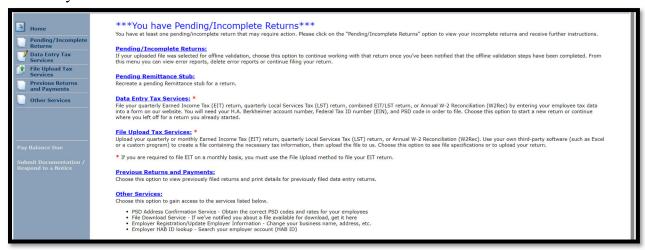


W2-R Annual Reconciliation

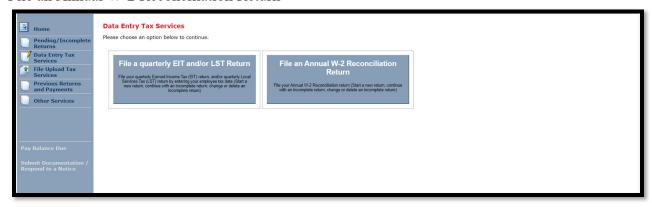
Earned Income Tax Withheld From Wages e-File using Our Data Entry Tax Service

- Data Entry W-2 reconciliation can be used by everyone except for monthly filing employers that are required to 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. 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.
- 3. Data Entry Tax Services

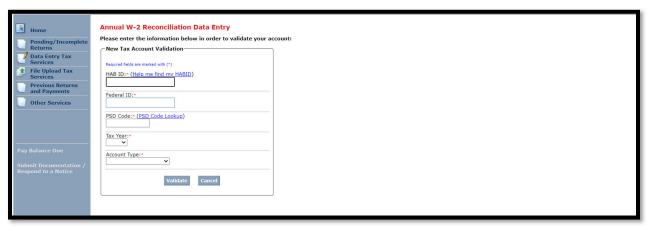




4. File an Annual W-2 Reconciliation Return



- 5. Complete the required fields.
- 6. Validate



- 7. Review the information.
 - a. If the information is incorrect, please contact us to make the appropriate changes.
- 8. Confirm & Continue



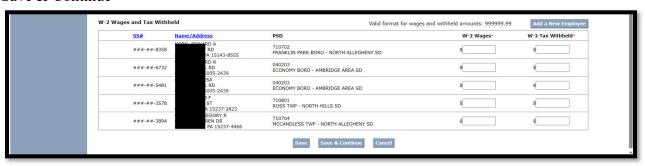
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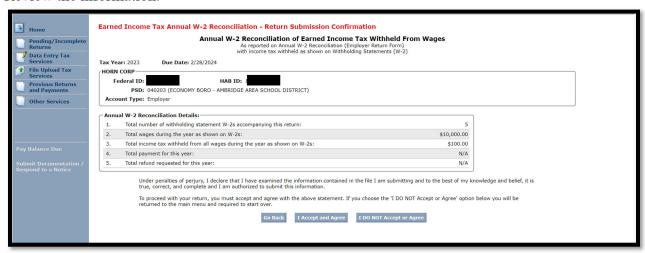
9. Annual W-2 Reconciliation Totals – complete the required fields.



- 10. W-2 Wages and Tax Withheld complete the required fields.
- 11. Save & Continue



12. Review the information.





- 13. Confirmation Number is displayed and sent via email.
- 14. Download W-2 Rec Report



The download can also be found on the Previously Filed Returns and Payments page.

