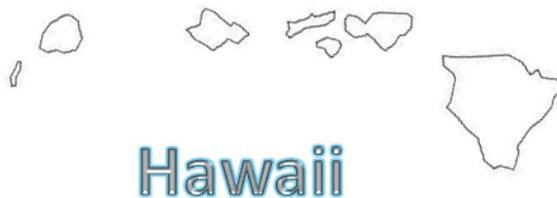


State of Hawaii
Department of Taxation

EFW2 and EFW2C Format
Forms W-2 and W-2C

Electronic Filing Specifications Handbook



Updated September 2019
Version 1.0

Form W-2 Electronic Filing Information for Hawaii

Handbook Updates

Document Version Number	Updates
V1.0	Original Document
V2.0	<ol style="list-style-type: none"> 1. Revised Item #2 of "Choose your method for transmitting a file" 2. Revised Error codes list by removing "first 30". 3. Added Instructions on method to validate your files. 4. Updated start date to mid January 2018. 5. Updated "Acknowledgment retrieval method option 2". 6. Deleted "Important reminder about proof of filing acknowledgments:...." As there will not be any ACKs provided. 7. Updated and clarified format of the Hawaii specific record specifications. 8. Revised Magnetic Media and Paper section. 9. Separated into a new section "Important Reminders."
V3.0	<ol style="list-style-type: none"> 10. Revised File Size section "must be zipped and be no more than 200MB" 11. Revised Specifications to add zip and PGP encrypted. 12. Added naming standard and example for Option 1 in SFTP File Naming Standard section. 13. Added to Employee City and Employer City "Must not be blank, unless foreign country is specified" in RE, RW, RS records. 14. Inserted "117-138 Employee City Must not be blank, unless foreign country is specified" in RS record.
V4.0 Rev. 10/2018	<ol style="list-style-type: none"> 15. Deleted State symbol, inserted image of the Hawaiian islands. Inserted "Hawaii" on the front cover. 16. Added "We do not accept EFW2/EFW2C files for tax years before 2017" under Requirements. 17. Deleted "February 28, 2018" and inserted "February 28 (February 29 for leap year)", deleted "call us for specific instructions" inserted "please e-mail Electronic Processing Section at Tax.Efile.Test.Bulk@hawaii.gov for specific instructions" 18. Reworded methods for transmitting a file. 19. Deleted Transmit Production File Start Date and Receipt. 20. Replaced HiBEFS to HBFS. 21. Added "Hawaii State Code is: 15" in RS Record. 22. Deleted Taxpayer Services contact information. 23. Replaced 2017 with 2018 throughout the document.
V1.0 Rev. 09/2019	<ol style="list-style-type: none"> 1. Changed to Rev. 09/2019, September 2019, and V1.0 2. Page 2 created hyperlink for Tax.Efile.Test.Bulk@hawaii.gov 3. Page 3 inserted "(see details on page 4 RA Record)" 4. Page 4 corrected website address and created hyperlink https://tax.hawaii.gov/eServices/bulk 5. Created hyperlink for https://hitax.hawaii.gov 6. Deleted "app," inserted "application" 7. Deleted "password," inserted "login username" 8. Fixed footer page numbers, after page 4 the wrong page number was listed 9. Page 6 deleted "0 or 1," inserted "1 or 0" 10. Page 9 deleted "2018," inserted "2019" throughout the document 11. Created hyperlink for Tax.Efile.Test.Bulk@hawaii.gov 12. Formatting changes

Requirements

If you are an employer or payroll provider who is required by the federal government to electronically file Form W-2, Wage and Tax Statements, or Form W-2C during the year, electronically transmit these informational returns to us for your Hawaii employees and withholding using the Social Security Administration's EFW2 and EFW2C format and the Hawaii format specified in this guide.

We do not accept EFW2/EFW2C files for tax years before 2017.

IMPORTANT: A separate, direct file transmission to Hawaii may be completed through either of the transmission methods outlined in this guide.

Due Date

The due date for submitting W-2s electronically is **February 28** (February 29 for leap year). If you have received an extension of time to file the W-2s electronically with the IRS, please email the Electronic Processing Section at Tax.Efile.Test.Bulk@hawaii.gov for specific instructions.

Avoid common mistakes:

Make sure that a line feed and carriage return are included after each record (each record is a single line of 512 fields for the W-2 file, 1024 for the W-2C file). **Do not** re-transmit any accepted W-2 record as this creates duplicate records for your employee. If you need to correct a W-2, you must file a W-2C.

Data Type/ Required character set

The acceptable character set is the American Standard Code for Information Interchange (ASCII) only.

File Size

Each file must be zipped and be no more than 200MB. If multiple files are transmitted, each file must contain all required fields. Information for multiple employers may be within a file but the zip file may not be more than 200MB and must not break at an employee (a single employee record cannot span files).

Specifications

The file you transmit must be zipped and meet the electronic filing specifications outlined by the Social Security Administration (guide available at <http://www.ssa.gov/employer/EFW2&EFW2C.htm>) and include additional Hawaii record specifications (fields, layouts) which are detailed in this guide. Transmissions are through two methods, either the simple web zip file upload through Hawaii Tax Online (HTO) which is recommended for most small business taxpayers or the zipped & PGP encrypted file through the Hawaii Bulk Electronic Filing System (HBFS)

Hawaii Required Fields – Form W-2 (see details on page 6 RA Record)

Header	Header	<i>Recommended optional field</i>
Code RA	Submitter Record	Required
Code RE	Employer Record	Required
Code RW	Fed. Employee Wage Record	Required
Code RO	Employee Wage Record	<i>Optional</i>
Code RS	Hawaii Wage Record	Required
Code RT	Fed. Total Record (RW)	Required
Code RU	Total Record (RO)	<i>Optional</i>
Code RV	Hawaii Total Record (RS)	<i>Optional</i>
Code RF	Final Record	Required

Hawaii Required Fields – Form W-2C

Header	Header	<i>Recommended optional field</i>
Code RCA	Submitter Record	Required
Code RCE	Employer Record	Required
Code RCW	Fed. Employee Wage Record	<i>Optional if no corrections</i>
Code RCO	Employee Wage Record	<i>Optional if no corrections</i>
Code RCS	Hawaii Wage Record	<i>Optional if no corrections</i>
Code RCT	Fed. Total Record (RCW)	Required
Code RCU	Total Record (RCO)	<i>Optional if no corrections</i>
Code RCV	Hawaii Total Record (RCS)	<i>Optional if no corrections</i>
Code RCF	Final Record	Required

Choose your method of transmitting the file

Transmissions are required through one of two methods: either the simple web zip file upload through HTO, recommended for most small business taxpayers, or the zipped & PGP encrypted file through the SFTP server HBFS method (see <https://tax.hawaii.gov/eServices/bulk>).

- 1. Transmission method 1:** HTO file upload – This is the easiest free method available for submitting W-2s and W-2Cs. This method does **not** require any special software in order to upload the file. A zip file is submitted with the filed HW-3 return completed through HTO. Take the following steps:
 - a. Create an EFW2 file with a .txt extension, and then zip it with a .zip extension.
 - b. Logon to HTO at <https://hitax.hawaii.gov> and select Form HW-3.
 - c. Follow the prompts to upload the EFW2 file you created.
 - d. Complete the Form HW-3.

Note: If you are using a third-party service or program, check if it is able to export an EFW2 file that you could upload.

- 2. Transmission method 2:** SFTP file upload thru HBFS – You must already have an existing Bulk Filer Number and PGP encryption keys for HBFS in order to participate in the W-2 program. These credentials will allow the transmitter to access the Hawaii SFTP site to send transmissions and are valid year to year. Use the same encryption key for your zip file.

Transmitting Test Files

- 1. Transmission method 1:** HTO file upload – There is no testing required, however, we highly recommend submitters validate their zipped EFW2 and EFW2C files through our validation application which can be found on our HTO landing page at <https://hitax.hawaii.gov>. The file will also be validated upon upload.
- 2. Transmission method 2:** SFTP file upload thru HBFS – Once you have verified your files have proper structure by validating the file on the HTO website, submit your file through a test transmission and wait for approval by a

member of the Electronic Processing Unit before being able to transmit production files. Please be sure to use the correct password (test or production) for the file type you are transmitting.

When Form EF-2 is approved, a Hawaii Bulk Filer Number, test login username and production login username will be provided to you. Use the test login username to transmit your test file to HBFS. Any information transmitted using the test login username will be treated as test data and is **not** considered “live” data. ***We strongly encourage each transmitter to upload test files until the test file is accepted. This will ensure proper formatting of the file and will reduce errors when transmitting production files.***

SFTP File Naming Standard

Files submitted via **method 1** – HTO file upload must use the following naming standard:

[CompanyName]_[FormType]_[YYYYMMDDhhmmss].zip

Example: ABCPayroll_W2C_20190731020345.zip

Files submitted via **method 2** – SFTP file upload thru HBFS **MUST** be named utilizing the following standard:

[CompanyName]_[FormType]_[YYYYMMDDhhmmss].zip.pgp

Example: AcmePayroll_W2_20190831020345.zip.pgp

In an effort to prevent and quickly identify any wrong environment issues, test files **MUST** be submitted with a "_T" added after the timestamp and before the .zip.pgp as follows:

Example: AcmePayroll_W2_20190731020345_T.zip.pgp

CompanyName should be the submitter's.

FormType should be either W2 or W2C.

Acknowledgments (proof of filing)

A transmitted file will either meet the content specifications and be accepted or will have an error and immediately be rejected. We will **not** notify you by email, letter, or by phone that the file was rejected or accepted. If you are transmitting the file via method 1, you will automatically be validating the file when you upload. If you are transmitting the file via method 2, please validate your file through the HTO validation application before transmitting the file through our SFTP site.

Error Codes

There are no specific error codes. When a field does not validate correctly, the validation application will display an error message list of the encountered field errors. The list contains the row and position of the field in error, as well as a message stating the error.

Hawaii Field Validations

The file you transmit must meet the electronic filing specifications outlined by the Social Security Administration (guide available at <http://www.ssa.gov/employer/EFW2&EFW2C.htm>) and include **additional** Hawaii record specifications (fields, layouts) which are detailed in this section.

What rules do you have for the employer Hawaii Withholding Tax Identification Number (WH Tax ID)?

- This is in the RS Record at Position 248-267.
- This is in the RCS Record at Positions 344-363 and 364-383.
- Only alphanumeric characters.
- Omit hyphens.
- The employer WH Tax ID should match the WH Tax ID under which tax payments were submitted to the Hawaii Department of Taxation on Forms HW-14 and HW-3.

RA Record – Submitter Record

Record Position	Field on File	Validation by DoTax
3-11	Submitter FEIN	Must be numeric
29	Resub Indicator	Must be 1 or 0
95-116	Location Address	Delivery/Location Address - one must not be blank
117-138	Delivery Address	Delivery/Location Address - one must not be blank
161-162	State Abbreviation	Must not be blank
163-167	ZIP Code	Must be numeric
168-171	ZIP Code Extension	Must be numeric or blank
217-273	Submitter Name	Must not be blank
296-317	Submitter Delivery Address	Must not be blank
318-339	Submitter City	Must not be blank
340-341	Submitter State	Must not be blank
342-346	Submitter ZIP	Must be numeric
347-350	Submitter ZIP Extension	Must be numeric or blank
396-422	Contact Name	Must not be blank
423-437	Contact Phone Number	Must not be blank
500	Preparer Code	Must be A, L, O, P, or S

RE Record – Employer Record

Record Position	Field on File	Validation by DoTax
3-6	Tax Year	Must be 4 digit
7	Agent Indicator Code	Must be 1, 2, 3, or blank
8-16	Employer/Agent Identification Number (EIN)	Must be valid 9 digit number
17-25	Agent for EIN (FEIN)	Required if Agent Indicator code = 1
26	Terminating Business Indicator	Must be 1 or 0
31-39	Other EIN (FEIN)	Must be valid 9 digit number, or blank
40-96	Employer Name	Must not be blank
97-118	Employer Location Address	Must not be blank
119-140	Employer Delivery Address	Delivery/Location Address - one must not be blank
141-162	Employer City	Must not be blank, unless foreign country is specified
170-173	Employer ZIP Code Extension	Must be numeric or blank
174	Kind of Employer	Must be one of F, N, S, T, or Y
219	Employment Code	Must be one of A, F, H, M, Q, R, X, or blank
220	Tax Jurisdiction Code	Must be one of G, N, P, S, V, or blank
221	Third-Party Sick Pay Indicator	Must be 1 or 0

RW Record – Federal Employee Wage Record

Record Position	Field on File	Validation by DoTax
3-11	Social Security number	Must be numeric
12-26	Employee First name	Must not be blank
42-61	Employee Last name	Must not be blank
66-87	Employee Location Address	Delivery/Location Address - one must not be blank
88-109	Employee Delivery Address	Delivery/Location Address - one must not be blank
110-131	Employee City	Must not be blank, unless foreign country is specified
188-198	Wages, Tips, and Other Compensation	Must be Numeric
276-286	Dependent Care Benefits	Must be Numeric
486	Statutory Employee Indicator	Must be 1 or 0
488	Retirement Plan Indicator	Must be 1 or 0
489	Third-Party Sick Pay Indicator	Must be 1 or 0

RS Record – Hawaii Wage Record

Record Position	Field on File	Validation by DoTax
3-4	State Code	Must be valid state code Hawaii State Code is: 15
10-18	Social Security number (SSN)	Must be Valid SSN
19-33	Employee First Name	Must not be blank
49-68	Employee Last Name	Must not be blank
73-94	Employee Location Address	Delivery/Location Address - one must not be blank
95-116	Employee Delivery Address	Delivery/Location Address - one must not be blank
117-138	Employee City	Must not be blank, unless foreign country is specified
203-213	State Quarterly Unemployment Insurance Total Wages	Must be blank or valid number
214-224	State Quarterly Unemployment Insurance Total Taxable Wages	Must be blank or valid number
225-226	Number of Weeks Worked	Must be blank or valid number
227-334	Date First Employed	Must be blank or have Valid Date
235-242	Date of Separation	Must be blank or have Valid Date
248-267	State Employer Account number	Must not be blank
274-275	State Code	Must be valid state code
276-286	State Taxable Wages	Must be numeric
287-297	State income Tax Withheld	Must be numeric

RCA Record – Submitter Record

Record Position	Field on File	Validation by DoTax
32-88	Submitter Name	Must not be blank
111-132	Submitter Delivery Address	Must not be blank
133-154	Submitter City	Must not be blank
155-156	Submitter State	Must not be blank
157-060	Submitter Zip	Must not be blank
212-238	Contact name	Must not be blank
239-253	Contact Phone Number	Must be numeric

RCE Record – Employer Record

Record Position	Field on File	Validation by DoTax
4-7	Tax Year	Must be valid Year
17-25	Employer's/Agent's Federal EIN (FEIN)	If indicator code is 1, must be valid number
26	Agent Indicator Code	Must be 1, 2, 3, or blank

RCW Record – Federal Employee Wage Record

Record Position	Field on File	Validation by DoTax
13-21	Employee's Correct SSN	Must be valid SSN
72-86	Employee's Correct First name	Must not be blank
102-121	Employee's Correct Last Name	Must not be blank

RCS Record – Hawaii Wage Record

Record Position	Field on File	Validation by DoTax
4-5	State Code	Must be valid state code
25-33	Correct Social Security Number	Must be valid SSN
344-363	Originally Reported State Employer Account Number	Only alphanumeric characters. Omit hyphens
364-383	Correct State Employer Account Number	Only alphanumeric characters. Omit hyphens
396-397	State Code	Must be valid state code
398-408	Originally Reported State Taxable Wages	Must be numeric
409-419	Correct State Taxable Wages	Must be numeric
420-430	Originally Reported State Income Tax Withheld	Must be numeric
431-441	Correct State Income Tax Withheld	Must be numeric

Rejection Resolution Procedure

If any part of the file was rejected, the entire file will be rejected. Once all errors have been corrected, the entire file must be resubmitted

Magnetic Media or Paper

Hawaii will no longer accept W-2 and W-2C information submitted on CD-ROMs, DVD-ROMs, tapes, and diskettes. These are not acceptable forms of transmission and will not be processed or accepted.

Your W-2 and W-2C filing requirements are not met if you send us files in any other format (Hawaii does not accept PDFs or spreadsheets (such as Excel) containing W-2 or W-2C data) or filing method. Be aware that you will **not** receive a “Rejected” acknowledgement for files sent to us in other formats or methods. Please refer to the file specifications if you have questions about the correct file format.

Record Retention:

Please note that you must keep these documents and information in your books and records for at least three years and submit them if we request. Only W-2 or W-2Cs electronically transmitted in compliance with the specifications provided in this document (EFW2 and EFW2C) are accepted or unless otherwise directed by us.

Important Reminders:

- A direct file transmission to Hawaii may be completed through either of the file transmission methods outlined in this guide (separate from the filing transmission to the federal government).
- Within the file, make sure that a line feed and carriage return are included after each record (each record is a single line of 512 fields for the W-2 file, 1024 for the W-2C file).
- Do not** re-transmit any accepted W-2 record as this creates duplicate records for your employee. If you need to correct a W-2, you must file a W-2C.
- Files should only contain records for the same tax period (e.g., only 2019 W-2Cs).

Contact Information

For all technical questions concerning the Electronic W-2 Program as well as file and record layouts, email us at Tax.Efile.Test.Bulk@hawaii.gov.