

# Mississippi State Tax Commission

## Procedures and Specifications for Filing Wage And Tax Information by Means of Magnetic Media (Electronically)

The Mississippi State Tax Commission requires certain W-2 and 1099 information to be filed by means of magnetic media or electronically. This authority is found in Code Section 27-3-83 and in [Revenue Rule 4](#). A penalty of five dollars (\$5.00) can be assessed for each W-2, W-2G, 1099, etc not in compliance with the requirements below, with a minimum assessment being two hundred fifty dollars (\$250.00).

### WHO MUST FILE VIA MAGNETIC MEDIA

A person or entity is required to file wage statements or information returns on magnetic media with the Mississippi State Tax Commission if **ANY** of the following conditions apply:

1. Taxpayer is required to file wage statements, W-2Gs or information returns via magnetic media with the federal government, regardless of the total number of Mississippi statements,
2. Employer filing 100 or more W-2s,
3. Taxpayer has 100 or more 1099s to be submitted,
4. Employer missed the January 31 due date for filing paper W-2s,
5. Taxpayer used a single payroll service provider for the entire calendar year,
6. An employee leasing company provided personnel to any business within Mississippi.

### PROCEDURES FOR MAGNETIC MEDIA REPORTING

There are 3 formats in which Mississippi can accept your magnetic media reporting of W-2s.

1. Use your existing payroll software to create the W2REPORT file in the MMREF-1 format. The vast majority of payroll software in use these days will create this file. You may need to contact your software vendor to see if yours already has the capability or if it can be added. Make sure the file contains the "RS" record, because it is where the State withholding data is located. Your software must comply with the specifications contained in SSA Publication MMREF-1 for record format and record specifications for W-2s. If you are the user of third-party software that creates this file then you need not be concerned with the specifications for the layout, but it can be viewed or downloaded at <http://ssa.gov/employer/06mmref1.pdf>
2. Complete the downloadable Excel Worksheet W2REPORT.xls. It is available at <http://www.mstc.state.ms.us/taxareas/withhold/main.htm> To download put the mouse cursor on top of the W2REPORT.xls link and right click the mouse and use the "Save Target As..." function to save a copy to your local drive. Once you have completed the worksheet, copy it to a diskette and send it to the address listed on the 89-140. If you are using an unprotected copy of this file do not make any changes to the structure, columns, etc. . If the file is protected and it will not allow any data entry, you may enter the password of "mstc" to unprotect it or call 601-923-7088 if needed. If you do unprotect the file, **DO NOT** overwrite any formulas or change the formatting of the cells in any manner. Programs other than Excel may read the file and allow its completion. It must be saved in the .xls file format for us to read and extract the data. A free downloadable program is located at OpenOffice.org.
3. QuickBooks users may submit a file created by QuickBooks that will satisfy our requirement of filing W-2's on magnetic media. The instructions are as follows: Go to "Employee Navigator" find the item called "Send Payroll Data to Excel" click on it. Tell it to save the period of January - December of 2006 and also enable macros. Save this file as created, without any modifications. Copy it to a CD, as it will be too large to fit on a disk, then mail it along with the Form 89-140. Write "QuickBooks" on the CD along with the other requested information.

Please refer to SSA Publication MMREF-2 for W-2C's; this publication is located at <http://ssa.gov/employer/06mmref2.pdf> and IRS Pub. 1220 for W-2Gs and 1099s is located at <http://www.irs.gov/pub/irs-pdf/p1220.pdf>.

The specifications and procedures described in these instructions must be followed for the State Tax Commission to accept your W-2, W-2G and 1099 information filed electronically. Failure to comply with these specifications can result in your magnetic media being returned to you unprocessed and penalties being assessed. Each submitted magnetic media must be accompanied by a properly completed Form 89-140 the Mississippi Annual Information Return.

- Form 89-140 requires totals of various fields from the accompanying W-2s, W-2Gs or 1099s
- If there are 1099s with Mississippi withholding which were paid under the taxpayers FEIN used for wage reporting, then those 1099s should be included in the 89-140 used for reporting employee wages. An alternative method is using a separate 89-140 to report the 1099s with Mississippi withholding. The 1099s without Mississippi withholding would be reported separately.
- Each withholding tax account (employer record) on magnetic media must contain a single "RE" record. Multiple "RE" records result in subtotals of the Mississippi income tax withheld rather than a single total as is required. This applies to accounts which have multiple locations. All locations reported under a particular Mississippi withholding tax account number must be represented by a single "RE" record.
- If multiple, CDs or diskettes are submitted, each media must begin with an "RE" record.
- If there are multiple withholding accounts (employer records) included on one magnetic media submission, then each must be separated according to the directions on the MMREF-1 and each withholding account within the media must submit a separate Form 89-140.
- Both the employer and the submitters name, address and phone number must be included on each 89-140. Under no circumstance should the Form 89-140 and the magnetic media be sent under separate cover.
- Processed magnetic media will not be returned.
- If there are questions concerning the filing of wage and tax information by means of magnetic media, please call the Withholding Tax Division at (601) 923-7088.

**Mail your magnetic media and your completed Form(s) 89-140 to either of the following addresses:**

Mississippi State Tax Comm.  
Withholding Tax Division  
P.O. Box 960  
Jackson, MS 39205-0960

OR Mississippi State Tax Comm.  
Withholding Tax Division  
1577 Springridge Road  
Raymond, MS 39154

## W-2 Diskette/CD Specifications

### DISKETTE and CD:

- Diskette must be 3-1/2" MS-DOS compatible.
- Data must be in ASCII-1 character set.
- File must be named **W2REPORT** or **MS1099**.
- **File name must not contain an extension, unless it's an Excel file.**
- Using another file name will complicate the reading of the data.
- The media must contain only one **W2REPORT** or **MS1099**.
- The **W2REPORT** file may contain multiple withholding accounts (employer records) as allowed by the SSA.
- Diskettes and CDs are structured in the same manner.
- All media must be virus scanned before submission.
- Please Zip a file to fit it to one disk if it would take more than one.
- Do not Zip a file on a CD.

### Information required on a Diskette or CD Label

Tax Year:  
Type of Filing:  
FEIN of Employer (if single WH account):  
Name of Employer or Remitter:  
Contact Person:  
Contact Phone Number:  
Address:  
Number of Accounts included:  
Total Number of W-2s or 1099s: \_\_\_\_\_  
Disk \_\_ of \_\_ (But Please Zip To 1 If Possible)  
Is this the *Original* or a *Correction* filing?

**Mississippi is no longer accepting 3480/3490 Cartridges, nor any form of Tape (reel, 4 or 8 mm).**

## Record Layout and Content

### **W-2 layout:**

The Mississippi State Tax Commission reads the "RA", "RE", "RW", "RS", "RT", and "RF" records. Your software must comply with the specifications contained in SSA Publication MMREF-1 for record format and record specifications for W-2s. **Please check to make sure your software is including the "RS" in the W2REPORT file.** We have received numerous filings that did not contain this line of data and it is the line that contains the Mississippi wages and withholding data. It can be viewed using such programs as Microsoft WordPad that comes with Windows.

### **W-2C layout:**

The file layout as used for federal reporting should be used. It can be found at <http://ssa.gov/employer/06mmref2.pdf>

### **1099 layout:**

The layouts for the various 1099s are the same as described in the Federal Publication 1220.