



## ***Income and Wage Information Return E-Services***

### **Frequently Asked Questions**

- 1. Can I test my electronic files to ensure they are correctly formatted before I'm required to submit them for processing?**

Not at this time. However, we plan to have that feature available shortly.

- 2. How can I submit my withholding information if I have QuickBooks Pro or Peachtree?**

Currently, neither QuickBooks Pro nor Sage's Peachtree programs allow users to easily extract and submit withholding data in a form usable by Oregon Department of Revenue (DOR). Information can be exported out of these programs and then modified to meet DOR's specifications. Contact your software vendor for assistance.

- 3. Does Oregon follow federal specifications for W2s?**

Oregon follows the specifications for Social Security Administration (SSA) with special rules for the state record. See [www.oregon.gov/DOR](http://www.oregon.gov/DOR) for more information.

- 4. Will you work with me to ensure my information is submitted correctly and on time?**

Yes if you don't find the answer you are looking for within this document. You may e-mail the department at [iWIRE.dor@state.or.us](mailto:iWIRE.dor@state.or.us)

- 5. Can I submit my reports on magnetic media?**

No, the department only accepts submissions electronically via the DOR website.

- 6. If I submit my 1099 information to the Internal Revenue Service, do I still need to submit an electronic copy to the Department of Revenue?**

At this time 1099 information is not required. However, beginning with 2010 forms 1099, electronic filing will be required.

- 7. If I complete my filing electronically, do I need to submit paper forms just to make sure you received my information?**

No, the department will only accept electronic information.

- 8. Are extensions available if I can't file my forms by the due date?**

Yes, the due date is February 28, 2010 but because you are filing electronically, the due date is extended until March 31, 2010.

- 9. If I have less than 50 employees and I do not use a payroll service provider, do I have to file my W2s electronically?**

You are not required to file Forms W-2 at this time. However if you choose to, please follow the format listed in the specifications. Beginning with 2011 withholding information, forms W-2 will be required to be filed electronically by March 31, 2012, with few exceptions for undue hardship which will be determined on a case-by-case basis.

**10. I have less than 50 employees and I use a payroll service provider, do I have to file my forms W-2 electronically?**

If you use a payroll service provider the payroll service provider is required to file forms W-2 on behalf of the small business starting with the 2009 withholding information due March 31, 2010.

**11. What options do I have for electronically submitting my W2 information?**

You must submit using the specifications provided. For the specifications, visit [http://www.oregon.gov/sites/DOR/PERTAX/docs/iwire\\_specs.pdf](http://www.oregon.gov/sites/DOR/PERTAX/docs/iwire_specs.pdf)

**12. What is the due date to file the W-2 information?**

Follow the same guidelines that you do for Federal information.

**13. As an employer, I am required to file Forms W-2 with the federal government. Do I really need to send them to Oregon too?**

Yes, Oregon law requires you to do so. [150-316.202\(3\)](http://www.oregon.gov/leg/index.cfm?id=150-316.202(3))

**14. How do I sign up to file electronically?**

You must be registered to file with the SSA before filing with Oregon. You will need to use your SSA ID number when submitting W-2 information.

**15. Is it necessary to file for a PIN or other ID for web filing for Oregon purposes?**

No. General contact information is requested at the time of submission, including your SSA ID number.

**16. Is the website secure?**

This website is digitally secured by Entrust. This site transmits data using secure socket layer (SSL) technology, encrypting data passed between your browser and this website.

**17. Will you also be following the SSA definitions for the data sent in the fields? For example the name and SSN fields.**

Yes, the RA, RE, RW RT and RF remain unchanged from the SSA file specifications. The RS and RV records are modified for state purposes.

**18. Will you be editing for anything other than file format?**

Only minimal validation will be done in the first phase. Later this year, we will implement additional validation.

**19. What method will be used to transmit the files? Will it be an FTP process?**

No. It will be a web-based interface that will allow upload of a text or zip file.

**20. Will there be a size restriction on the files that can be transmitted?**

File size is limited to 150MB and may be sent as either a .text or zip file.

**21. Can the files be compressed to minimize transmission time?**

Yes. Files may be sent as a compressed .zip file.

**22. Can the files be encrypted?**

The file itself cannot be encrypted, but the transmission will be sent using an encrypted website.

**23. Will there be an acknowledgement file with confirmation numbers at either an employer ID or file level?**

Yes. Confirmation will be provided shortly after submission.

**24. Will the process used to transmit files support availability 24/7 or will there be down time?**

Submissions are allowed 24/7, with the exception of scheduled maintenance on weekends.