

The following steps are required prior to submitting your wages and payroll withholding along with your 2011 Reconciliation of Withholding Tax.

STEP ONE:

The Social Security Administration website offers a tool to be used by the person preparing the EFW2 file, to test the file's accuracy. This download can be accessed by going to: <http://www.ssa.gov/employer/accuwage/> and choosing the "Download AccuWage – 2011 Tax Year" link. This link will download a setup file to the computer and, when executed, it will install the AccuWage software on that machine.

This software will help the preparer determine if all the required elements are present in the file – with the exception of the "RS" record – which is the "extra" element required for a municipality's purposes. Please note, the "RS" record is defined by the Social Security Administration for use by municipalities – it is not something created by MITS>

STEP TWO:

We are making a utility available on the MITS website that will allow the EFW2 preparer to test the "RS" record. To access this file, go to: <http://www.baldwingroup.com/W2verify.exe> (the file name is *case sensitive*). Again, this will download a setup file to the computer, and when executed, will install the MITS W2 verification software to that machine.