



Manual Entry Instructions

iWire Direct is a tool that allows you to manually enter a small number of W-2s that have already been prepared. You **MUST** have already prepared the W-2s either by hand, using software, or the Social Security Administration's Business Services Online feature. If you have more than 20 W-2s you need to submit, you should submit them in separate transmissions.

HELPFUL HINTS BEFORE YOU BEGIN ENTERING W-2s:

- Make sure you have enough time allotted to enter all the W-2s you wish to file in one submission.
- Consider submitting your data periodically. This will help prevent having to start over again because of intermittent browser issues, third-party plug-ins, or unexpected shut-downs (power outages, etc.). For example, if you have 27 W-2s to enter and you think it will take you 3 hours to enter them, consider entering in two batches; one of 15 W-2s and one of 12 W-2s.
- You may enter more than one employer's W-2s in one submission. If you wish to do this, be sure to have all your information available before starting.
- Be sure to read the help text at the bottom of the screen as you tab through the entry fields. Many of the fields are self-explanatory but if you have questions, the help text might answer your question.
- If a W-2 contains more than one state, there are special instructions. See page 12.
- On the right side of the submission page, there is a "cancel submission" link that allows you to stop your submission and start over if necessary. This causes ALL information stored so far to be lost. When you start over, you will have to re-enter all of your submitter contact information and any other information you previously entered.
- As you enter employees for an employer, the name of the company and the employees appear on the right side of the submission pages. At this time, you may delete an employer or employee, but you may not yet edit it. In the near future, you will be able to edit the information if you realize you've made an error rather than have to delete the entire W-2.
- Once you click "Next" on a screen, you may not go "back" to the prior screen. Do not use the "back" button on your browser as it will ask you if you want to exit iWire. This will cause you to lose all data you have entered to that point if you click yes. In future versions of iWire Direct, an "edit" feature will be available for you to go back and make changes to the record. For now, double check your entry before you click "next" to advance.
- At this time, you are not able to review your entry in total before you submit your file. Review functionality will be available in future versions coming soon. We apologize in advance for this inconvenience. For now, double-check your entry as you enter the data.

ENTERING SUBMITTER INFORMATION.

When we ask for “submitter” information, we are asking for information about you. You may or may not work for the company whose W-2s you are submitting.

Submitter ID Type.

If you already have one, use the Filer ID number the Social Security Administration gave you. This is an 8-digit ID consisting of both letters and numbers. From the drop-down menu, select “SSA Filer ID.” If you do not have a SSA Filer ID, select one of the other options from the drop-down menu. Use the “Social Security Number” as a last resort if you have no other number to use.

Submitter ID Number.

Enter the number that corresponds to the Submitter ID type you chose in the prior field. For example, if you chose to use your SSA Filer ID, enter that number in this field.

Name.

Enter YOUR name in this field. You, the person entering the W-2s into iWire Direct, are the “submitter.” When we ask for “submitter” information, we are asking for information about you.

Company.

Enter the name of the “company” for whom you, as the submitter, work. This could be your own (company’s) name if you are self-employed, or the name of the company you work for. This is not necessarily the name of the employer who’s W-2s you are submitting.

Phone.

Enter your telephone number without dashes. We may call you if there is an issue with the file or data you are submitting to us. Be sure to enter correct information.

E-mail address.

Enter the e-mail address at which you want us to contact you about this submission. The email address you provide here is the email address at which you will receive confirmation that your file has been accepted or, in rare cases, rejected. Verify it is accurate.

Verify e-mail address.

Re-enter the e-mail address you entered in the previous field. You cannot copy and paste the previous email into this field. Verify that you’ve entered a correct email address. For example, if your email address is yourname@mycpas.com ensure that it doesn’t say yourname@mycaps.com. Typing CAPS instead of CPAs is a common error that will cause you to not receive a confirmation email because the domain is incorrect.

Filing Options.

Select the button for “Manually enter W-2 information” to begin entering W-2s. A new window will pop up in your browser asking for more information about you as the submitter.

Sample Main Submission screen

Department	<h1>Submit information return file to the Oregon Department of Revenue</h1> <p>Please enter the submitter's contact information below.</p> <p>Note: An acknowledgement will be sent to the e-mail address you provided once your submission has been processed.</p> <p>Submitter ID type * SSA filer ID</p> <p>Submitter ID number * TEST1234</p> <p>Name * Your Name</p> <p>Company * Your Company</p> <p>Phone (Enter only numbers - no dashes) * 503-123-4567</p> <p>Extension</p> <p>E-mail address * yourname@cpas.com</p> <p>Verify e-mail address * yourname@cpas.com</p> <p>Filing options * <input type="radio"/> Manually enter W-2 information <input type="radio"/> Upload an EFW2 file or 1099 file</p> <p>* Required fields</p>
About Us	
Contact Us	
Search In Revenue	
Forms & Publications	
Revenue FAQs	
Newsroom	
Public Records	
Employment	
Accessibility	
Website feedback	

TELL US MORE ABOUT YOU.

Enter the Mailing Address of the submitter. This is usually your mailing address.
Enter the Physical Address only if the Mailing Address is different or a PO Box.
Enter the City, State and ZIP that are associated with the Mailing Address. '

NOTE: In fields where you are required to enter an address, there are only 22 spaces. That means the address shown on the W-2 may be truncated. This is the amount of space allowed by the Social Security Administration for the address fields so it is expected. Enter the information that you can.

Who prepared this submission? Select from the drop-down menu the choice that best fits your role in the preparation of the W-2s. Many will be either self-prepared (prepared by an in-house employee) or prepared by an accounting firm/bookkeeper.

When you have finished entering all the information that is necessary in this window, click next. If you have any errors in this window (i.e. you forgot to enter a state) you will get an error message telling you what you need to fix. After you fix it, click next again and a new window will open in your browser.

Sample Submitter Info screen

iWire Direct
A direct-file solution for filing W-2 data electronically

If we encounter problems with your submission, we will contact: YOUR NAME, YOUR COMPANY at 503-123-4567 or via e-mail at YOURNAME@CPAS.COM.

Tell us more about YOUR NAME of YOUR COMPANY

Mailing address* Foreign address Physical address
PO Box 1234 1234 Someplace Drive

City* State* ZIP code + 4*
Here Oregon 97000

What is your FAX number? Who prepared this submission? *
-- Accounting Firm/Bookkeeper

[Next](#)

My submission
[Cancel submission](#)

TELL US ABOUT THE COMPANY TRANSMITTING THIS SUBMISSION.

Submitter's employer ID number (EIN).

Enter the federal employer ID number of the company submitting the W-2s. Do not enter the FEIN if the employer for which you are submitting unless the submitter is also the employer.

Submitter's company name, mailing address, physical address, city, state, zip.

Select the "copy from contact" link if the information is the same as what you entered on the prior screen. If the information here is different, then do not click "copy from contact." The information here might be different if you entered your branch location in the previous screen and now are entering your headquarters information that is in a different location.

NOTE: In fields where you are required to enter an address, there are only 22 spaces. That means the address shown on the W-2 may be truncated. This is the amount of space allowed by the Social Security Administration for the address fields so it is expected. Enter the information that you can.

When you have entered all the information, click next to move to the next screen to enter information about the employer. Again, if you are missing any information on this screen, you will receive an error message before you can proceed to entering the employer information.

Sample Submitter Company Screen

The screenshot shows the iWire Direct submission interface. At the top, it says "iWire Direct A direct-file solution for filing W-2 data electronically". Below this is a section titled "Tell us about the company transmitting this submission." with several input fields: "Submitter's employer ID number (EIN)" with the value "20-1234567", "Submitter's company name*" with "Your Company" and a "Copy from contact" link, "Mailing address*" with "PO Box 1234" and a "Foreign address" checkbox, "Physical address" with "1234 Someplace Drive", "City*" with "Here", "State*" with "Oregon" (selected in a dropdown), and "ZIP code + 4*" with "97000". A "Next" button is at the bottom right of this section. To the right is a "My submission" sidebar with a "Cancel submission" link. Below the main form is another section with fields for "Submitter ID number*" (TEST1234), "Name*" (Your Name), and "Company*" (Your Company). The left sidebar contains navigation links like "Department", "About", "Contact", "Search", "Forms", "Revent", "Newsroom", "Public Records", "Employment", and "Accessibility".

TELL US ABOUT THE EMPLOYER

Employer ID no. (EIN).

Enter the FEIN found in Box B of the W-2. This is a required field.

Oregon business ID number (BIN).

Enter the Oregon Business ID number from Box 15 exactly as it is shown on the W-2. If the BIN shown on the W-2 is less than 8 numbers, be sure to enter leading zeroes. For example, a BIN of 12345-6 should be entered as 00123456. This is the number that the employer filed its payroll tax returns and remitted its withholding tax on throughout the year. By entering this number now, you will not have to enter it later on every single W-2 because we will enter it for you. Do not enter the account number for any other state but Oregon here.

What kind of employer is this?

Most employers fit in the "none apply" category. Select the appropriate choice depending on the type of business the employer is.

Please choose the appropriate employment code.

If the business is an agricultural or household employer, then select the appropriate code. If you are not an agricultural or household employer, select "All others."

NOTE: In fields where you are required to enter an address, there are only 22 spaces. That means the address shown on the W-2 may be truncated. This is the amount of space allowed by the Social Security Administration for the address fields so it is expected. Enter the information that you can.

When you have entered all the information, click next to move to the next screen to enter information about the employer. Again, if you are missing any information on this screen, you will receive an error message before you can proceed to entering the employee information.

Sample Employer screen

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Tell us about the employer

Employer ID no. (EIN) (Box B) * [Copy from submitter](#) Oregon business ID number (BIN) (Box 15)
20-1234567 0012345-6

Check this box if this is the last year W-2s will be filed under this employer ID number (EIN)
 Check if this a third-party employer who made sick-pay payments or an employer reporting sick pay paid by a third party.

Which tax year is being reported on the W-2s? * 2011
Employer's name (Box C) * Your Company

What kind of employer is this? * None Apply
Please choose the appropriate employment code * All Others

What is the employer's address?

Mailing address* Foreign address Physical address
PO Box 1234 1234 Someplace Drive

City* Here State* Oregon ZIP code + 4* 97000

[Next](#)

My submission
Your Company
[Submit file](#) [Cancel submission](#)

NOTE: After clicking next, you should now see the name of the employer on the right-hand side of the screen with the option to “add employer” if you choose to add another employer in the file. (See sample federal information screen on next page)

TELL US ABOUT THE RECIPIENT OF THIS W-2 (EMPLOYEE).

Social Security Number (Box A).

Enter the employee's SSN here exactly as it is shown on the W-2. This is a required numeric field. If the SSN shown on the W-2 is less than 9 numbers, be sure to enter leading zeroes. For example, a SSN of 3-12-4567 should be entered as 003124567.

Hire date and Separation date.

Enter this information only if you know it. If you do not, leave it blank.

NOTE: In fields where you are required to enter an address, there are only 22 spaces. That means the address shown on the W-2 may be truncated. This is the amount of space allowed by the Social Security Administration for the address fields so it is expected. Enter the information that you can.

Enter the rest of the information as shown on the W-2. Enter it exactly as shown. Click "Next" on each screen as required to advance to the next section of the W-2.

Sample Employee screen

The screenshot displays the iWire Direct web interface for filing W-2 data. The main heading is "iWire Direct A direct-file solution for filing W-2 data electronically". The current section is "Tell us about the recipient of this W-2".

Tell us about the recipient of this W-2

Social Security number (Box A) * Hire date Separation date

003-12-3456

What is the name of the employee receiving the W-2 (Box E)

First name * Middle name Last name * Suffix

Ima Hardworker

What is the employee's address? (Box F)

Mailing address* Foreign address Physical address

1234 Nowhere Place

City* State* ZIP code + 4*

Somewhere Oregon 97000

Next

My submission

Your Company

Your Company

Add employer

Submit file Cancel submission

Enter Employee's Federal information.

Sample Federal Information screens

TEXT SIZE: A+ A- A • TEXT ONLY Select Language

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Tell us about the employee's federal wages

Wages, tips, other compensation (Box 1)	Federal income tax withheld (Box 2)	Nonqualified plans (Select one) (Box 11) None
49500.00	4000.00	
Social Security wages (Box 3)	Social Security tax withheld (Box 4)	Nonqualified plan amount 0.00
49500.00	4000.00	
Medicare wages and tips (Box 5)	Medicare taxes withheld (Box 6)	<input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Retirement plan
49500.00	400.00	<input type="checkbox"/> Third-party sick pay
Social Security tips (Box 7)	Dependent care benefits (Box 10)	
0.00	0.00	

Next

Your Name
Company *
Your Company
Phone (Enter only numbers - no dashes) * Extension

TEXT SIZE: A+ A- A • TEXT ONLY Select Language

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Does the employee have deferred or other compensation? (Box 12)

Compensation type	Compensation amount
None	0.00

+ Add another

Other information (Box 14)

Information in Box 14 is not collected by the Social Security Administration. You do not need to enter this information here.

Next

Submitter ID number *
TEST1234
Name *
Your Name
Company *

Enter Employee's State info.

Sample State Info screen

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Tell us about the employee's state wages (Box 15-17)

State *	Employer's state ID no.	State taxable wages	Income tax withheld
OR	00123456	49500.00	3000.00

[Next](#)

My submission

Your Company

- Your Company
 - [Add employee](#)
 - [Add employer](#)

[Submit file](#) [Cancel submission](#)

Please enter the submitter's contact information below.

Note: An acknowledgement will be sent to the e-mail address you provided once your submission has been processed.

Submitter ID type *
SSA filer ID

Submitter ID number *
TEST1234

Name *
Your Name

NOTE: After you have entered the state information, you will see a screen that says you successfully added a W-2. That screen will ask you what you want to do next. It is also at this point where you will see the employee's last name in the tree on the right-hand side of the screen.

Sample Add Another or Submit File screen:

The screenshot displays the iWire Direct web interface. At the top, there is a navigation bar with "TEXT SIZE: A+ A- A" and "TEXT ONLY" options, along with a "Select Language" dropdown. The main content area features a white box with the following text:

iWire Direct
A direct-file solution for filing W-2 data electronically

You have successfully added a W-2. What would you like to do next?

- [Add another employee to the current employer](#)
- [Add a new employer and its employees](#)

If you have added all of your W-2s:

- [Send your submission to the Oregon Department of Revenue](#)

To the right, a "My submission" sidebar shows a tree view under "Your Company" with a sub-entry "Hardworker". Below this are links for "Add employees", "Add employer", "Submit file", and "Cancel submission".

The background shows a form titled "Please enter the submitter's contact information below." with a note: "Note: An acknowledgement will be sent to the e-mail address you provided once your submission has been processed." The form fields include:

- Submitter ID type * (Dropdown menu with "SSA filer ID" selected)
- Submitter ID number * (Text input field containing "TEST1234")
- Name * (Text input field containing "Your Name")
- Company * (Text input field containing "Your Company")
- Phone (Enter only numbers - no dashes) * (Text input field containing "503.432.4527")
- Extension (Text input field)

A left sidebar contains navigation links: "Search In Revenue", "Forms & Publications", "Revenue FAQs", "Newsroom", "Public Records", "Employment", "Accessibility", and "Website feedback".

SEND YOUR SUBMISSION TO THE OREGON DEPARTMENT OF REVENUE.

When you are ready to send your W-2s to the department, click either "Submit file" in the "My Submission" tree on the right side of the screen or the "Send your submission to the Oregon Department of Revenue" link in the main window (shown above).

You may submit your file any time that you have completed entering an entire W-2. This is convenient if you must stop your entry and come back at a later time. You cannot re-open an existing session to pick up where you left off; however, you can start a new one to finish entering the W-2s you didn't earlier submit. You will need to enter your submitter information again. Do not re-enter the W-2s you have already submitted

Once you click submit, you will get a message immediately in your browser that says we have received your W-2s and gives you a confirmation number.

Sample In-browser confirmation:

The screenshot shows the Oregon Department of Revenue website interface. On the left is a navigation menu with links: Department, About Us, Contact Us, Search In Revenue, Forms & Publications, Revenue FAQs, Newsroom, Public Records, Employment, Accessibility, and Website feedback. The main content area is titled "Submit information return file to the Oregon Department of Revenue". A green success banner contains a checkmark icon and the text: "Your file was received successfully. Your confirmation number is 953515218. Once the file has been validated and processed, you will receive a separate email notification indicating whether the file is accepted or rejected. If you have additional W-2 or 1099 submissions, add another file below." Below this is a note: "Please enter the submitter's contact information below. Note: An acknowledgement will be sent to the e-mail address you provided once your submission has been processed." The form fields are: Submitter ID type (dropdown menu with "SSA filer ID" selected), Submitter ID number (text input with "TEST1234"), Name (text input with "Your Name"), Company (text input with "Your Company"), and Phone (text input with "503-123-4567" and an adjacent "Extension" text input).

In a few minutes, you will get an email confirmation indicating that we've accepted and processed your W-2s.

Sample Email:

From: iwire.dor@state.or.us [mailto:iwire.dor@state.or.us]
Sent: Tuesday, March 13, 2012 10:09 AM
To: yourname@cpas.com
Subject: Oregon iWire Submission Processed (Confirmation Number: 953515218)

Your W-2 submission has been accepted.

If you have any questions regarding your submission, please refer to confirmation number 953515218 when responding to this e-mail.

This e-mail was automatically sent from the [Oregon Department of Revenue iWire system](#). If you have questions about this e-mail, you may reply directly to it or you may call us at 503-945-8127. Leave a message with your confirmation number and a member of the iWire team will contact you as soon as possible. You may also find your answer in our [frequently asked questions and troubleshooting guidelines](#) information on our website.

In very rare cases, you may receive an email that says we've rejected the file and provide reasons why the file was rejected. W-2s filed with us using iWire Direct are rarely rejected so contact us if that happens.

SPECIAL INSTRUCTIONS.

Multiple States shown on W-2. If you have employees who work in both Oregon and another state, there are special instructions for entering their data.

When you reach the state section, you need to enter the Oregon information first and complete the rest of the entry, without entering the other state. After entering that information, you need to click "add another employee to the current employer" and then re-enter the federal information for that employee. Enter zeroes for the federal wages, federal withholding, social security wages, etc. Enter the other state's information and finish entering the remainder of the W-2 information. You will see the same last name twice in the "My Submission" window on the right side of the screen.

HOW TO CONTACT US.

iWire Technical Support Team:

Telephone: 503-945-8127

E-mail: iwire.dor@state.orus

Office hours: Monday through Friday 8 to 5, except holidays and furlough days

Our goal is to respond to your request within one business day. In peak times (January through April) it may be two business days depending on the issue needing resolved.