

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) e-mail, 4) paper W-2s.

Effective January 1, 1999 all companies required to file magnetic media with the federal government must also file using magnetic media with 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 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 will accept magnetic media if the format and procedures as outlined in the Social Security Administration publication 42-007 TIB-4 or MMREF are followed. If

there is any problem with the format or content of the magnetic media, the DOR 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 - required
7.	T record - optional	
8.	F record - required	

The employee information for the State (S/RS record) must be included. 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

HOW TO SUBMIT MAGNETIC MEDIA

Tapes and diskettes must be externally labeled with the company name and information about the submitted data. If



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

a balance due or refund is calculated, you must submit a "Transmittal of State W-2s" (DR 1093). Otherwise, the DOR 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

Single FYIs are free from the Department of Revenue. They may be obtained at any statewide Taxpayer Service Center, or by writing the Colorado Department of Revenue, Denver, CO 80261-0005; or by calling the DOR Forms Hotline at (303) 238-FAST (3278). Please use the FYI number (General 1, Income 4, etc.) when ordering FYI publications. FYIs and commonly used forms are available on the Web at www.taxcolorado.com

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."