

PURPOSE: Use MAG-FILER® to print W2 laser forms based on IRS or SSA specifications. The instructions that follow provide detailed directions on how to download and import your employee information, review your data, and print your W2s to a laser printer. These instructions should be used to print your main set of W2s for your employees, as well as a second W2 for any employees with more than two (2) local taxes. You may also print a copy for your records, if desired, either on W2 forms or plain laser paper.



The MAG-FILER® application is only used to print your W2s on a laser printer. The download files you prepare for the IRS, state, and/ or municipalities should continue to be processed in CMI's PayX application as they have always been.

W2 Checklist

- ❑ Step 1: Load MAG-FILER® on a PC and Create Payer(s).
- ❑ Step 2: Proof/correct W2s using CMI's PayX software.
- ❑ Step 3: Print W2s to paper using CMI's PayX software.
- ❑ Step 4: Download W2 info from CMI's PayX software to MAG-FILER®.
- ❑ Step 5: Import W2 info into MAG-FILER®.
- ❑ Step 6: Verify imported W2 data by using reports generated with MAG-FILER®.
- ❑ Step 7: Print W2s from MAG-FILER® software.

Using your CMI PayX system in conjunction with MAG-FILER®, you also have the capability to:

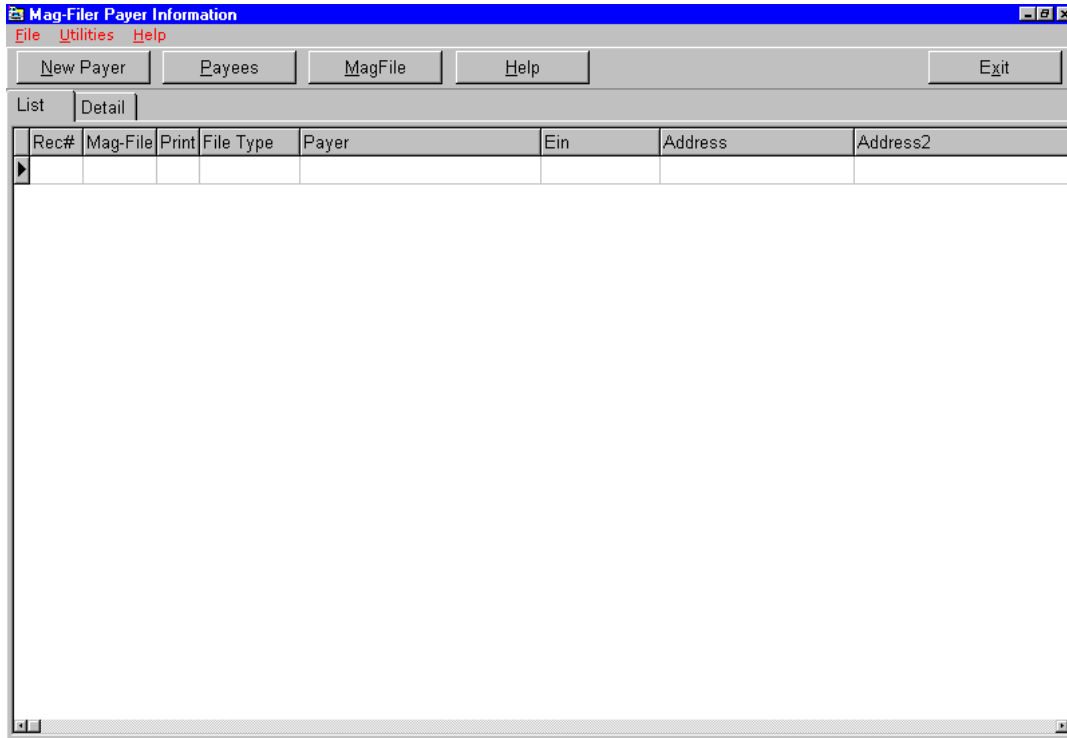


- *Print a set of laser W2s for the SSA (if you do not file via magnetic media or online) separated into Medicare eligible employees and non-Medicare eligible employees.*
- *Print a set of laser W2s for any single city.*
- *Print a set of laser W2s for any single school district.*

Contact the CMI Support Center if you need instructions or assistance using any of these options.

STEP 1:

Load the MAG-FILER® software on a PC. When complete, open the application and a screen similar to the following will display:



If this is your first time entering the MAG-FILER® application for this tax year, select the **New Payer** button to enter the necessary information about your agency.

A screen similar to the following will be displayed:



All users will create at least one Payer. Users with any employees who have more than two local taxes need to create a second payer (identical to the first) to import and print the information for their extra W2s. The W2 forms only provide space for two local taxes, which is why employees with more than two localities will receive multiple W2s.

SCREEN NOTES

State Enter the two-character abbreviation for your state.

Zip A five- or nine-digit zip code may be entered.

Fed EIN# Enter your agency's Employer Identification Number. This number is assigned by the IRS.

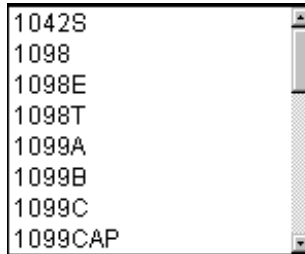
EIN# Check Box *The default setting is checked.* Deselect this check box only if you entered a Social Security number in the **Fed EIN#** field to change the format to ###.##.####.

Ref # This field is user-defined and optional. For example, you may wish to enter "Main" for your main set of W2s, or "Extra" for your extra set of W2's, if desired.

Contact block None of these fields are required for W2 print.

Transmission Information

Filing Type Click the drop-down arrow to view the acceptable entries for this field:



Scroll down and select **W2**.

State Filing Numbers Click the **State Filing Numbers** button in order to enter your State Filing Numbers. Key in your two-character state abbreviation(s) and your state identification number(s). Click **Save/Close** when you are done.

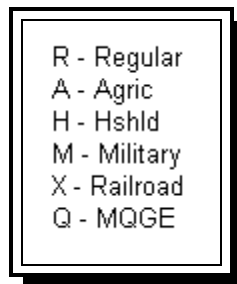
Mag File Check Box Deselect this field since you will be submitting your magnetic media using your CMI PayX application, not MAG-FILER®.

Batch Print Check Box This field must be checked.

W2 Only block

None of these fields are required for W2 print, EXCEPT Employment Type:

Employment Type Click the  to view the acceptable entries for this field:



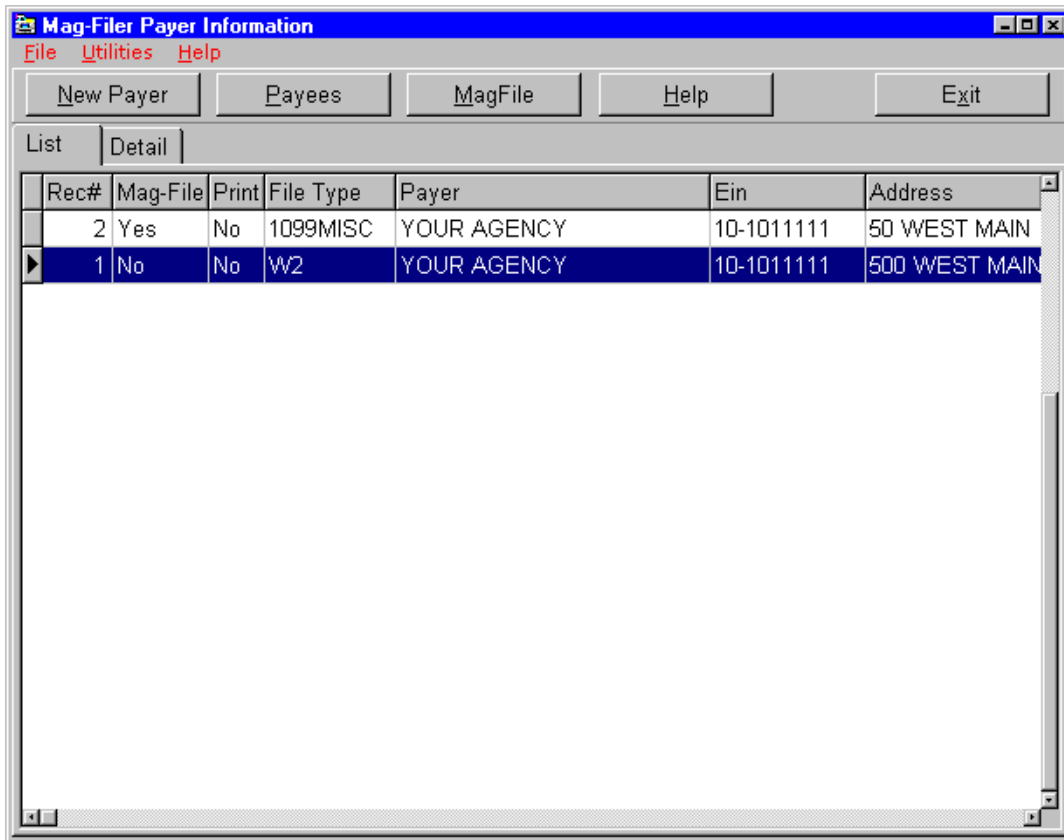
If you submit W2s to the SSA via magnetic media or online, or if you submit paper W2s to the SSA in one group, select R (Regular).



If you submit paper W2s to the SSA, and you need to print two separate groups of W2s (one for Medicare-eligible and one for non-Medicare eligible), contact the CMI Support Center for assistance. You will need to import and print from 2 separate data files.

When you have completed the appropriate fields on the **Detail** tab for the W2s, click the **Save** button in the **Controls** section of the screen to save your input.

Use the **List** tab to view the list of current **Payer** records. A sample follows:



The screenshot shows a window titled "Mag-File Payer Information" with a menu bar (File, Utilities, Help) and buttons for "New Payer", "Payees", "MagFile", "Help", and "Exit". Below the buttons are two tabs: "List" (selected) and "Detail". The "List" tab displays a table with the following data:

Rec#	Mag-File	Print	File Type	Payer	Ein	Address
2	Yes	No	1099MISC	YOUR AGENCY	10-1011111	50 WEST MAIN
1	No	No	W2	YOUR AGENCY	10-1011111	500 WEST MAIN

STEP 2:

Follow CMI's Payroll/Personnel Year-End Procedures only through **Step 3: W2s**, which includes W2 ADD-ON MAINTENANCE, W2 BACKUP REPORT, and W2 EXCEPTION REPORT.

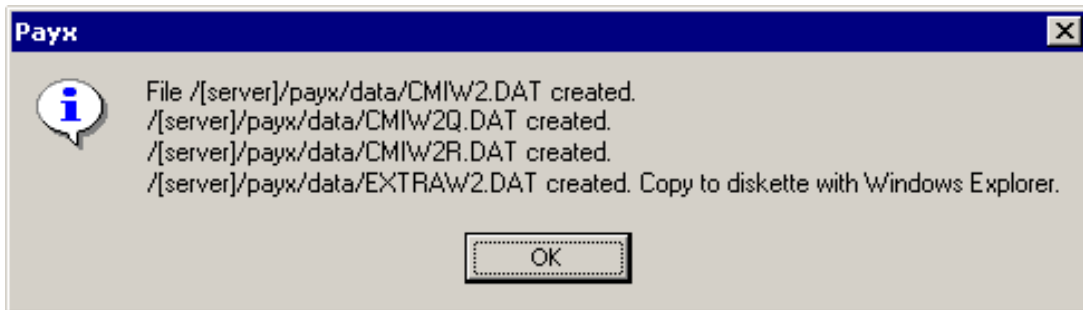
STEP 3:

Use W2 FORM PRINT to print a hard copy of your W2s. **You must use this selection to print W2s on paper or the W2 information will not download properly to MAG-FILER®.**

STEP 4:

After printing your W2s to paper, use the W2 MAGNETIC MEDIA menu and select the **Download for MAG-FILER Printing** option from the drop-down menu. The only field you need to complete is **Tax Year**.

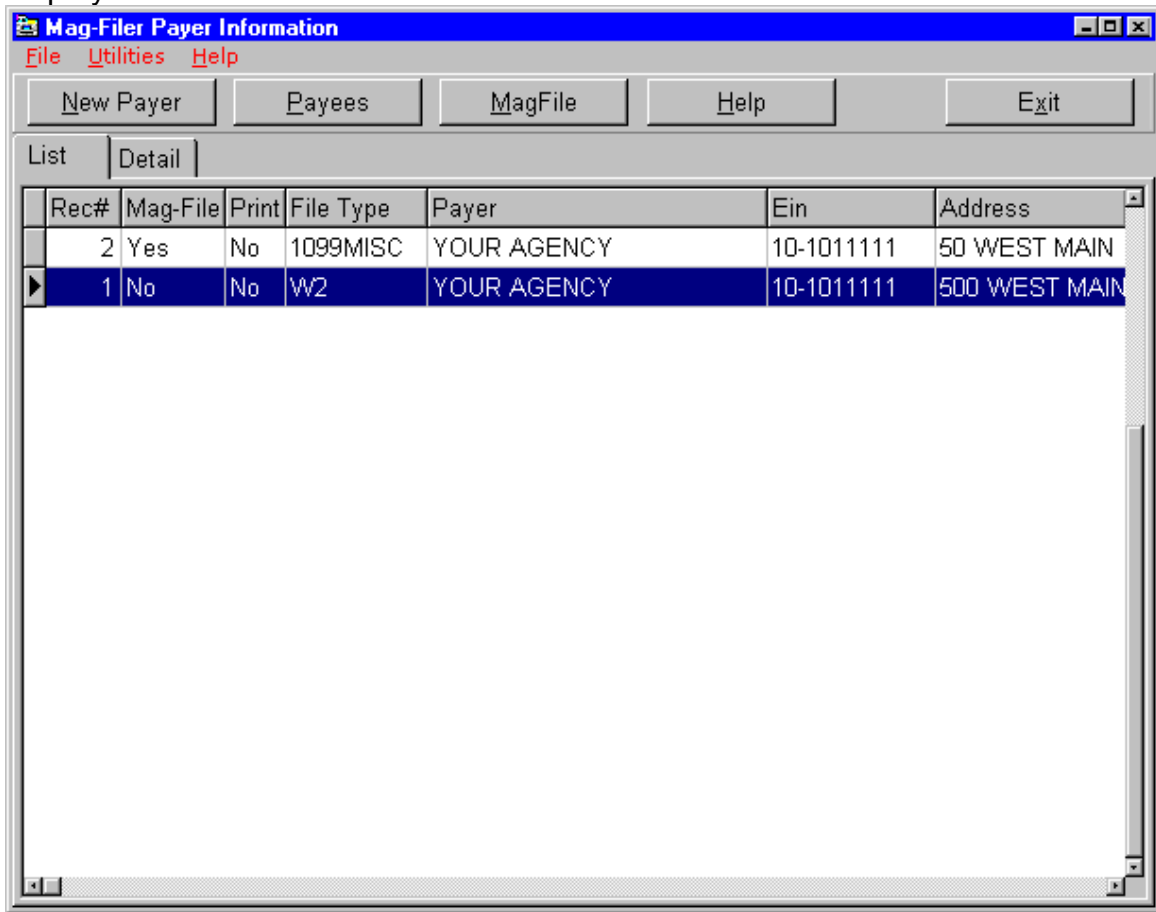
Click **OK**, and you will receive a message similar to the following (though additional lines may display):



Click **OK**, and proceed to the next step.

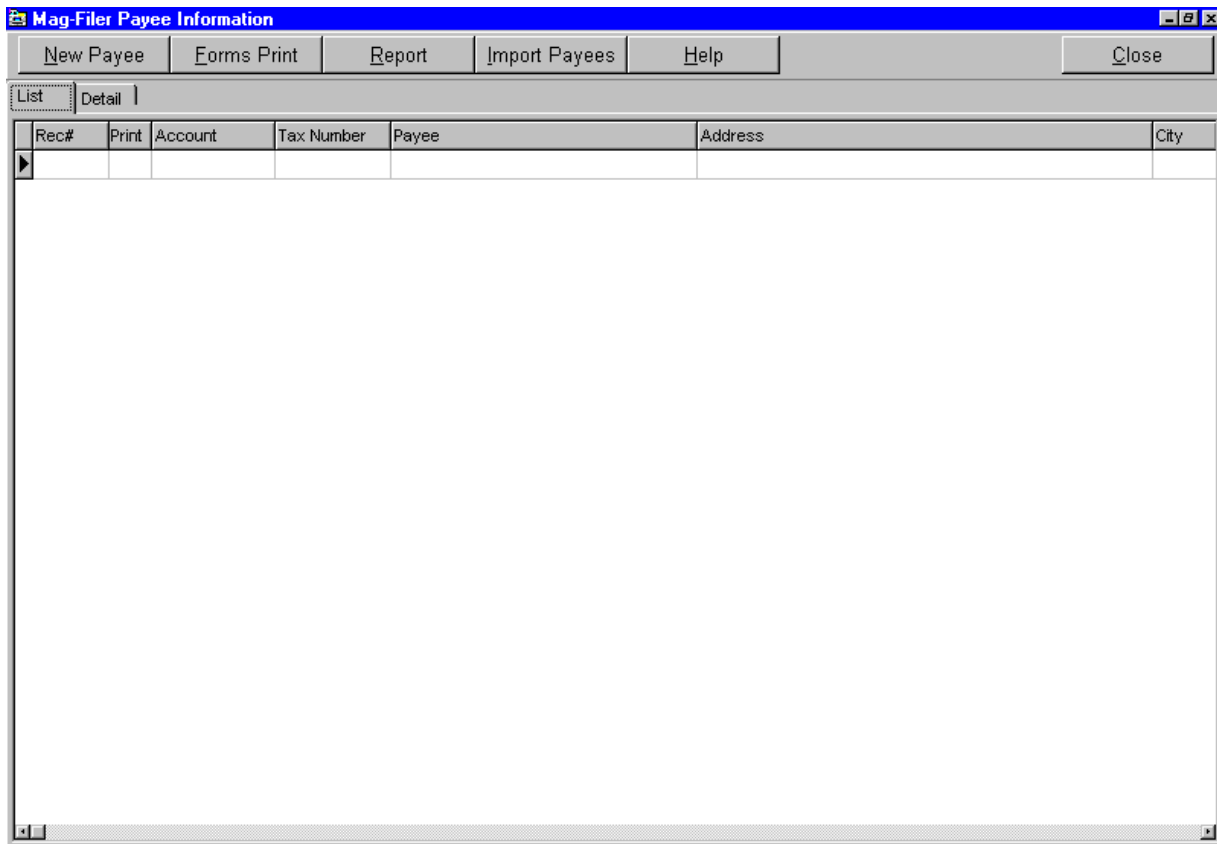
STEP 5:

Open the MAG-FILER® application. A screen similar to the following will be displayed:

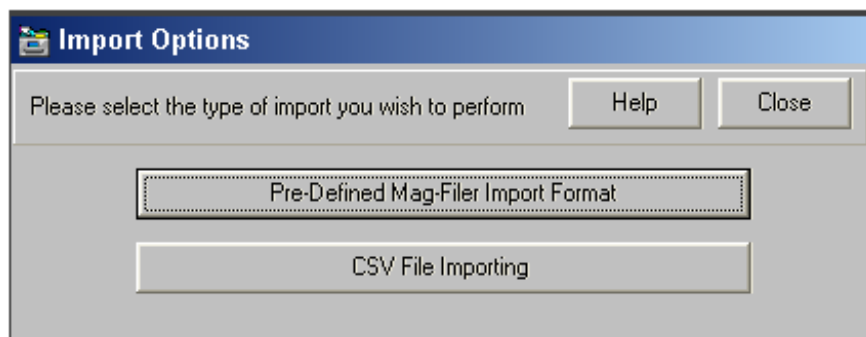


Highlight the Payer row applicable to the W2 file that you want to import. Click the **Detail** tab and verify that all Payer information is correct.

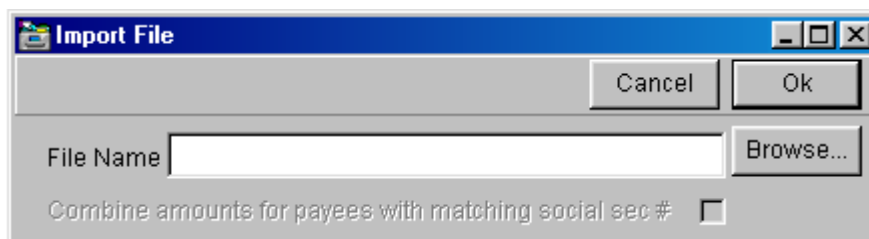
Select the **Payees** button to begin the import of the W2 data. A screen similar to the following will be displayed:



Click the **Import Payees** button. The Import Options selection screen will open:



Select **Pre-Defined MAG-FILER Import Format** button to continue. The Import File Selection screen will open:



Enter the path and name of the desired W2 file in the **File Name** field. The file name to use is determined by one of the following scenarios:

Scenario

File Name

If you want to print one main set of W2s for the employees and you will either file online, via magnetic media or on paper (in one group) to the SSA, import the primary data file:

[\\servername\payx\data\CMIW2.DAT](#)

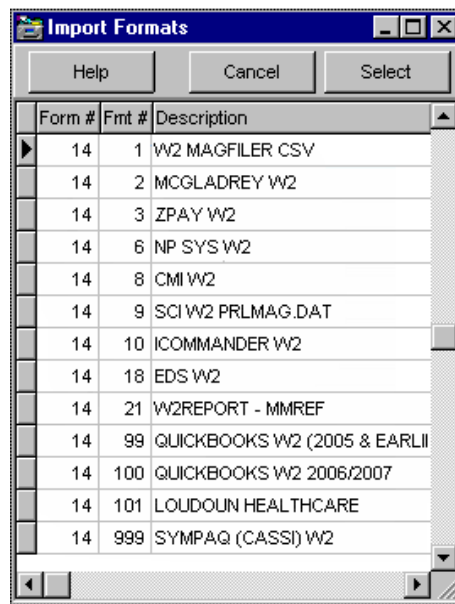
If you want to print a set of W2s for employees with more than two local taxes, import the extra data file:

[\\servername\payx\data\EXTRAW2.DAT](#)

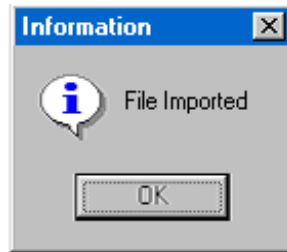


Click **Combine amounts for payee with matching social sect#**, if you wish to have a single W2 produced for multiple employee records with the same Social Security number.

After you click **OK**, the following screen will display:



Highlight **CMI W2** and then click the **Select** button. The file will now be imported. When the import is complete, the following window will appear:



Click **OK** to continue.



*If errors are found in the imported data, an Error Log will display with errors itemized by record number. These record numbers correspond with the numbers in the **Rec#** column on the **List** tab. Print this list so the CMI Support Center can assist you with any errors.*



One common error indicates that the Medicare amount is not 1.45% of the Medicare gross wages. If you receive this error, check the specified records to insure that the Medicare amounts are within rounding (a few cents off) or within an acceptable level to you. If they are, you may proceed. If the amounts are not within rounding, or are not acceptable to you, contact the CMI Support Center for assistance.

A screen similar to the following will be displayed:

Mag-File Payee Information - Form W2 : YOUR AGENCY						
New Payee		Forms Print		Report	Import Payees	Help
Close						
List Detail						
Rec#	Print	Account	Tax Number	Payee	Address	City
85	N	0225	###-##-####	John Smith	11 N. 11TH ST	DAYTON
2	N	0254	###-##-####	Jane Temp	87 N. 5TH ST.	DAYTON
4	N	0235	###-##-####	John Davis	976 W. 3D ST	DAYTON
5	N	1372	###-##-####	Jon Smyth	PO BOX 987	DAYTON
88	N	0226	###-##-####	John Simons	804 W. THIRD ST	DAYTON
6	N	1368	###-##-####	John Jons	123 HERE ST	CITY
7	N	0554	###-##-####	Smith Johns	647 N MAIN ST	DAYTON OH
8	N	5411	###-##-####	Johnathon Smith, II	3993 FOX RD	CLAYTON
10	N	6146	###-##-####	Johanson Smithers	123 WINDSOR	DAYTON
9	N	0255	###-##-####	Jonns Davisy	PO BOX 123	DAYTON
11	N	5002	###-##-####	David Johnny	222 BAKER ST	DAYTON
12	N	6189	###-##-####	John Marks	101 WILLOWWAY	SOMEWHEREIN
14	N	1006	###-##-####	John Billyson	1001 ANY STREET	ANYWHERE
13	N	1001	###-##-####	Alice Johnson	1001 ANY STREET	ANYWHERE
15	N	0909	###-##-####	Alison Simms	1230 OVERLOOK DR	FAIRBORN
17	N	0024	###-##-####	Jane Jones	6658 MILTON STREET	AMLIN
16	N	0020	###-##-####	Jane Smitherson	7747 HAYDEN RUN ROAD	AMLIN
18	N	0249	###-##-####	Jane Janis	45 N. 5TH ST APT G	ENGLEWOOD
19	N	1363	###-##-####	Jane Johnston	324 MAIN STREET	DAYTON
23	N	0033	###-##-####	John Janeson	349 S. MAIN ST.	DAYTON
24	N	1378	###-##-####	Chet Payer	34323 MAIN ST	DAYTON
25	N	1377	###-##-####	John Doe	123 N MAIN ST	ENGLEWOOD
27	N	0076	###-##-####	Jane Dozen	660 BELL AVE.	ELYRIA

This is the list of Payees created from the imported file.



*If you wish to delete the imported payees for any reason, highlight the desired **Payer**, select the **Utilities** drop-down menu, then select **Delete All Payees Under This Payer**. Be sure to use this process to clear the Payee data if you decide to re-import the Payees for any reason. Otherwise, the Payees will be duplicated.*

To view the detail of a record, highlight the record and select the **Detail** tab; or double-click on the respective **Payee** line.

A screen similar to the following will be displayed:

Mag-File Payee Information - Form W2 : YOUR AGENCY

New Payee Forms Print Report Import Payees Help Close

List Detail

Control: 1 SSN#: 999-99-9999

Name: SMITH, JOHN

Address: 10 ANY STREET

City: ENGLEWOOD State: OH Zip: 44444-

Controls: Previous, Next, Delete, Save

Wages, tips...	\$45,220.20	Fed inc tax w/h	\$7,451.20	Box 12 Code	Box 12 Amount
Soc sec wages	\$45,220.20	Soc sec tax w/h	\$2,803.65		
Medicare wage	\$45,220.20	Medicare tax	\$655.69		
Soc sec tips		Allocated tips			
Adv EIC pmt	\$0.00	Dep care bene		Other desc	Other amount
NonQual 457		NonQualified non-457			\$0.00

Statutory employee
 Retirement plan
 Third-party sick pay

State	Wages,tips	Income tax	Loc wages,tips	Income tax	Locality
OH	\$45,220.20	\$1,602.12	\$45,220.20	\$452.20	CITY

You may make corrections to the information to be printed on the individual's W2 on this screen.

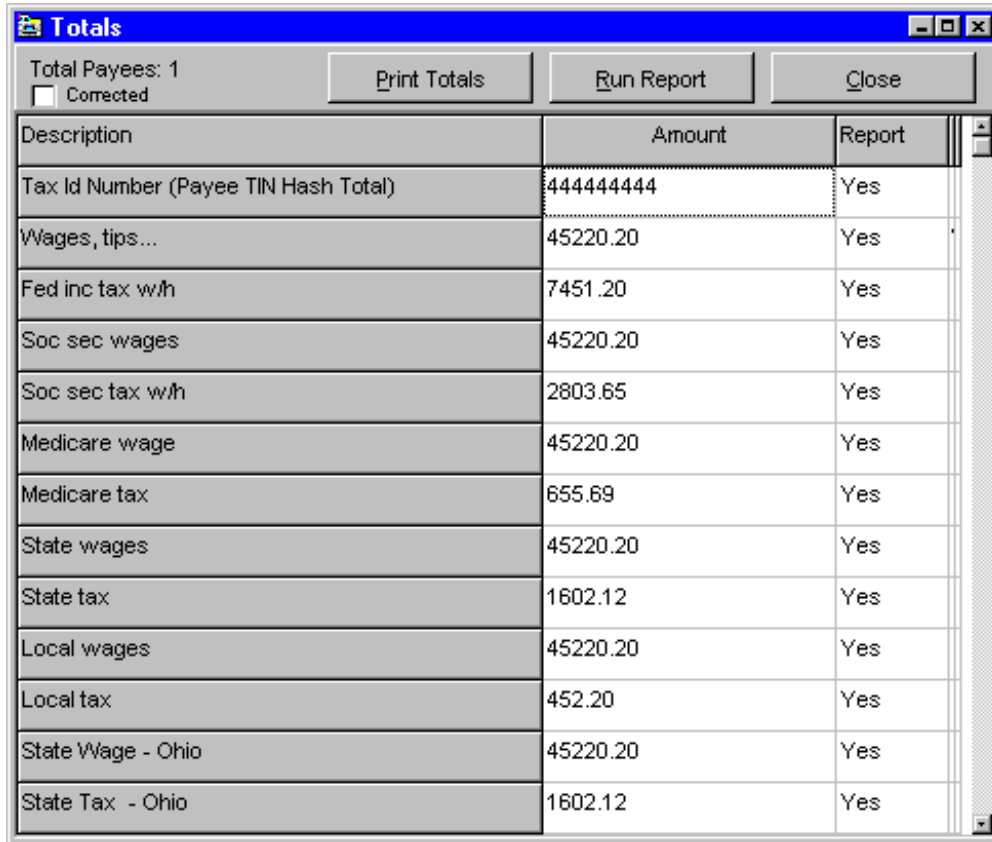
WARNING!!!



Changes made in MAG-FILER® will not be reflected in your CMI Payroll system and will not appear on any magnetic media created from your CMI Payroll system. Thus, you should make corresponding changes in EMPLOYEE MAINTENANCE.

STEP 6:

To view a report of the imported W2 information, click the **Report** button and a screen similar to the following will be displayed:



The screenshot shows a window titled "Totals" with a blue header bar. Below the header, there is a status bar that says "Total Payees: 1" and a checkbox labeled "Corrected". To the right of the status bar are three buttons: "Print Totals", "Run Report", and "Close". The main area of the window contains a table with three columns: "Description", "Amount", and "Report". The table lists various W2 items and their corresponding amounts and report status.

Description	Amount	Report
Tax Id Number (Payee TIN Hash Total)	444444444	Yes
Wages, tips...	45220.20	Yes
Fed inc tax w/h	7451.20	Yes
Soc sec wages	45220.20	Yes
Soc sec tax w/h	2803.65	Yes
Medicare wage	45220.20	Yes
Medicare tax	655.69	Yes
State wages	45220.20	Yes
State tax	1602.12	Yes
Local wages	45220.20	Yes
Local tax	452.20	Yes
State Wage - Ohio	45220.20	Yes
State Tax - Ohio	1602.12	Yes

To include or exclude columns from the report, click in the **Report** column for each item to toggle a field between “Yes” or “No”. Then click the **Run Report** button.



If the report truncates entries in your columns, go to your desktop, right-click, and select Properties. Select the settings tab and change the font size to small. If you do not see a font size field, click on Advanced.



The state and local columns will not print usable totals for clients with more than one state or more than one local tax. These totals are available on the W2 BACKUP REPORT in CMI's Payroll application.

A report similar to the following will be displayed:

12/17/2003 8:43:49 AM

YOUR AGENCY : W2

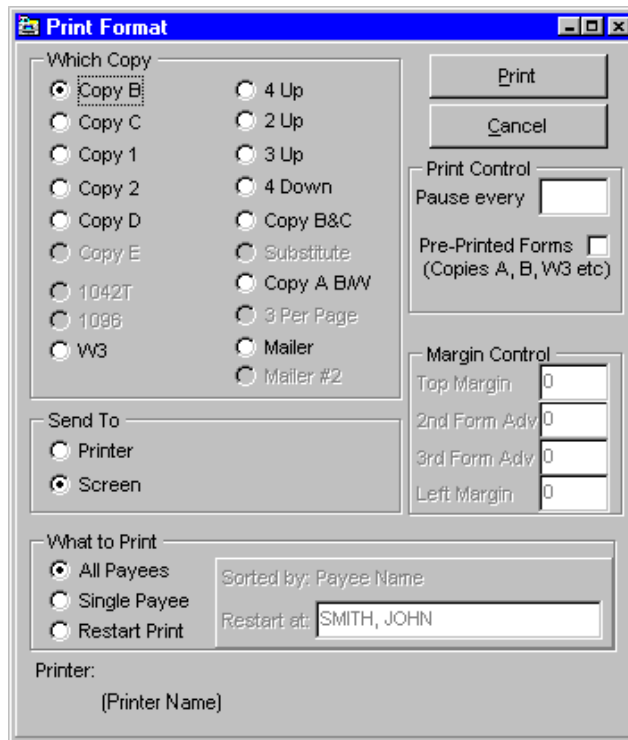
Rec#	Payee Name	Tax Id Number (Payee TIN)	Wages, tips...	Fed inc tax wh	Soc sec wages	Soc sec tax wh	Medicare wage
1	SMITH, JOHN	444-44-4444	45,220.20	7,451.20	45,220.20	2,803.65	45,220.20
Totals	Payees: 1	44444444	45,220.20	7,451.20	45,220.20	2,803.65	45,220.20

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Use the icons at the top of the screen to print or save this report.

STEP 7:

To print the W2 forms, click the **Forms Print** button and a screen similar to the following will be displayed:



Before starting the print job, make sure that you are assigned to the laser printer that you wish to use. W2 forms will print to the printer designated as your Windows® default printer.

Which Copy Select the W2 format to match the forms you purchased. In many cases, this is the 4-up format, though you may have purchased a different format.

Send To Select **Screen** initially to insure that your W2s are printing in the format that you desire. After reviewing the W2s on the screen and insuring that they are correct, select **Printer**.

What to Print Select either single Payee for an individual employee W2 or All Payees for all employees.

Click the **Print** button to print the W2s.

You may print the W2s as many times as needed to either the Screen or the Printer. Additionally, you may print a copy of the W2s to plain laser paper (or forms, if you have sufficient supply) for your records.