

FYI – For Your Information

Methods of Filing Colorado Annual W-2 Tax Data

GENERAL INFORMATION

There are currently four methods of filing Colorado annual withholding data: 1) magnetic tape, 2) floppy diskette, 3) Electronic Data Interchange (EDI), and 4) paper W-2s. A "Transmittal of State W-2s" (DR 1093) paper form must accompany your data submission. Effective January 1, 1999 all companies required to file magnetic media with the federal government must also file media to the state. While the Department of Revenue accepts paper W-2s, it encourages conversion to the filing of withholding data via magnetic media. Annual W-2 tax data is due on February 28, or within 30 days of termination as an employer. **Employers who file their annual W-2 data by any of the electronic methods listed above should not send paper W-2s to the Department of Revenue.**

Effective for all periods on or after January 1, 2000 employers must deduct all state wage withholding in whole dollar amounts.

FILING W-2 TAX DATA BY EDI

Taxpayers can get more information about filing their annual W-2 tax data electronically by calling (303) 866-5740, ext. 260. Filing by EDI requires a computer and modem to dial into an electronic bulletin board system (BBS). All data transmitted is confidential and is immediately processed and removed from the BBS. EDI follows the same format as filing with diskette or tape.

FILING W-2 TAX DATA ON DISKETTE

The DOR can accommodate either 3 1/2 inch or 5 1/4 inch diskettes. **Do not submit 8 inch diskettes.** When using floppy diskettes, A, B, E, S and F records are required. The employee information must be in the format of the S record specifications outlined in the Social Security Administration publication entitled, *Magnetic Media Reporting Publication 42-007 TIB-4*. The DOR can provide you with these diskette format specifications. Diskettes with W-2 information not in the required format will be returned for reformatting, as they will be unreadable by DOR computers.

FILING W-2 TAX DATA ON MAGNETIC TAPE

The Colorado Department of Revenue can accept tapes if the format and procedures as outlined in the TIB-4 are followed. If there is any problem with the format or content of the tapes, the DOR will return the tapes.

Information Submitted With Tapes

- 1) Transmittal letter: Include an explanation of the formatting of the tape. Extended Binary Coded Decimal Interchange (EBCDIC) is preferred, but American Standard Character Code for Information Interchange (ASCII) is acceptable. Also, state in your letter the number of labels you've included, record length and block size.



Colorado Department of Revenue
Taxpayer Service Division
1375 Sherman St.
Denver, Colorado 80261

Sales Tax: (303) 232-2416
Withholding Tax: (303) 232-2416
Income Tax: (303) 232-2446
Severance Tax: (303) 232-2446
Fuel Tax: (303) 205-5967

- 2) Two standard labels are preferred.
- 3) Records to be submitted:
 1. A record - required.
 2. B record - required.
 3. E record - required.
 4. W record - optional.
 5. S record - required (see table, page 2).
 6. I record - optional
 7. T record - optional.
 8. F record - required.

Submissions not containing S records will be returned.

Tape Specifications

All submitted tapes must be as follows:

- 1) Nine track.
- 2) 1600 or 6250 BPI.
- 3) Odd parity.
- 4) EBCDIC data representation is preferred, but ASCII is acceptable.
- 5) Standard labels are preferred. Maximum of two.
- 6) 3480 cartridges are acceptable.

HOW TO SUBMIT MAGNETIC MEDIA

Tapes and diskettes must be externally labeled with the company name and information about the submitted data. Include a completed "Transmittal of State W-2s" (DR 1093) paper form with your submission. If a balance or refund is calculated you must submit DR 1093 otherwise the department will file one on your behalf. Tapes and diskettes should be sent by February 28 to Data Control Supervisor, Colorado Department of Revenue, 1375 Sherman St., Denver, CO 80261.

FURTHER INFORMATION

For more detailed information on your obligations as a Colorado withholding tax agent, see the ***Colorado Income Tax Withholding Tables*** booklet (DRP 1098). This booklet includes instructions for filling out the DR 1093 "Transmittal of State W-2s" form, and also contains the tables you must use to compute your Colorado withholding tax. For more information on related topics, consult the following DOR publications:

- FYI General 1 "Department of Revenue Publications";
- FYI General 8 "The FYI Program - Index and General Information";
- FYI Withholding 5 "Colorado Withholding Tax Requirements."

Single FYIs are free from the Taxpayer Service Division. They may be obtained at any statewide taxpayer service center; or by writing to the Colorado Department of Revenue, 1375 Sherman St., Denver, CO 80261; or by calling the DOR Forms Hotline at (303) 232-2414. Please use the FYI number (General 1, Sales 9, etc.) when ordering FYI publications.

For a complete set of FYIs (approximately 130 on sales, income, excise and withholding taxes), you may purchase ***The Complete Book of FYIs*** at low cost from the State Forms Center, Division of Correctional Industries, 4200 Garfield St., Denver, CO 80216. An order form is contained in FYI General 1, or call the State Forms Center, (303) 321-4164, for ordering information. FYIs and commonly used forms are available on the Web at www.revenue.state.co.us