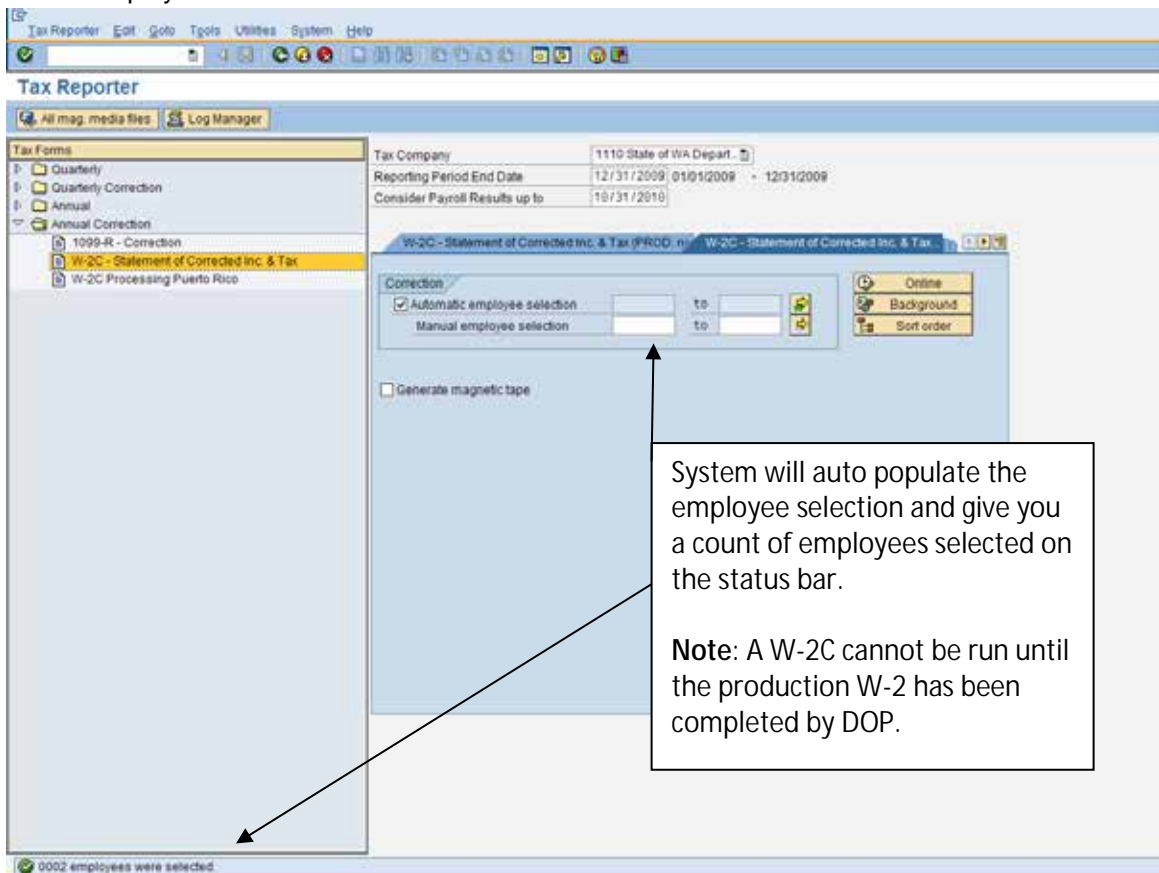# How to run a form W-2C in test mode

Form W-2C

1. Execute the Tax Reporter by entering transaction PU19 in the command field
2. Enter the appropriate Tax Company
3. Enter date in Reporting Period End Date – 12/31/CCYY (ex: 2009)
4. Enter date in Consider Payroll Results up to – 10/30/2010 (ex: last period processed)
5. Click the arrow in front of Annual Correction on the left side of the screen
6. Click on W-2C – Statement of Corrected Inc. & Tax
7. Select tab labeled W-2C – Statement of Corrected Inc. & Tax (Test run)
8. Production screen will default with options that need to be deselected:

Note: Prior to executing any form in the Tax Reporter, review the Tax Reporter Log Manager to see if the form has already been run within the past seven days

1. Hit enter or click on the green check mark and the system will automatically populate the employee selection


System will auto populate the employee selection and give you a count of employees selected on the status bar.

Note: A W-2C cannot be run until the production W-2 has been completed by DOP.

Running the W-2C on line

Note: If running for more than six employee's background is recommended.

1. Click on 'Test On-Line' to the right of the selection area
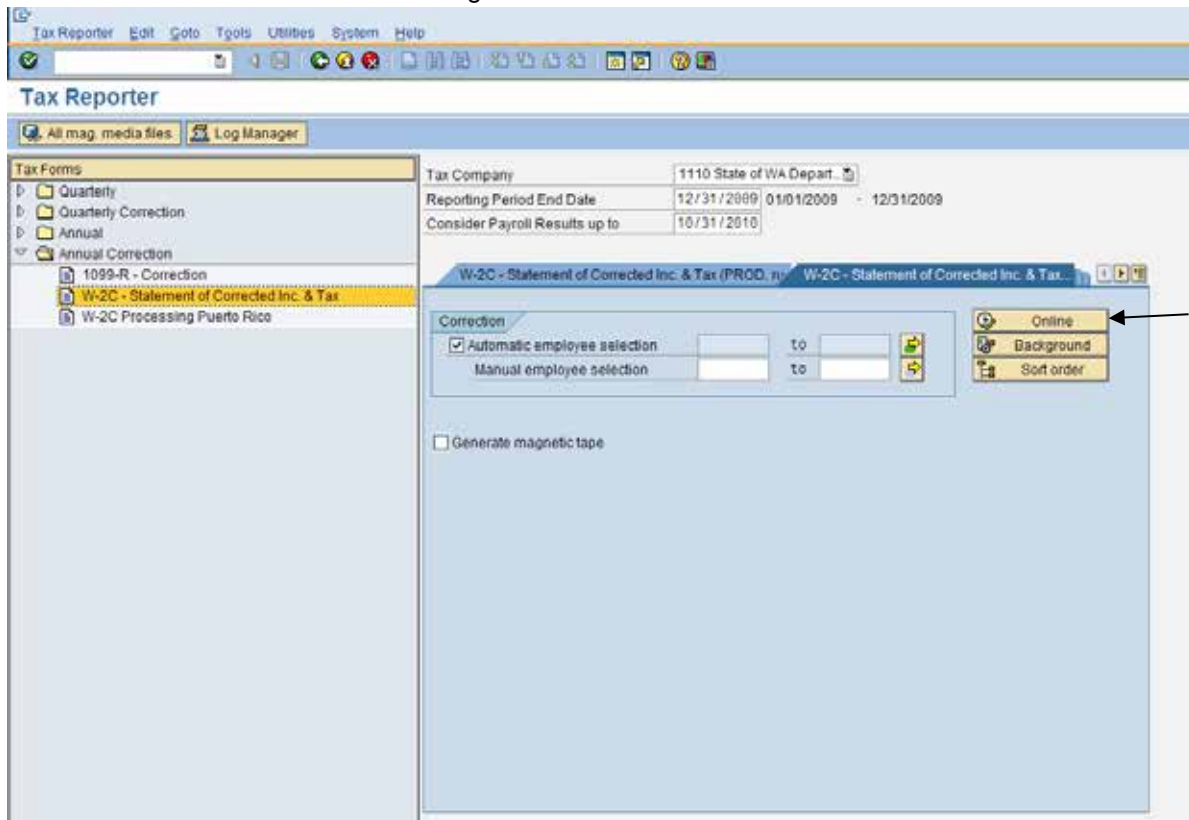
2. Upon completion the Tax Reporter Output will appear. Click the (⊞) in front of the Forms then double click on the title of the form you would like to review.
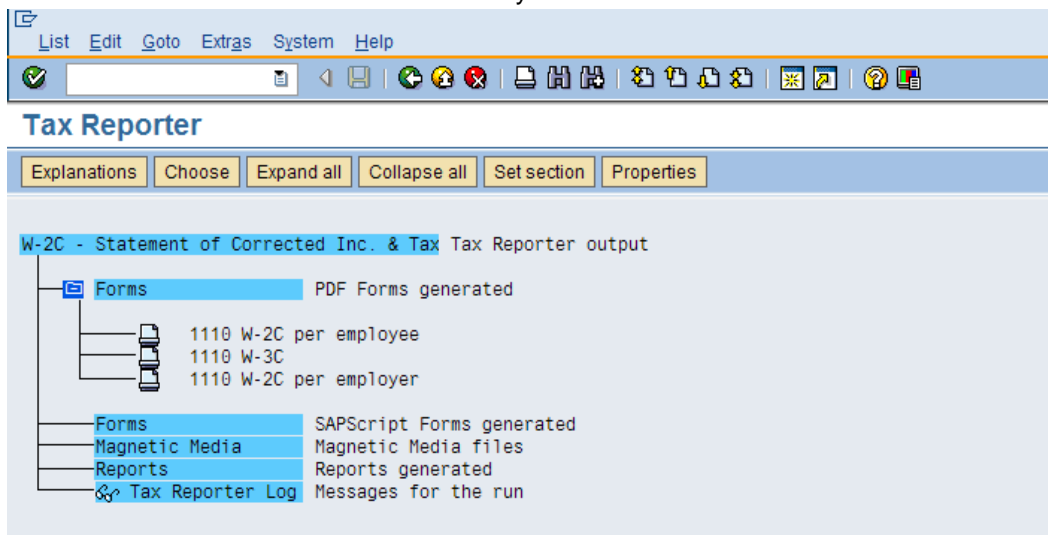
3. If the employee or employer W-2C is selected you will receive a separate form for each employee. There are two ways to open these forms, 1. Highlight the line and select the display glass' 2. Double click on the line. Either way will open the form in PDF viewing format.


Please note: The following is a fictitious employee.

44444	For Official Use Only ▶ OMB No. 1545-0008		Safe, accurate, FAST! Use	IRS e~file	Visit the IRS Web Site at www.irs.gov.

a Employer's name, address, and ZIP code	c Tax year/Form corrected	d Employee's correct SSN
State of WA Department of Personnel PO Box 47500 Olympia WA 98504-7500	2009 / W-2	500-10-1684

e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) ☐

Complete boxes f and/or g only if incorrect on form **previously filed** ▶

f Employee's **previously reported** SSN

b Employer's Federal EIN 91-0940493	g Employee's **previously reported** name

h Employee's first name and initial	Last name	Suff.
AMY	FUSCHIA	

00000107
AMY   FUSCHIA
24 BIRTHDAY LN

LACEY WA 98516
i Employee's address and ZIP code

Note: Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the Instructions for Forms W-2c and W-3c, boxes 5 and 6).

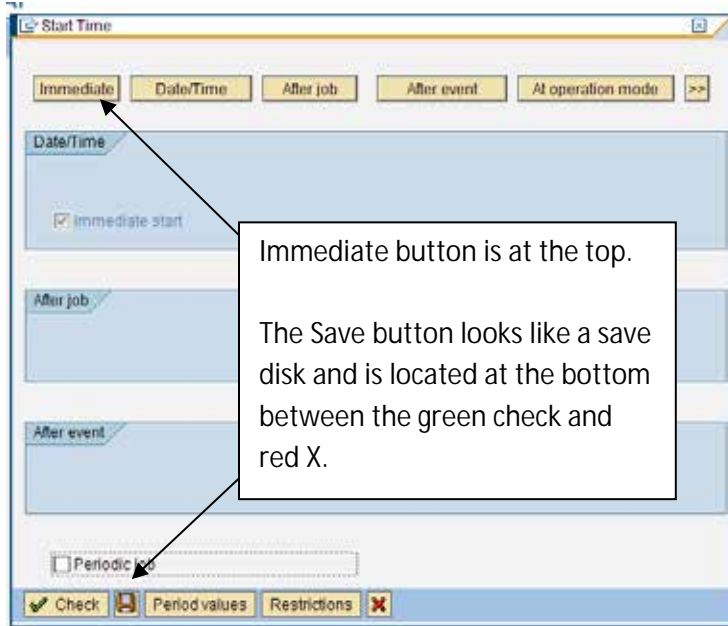| Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation 58117.50	1 Wages, tips, other compensation 55350.00	2 Federal income tax withheld 10278.66	2 Federal income tax withheld 9789.20
3 Social security wages 58117.50	3 Social security wages 55350.00	4 Social security tax withheld 3603.29	4 Social security tax withheld 3431.70
5 Medicare wages and tips 58117.50	5 Medicare wages and tips 55350.00	6 Medicare tax withheld 842.70	6 Medicare tax withheld 802.58
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips
9 Advance EIC payment	9 Advance EIC payment	10 Dependent care benefits	10 Dependent care benefits
11 Nonqualified plans	11 Nonqualified plans	12a See instructions for box 12	12a See instructions for box 12
13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	12b	12b
14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d

3

Running the W-2C in the Background

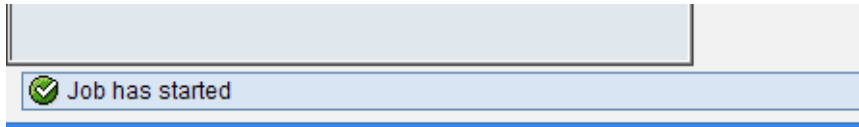**Note**: Recommended if running six or more employees.

1. Click on 'Test Background' to the right of the selection area
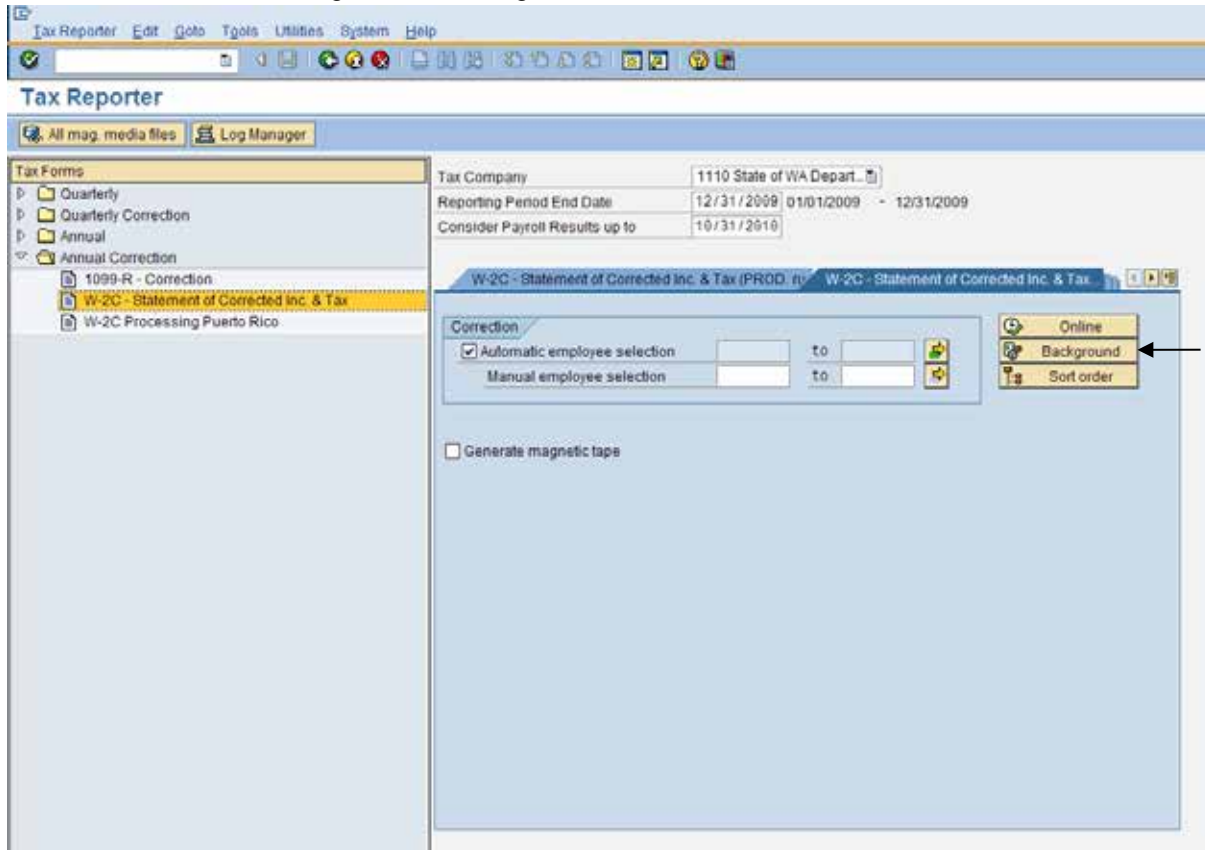
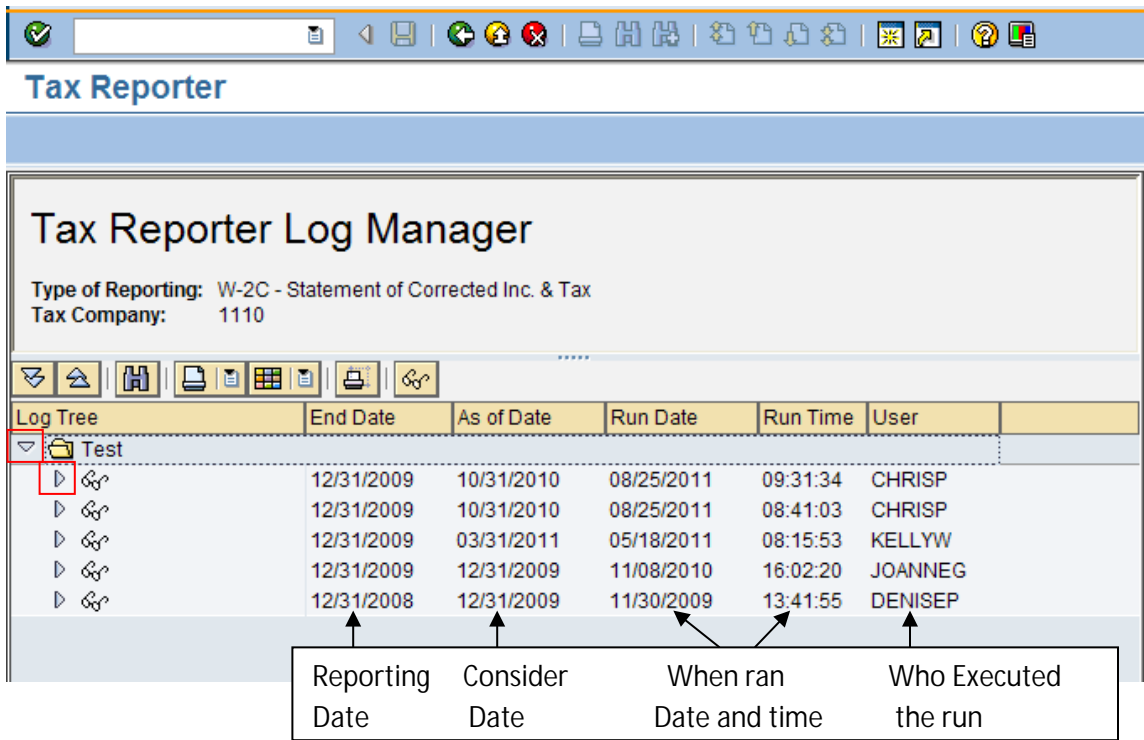2. The following start time window will appear, click on the 'Immediate' and 'Save' buttons.

Immediate button is at the top.

The Save button looks like a save disk and is located at the bottom between the green check and red X.

Note: The status bar at the bottom of the screen will display "Job has started"

3. Once executed the forms can be viewed through the Log Manager located above the Tax Forms selection area. Click on the Log Manager Button.
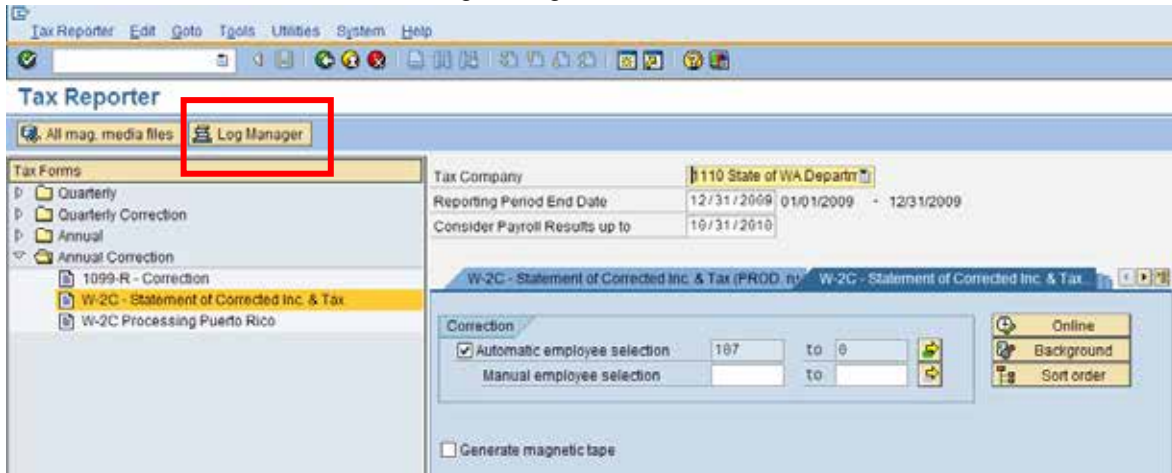
4. Forms are stored and accessible on the Tax Reporter Log Manager for up to seven days. To access the form click on the arrow in front of the Test folder. With the folder open you can see who ran a test W-2C, when they ran it, and the criteria. To access your run click on the arrow in front of the run.

Tax Reporter Log Manager

Type of Reporting: W-2C - Statement of Corrected Inc. & Tax
Tax Company: 1110

Log Tree	End Date	As of Date	Run Date	Run Time	User
▽ 🗁 Test					
▷	12/31/2009	10/31/2010	08/25/2011	09:31:34	CHRISP
▷	12/31/2009	10/31/2010	08/25/2011	08:41:03	CHRISP
▷	12/31/2009	03/31/2011	05/18/2011	08:15:53	KELLYW
▷	12/31/2009	12/31/2009	11/08/2010	16:02:20	JOANNEG
▷	12/31/2008	12/31/2009	11/30/2009	13:41:55	DENISEP

Reporting Date	Consider Date	When ran Date and time	Who Executed the run

5. Depending on what you executed you may have from one to five items listed. To access the forms double click on the word Selection and then on PDF. The form spools will open up to the right of the screen, click on the spool number.

6. If the employee or employer W-2C is selected you will receive a separate form for each employee. There are two ways to open these forms, 1. Highlight the line and select the display glasses, 2. Double click on the line. Either way will open the form in PDF viewing format.

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State of WA Department of Personnel PO Box 47500 Olympia WA 98504-7500	2009 / **W-2**	500-10-1684

e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) ☐

Complete boxes f and/or g only if incorrect on form **previously filed** ▶

f Employee's **previously reported** SSN

b Employer's Federal EIN	91-0940493

g Employee's **previously reported** name

h Employee's first name and initial	Last name	Suff.
AMY	FUSCHIA	

00000107
AMY   FUSCHIA
24 BIRTHDAY LN
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i Employee's address and ZIP code

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14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d

Note: If only a blank W-3C is generated then there were no Tax adjustments requiring a W-2C.