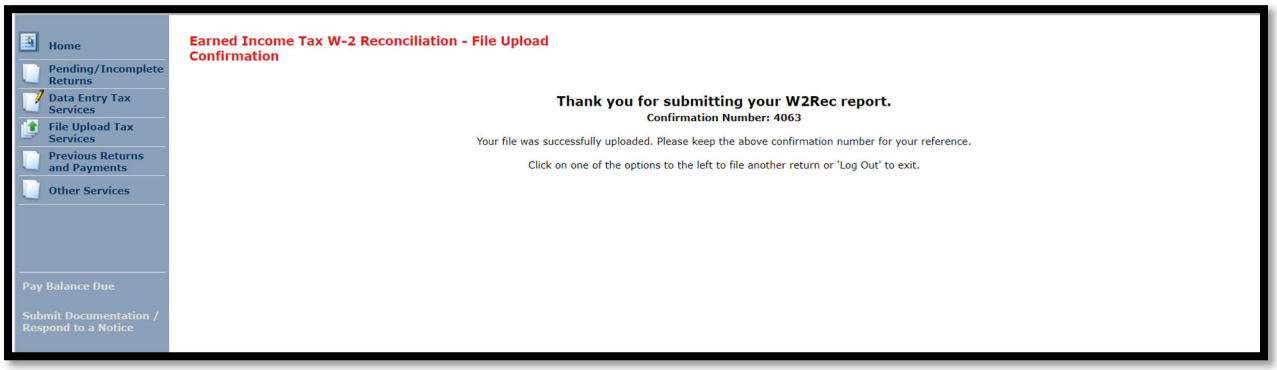
9. Review the information.
10. Answer the question.
11. Continue



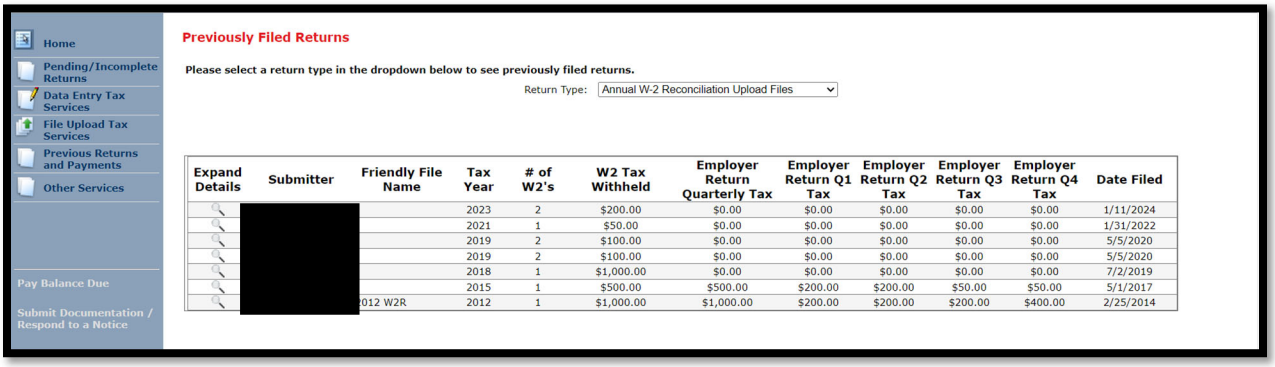
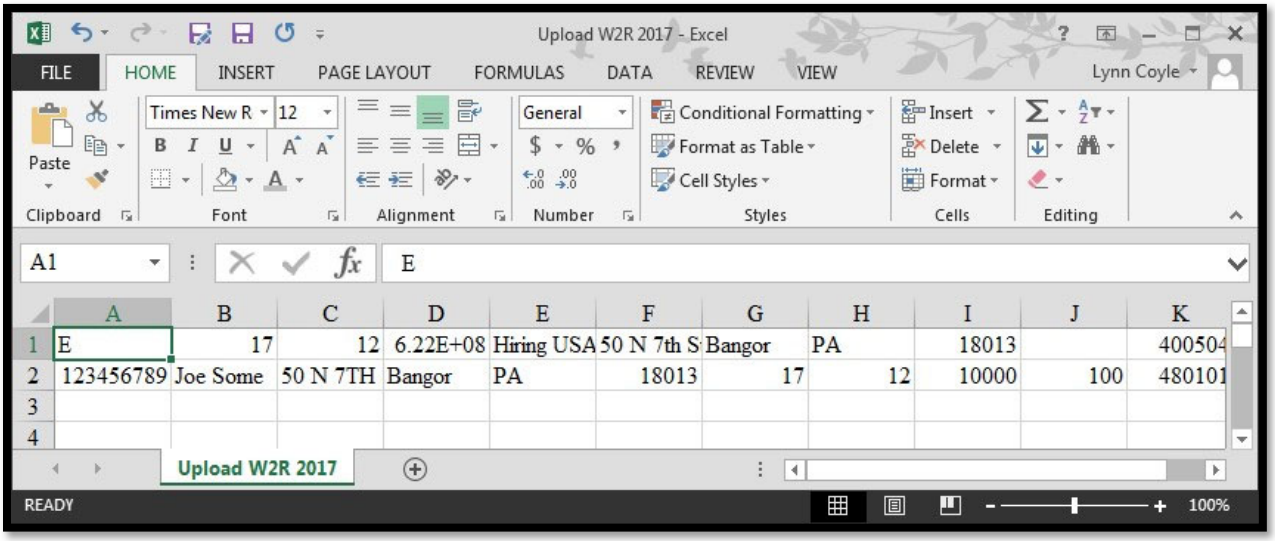
12. Review the information.
13. Finish



14. Confirmation Number is displayed and emailed.



The return information can be found on the Previously Filed Returns and Payments page.



File Path – Sample of the CSV format