

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 or cartridge, (2) floppy diskette, (3) e-mail, (4) paper W-2s.

Effective January 1, 1999 any employer with more than 250 employees is required to file magnetic media with the State. While the Department of Revenue continues to accept paper W-2s from those not meeting this requirement, it encourages voluntary conversion to magnetic media. The Colorado Department of Revenue does **not** accept filing extensions for wage and withholding data, nor is there a special due date for electronic filers. 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.)** C.R.S. 39-22-604(6)(b).

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

Taxpayers can get more information about filing their annual W-2 tax data using magnetic media by calling (303) 866-5740, ext. 260.

INFORMATION ON MAGNETIC MEDIA FILING

The Colorado Department of Revenue currently accepts magnetic media formatted in the Social Security Administration 42-007 TIB-4 or MMREF publications. As the TIB-4 format has

been phased out of IRS and SSA filings, Colorado may implement the same in upcoming years. If there is any problem with the format or content of the magnetic media, the Department of Revenue will notify you and request the media be corrected.

Format Records To Be Submitted

TIB 4		MMREF
1.	A record - required	RA record - required
2.	B record - required	RE record - required
3.	E record - required	RW record - optional
4.	W record - optional	RS record - required
5.	S record - required	RT record - optional
6.	I record - optional	RF record - optional
7.	T record - optional	
8.	F record - optional	

The employee information for the State (S/RS record) must be included. Additionally, each Colorado employee record must include the State code of "08" where required (MMREF-1). Submissions not containing the above required records will be returned and must be corrected and resubmitted.

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



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

Forms: (303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)
Fuel Tax: (303) 205-5602

www.taxcolorado.com

HOW TO SUBMIT MAGNETIC MEDIA

Tapes and diskettes must be externally labeled with the company name and information about the submitted data. If a balance due or refund is calculated, you must submit a "Transmittal of State W-2s" (DR 1093). Otherwise, the Department of Revenue will file a zero 1093 on your behalf. The annual W-2 data must be sent by February 28. Tapes, disks, and paper W-2s should be mailed to Data Control Supervisor, Colorado Department of Revenue, 1375 Sherman Street, Denver, Co 80261. If using e-mail, send data to fairshare@spike.dor.state.co.us

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). The DRP 1098 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.

Additional FYIs and commonly used forms are available on the Web at www.taxcolorado.com