

# Filing W-2 SSA Wage Report

VMS supports magnetic media file format requirements according to [SSA: Magnetic Media Reporting an Electronic Filing for Tax Year 2009](#) specifications. This allows the file to be uploaded (SSA's *Upload a Wage Report* [submit the file as an Electronic Data Transfer (EDT)])

## TO FIND THE LOCATION OF VMS FILES:

- Find the VMS startup icon on the desktop.
- Place the cursor on the icon and RIGHT CLICK.
- Highlight PROPERTIES and LEFT CLICK once.
- LEFT CLICK on the “Shortcut” or “Program” tab.
- A window similar to the one below will appear.

The location of VMS files is found in the “Start in” box. VMS uses two methods of accessing files. One is using mapped drives as depicted in the first screen and the other is by using the actual server name and shared folder as in the second screen.

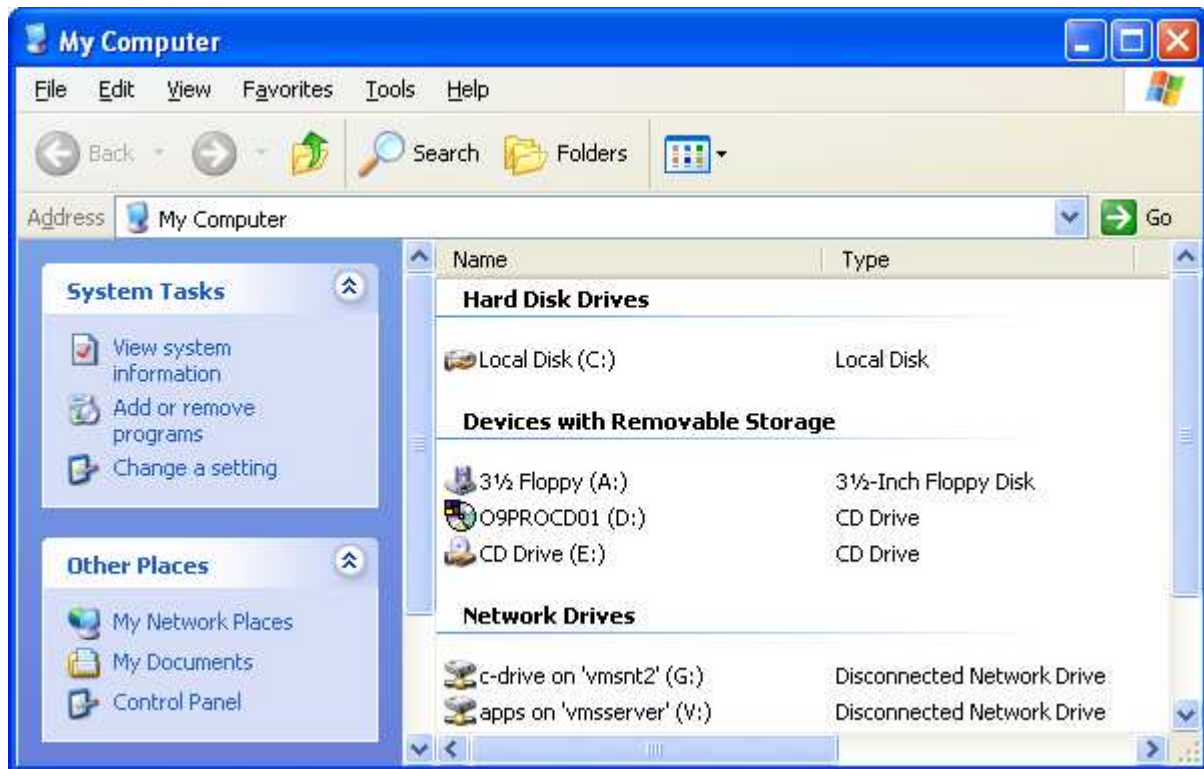
If your screen uses a drive letter like ”w:” as does the first screen, make a note of it and click on the “Cancel” button – you’re done here.



If your screen uses a physical path, “\\servername\folder\vms\pgm” like the second screen, perform the following:

- Write down the full path in the “Start in” box.
- Click on the “Cancel” button.
- On the Windows Desktop double click on the “My Computer” icon.
- Search for the icon with the Computer name and folder you wrote down

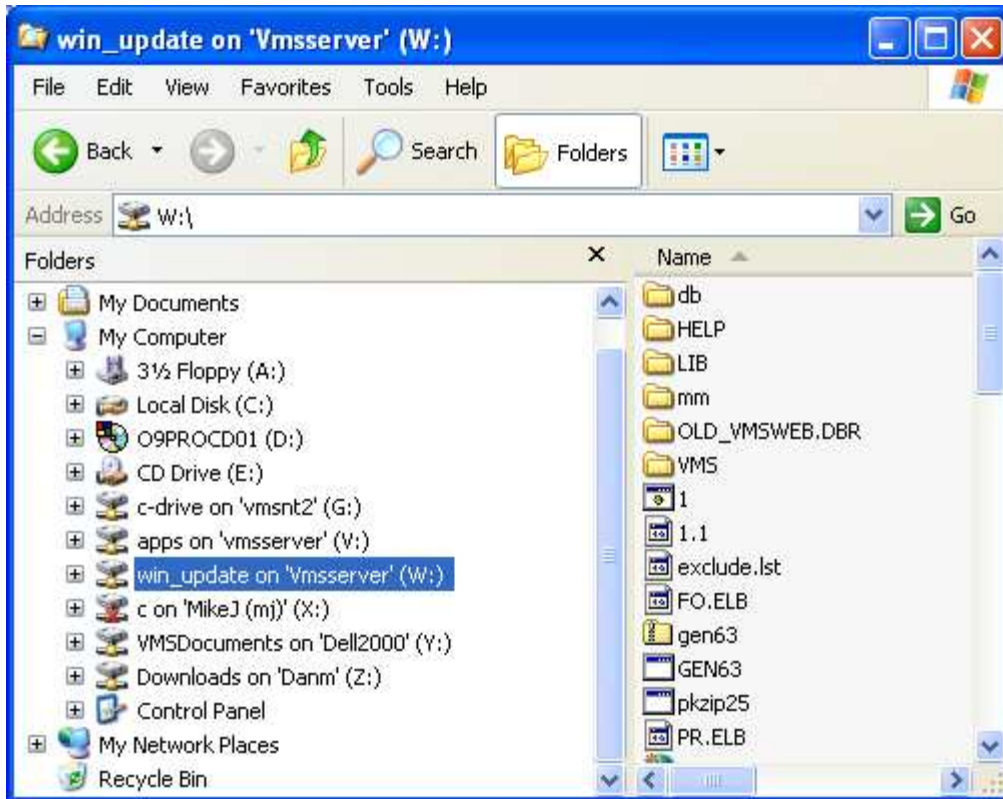
“\\vmsserver\apps” as shown in the second screen above.



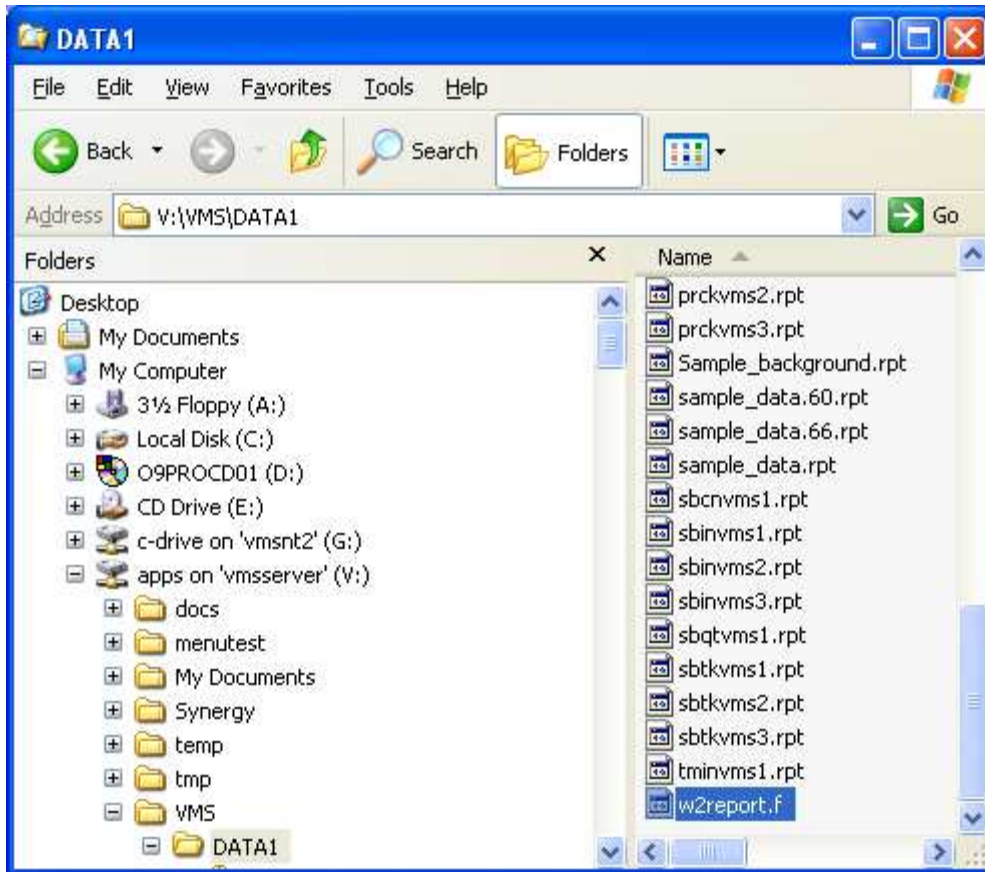
- As seen above apps on "vmsserver" uses drive “v:”
- Write this drive letter down for later use.
- Click on “File” and on “Exit” to close the window.

### **TO COPY FILES TO DISKETTE (for State Magnetic Media only)**

- Start Windows Explorer by clicking on the “Start” button at the bottom left hand of your screen
- Click on “Run”.
- In the “OPEN” box type in “explorer” and click on the OK button.
- Windows Explorer will start and look one of several ways.



- One style uses the list of folders and names, the other uses icons. Either style of display will work.
- Move up or down the left windowpane until you find the drive where the VMS files are located.
- Click on the “+” beside the drive to expand the drive listing until you see the VMS folder.
- Click on the “+” beside the VMS folder to expand the folder listing containing your files.
- Scroll down the right windowpane until you find the file you wish to copy and Left Click once on it to highlight it.

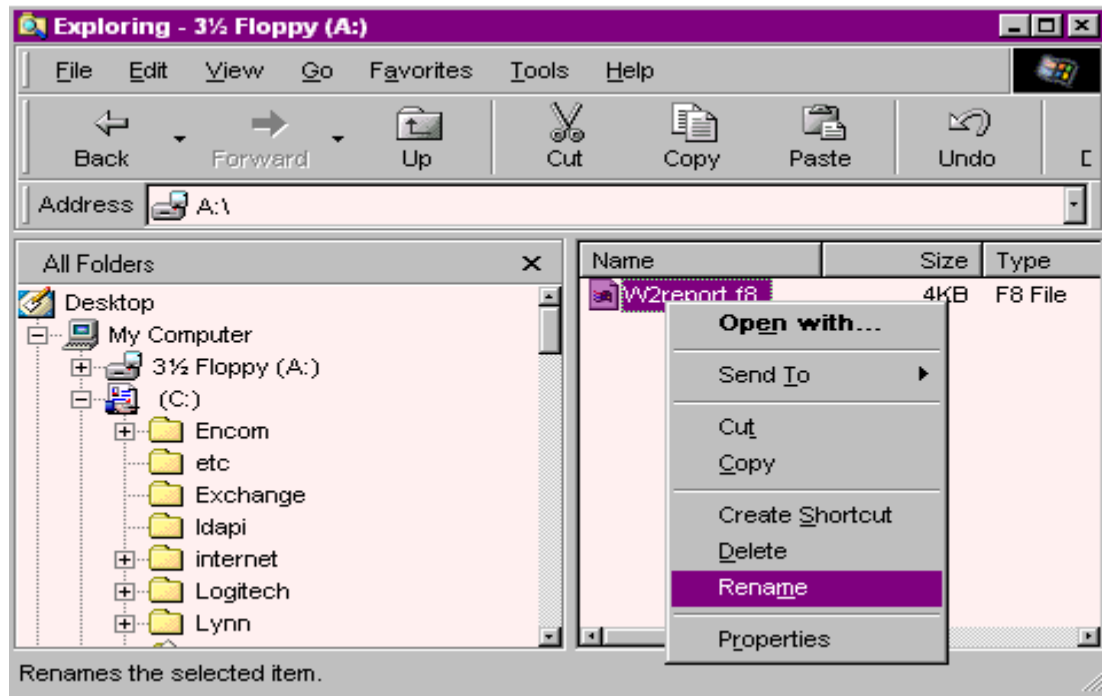


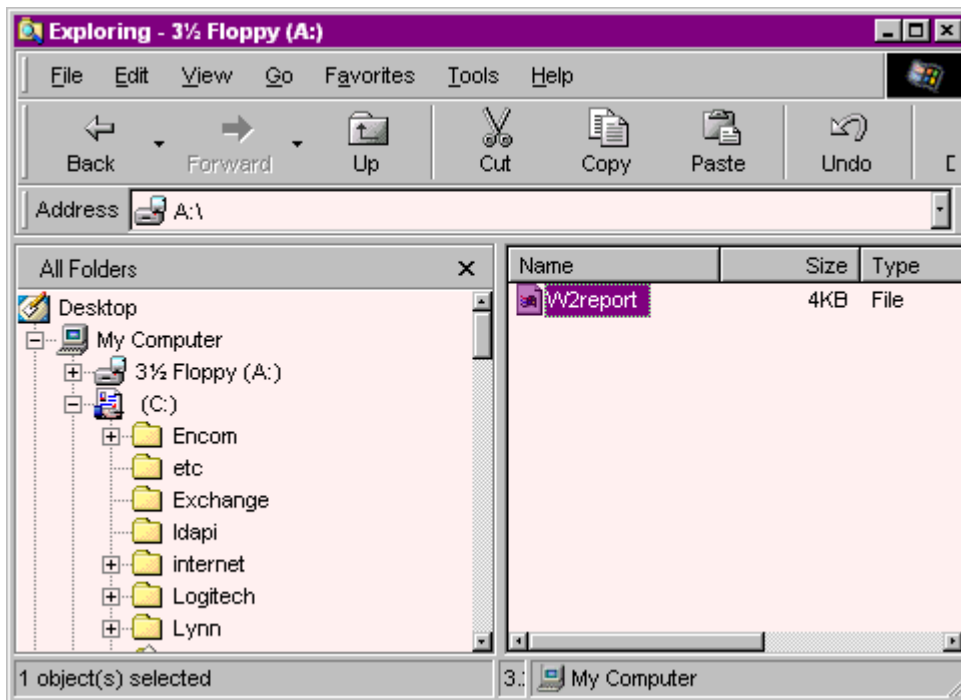
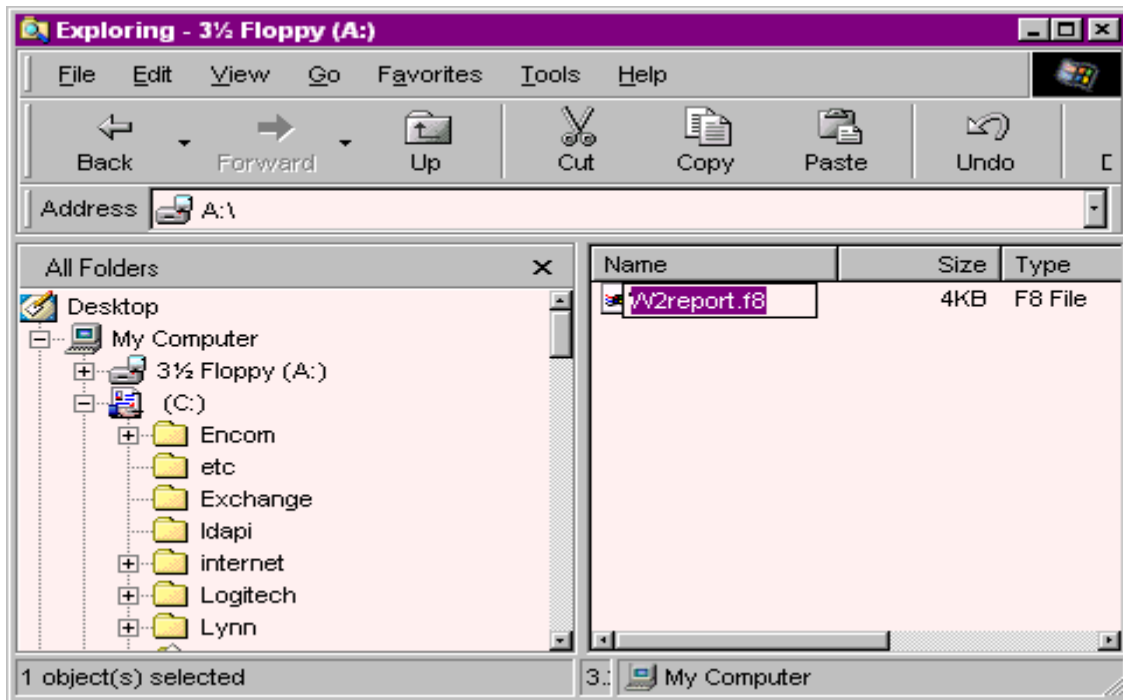
- To copy this file to a floppy disk, Right Click on the file and a selection appear - select “COPY”.
- Place a floppy in the drive.
- Scroll back up the left windowpane until you see “3 1/2 Floppy (A:)” and place your cursor on it until is highlighted.
- Right Click on it. A selection list will appear – select “Paste”.
- The file will be copied on to the floppy.

### **TO RENAME A FILE:**

- Using the method above, locate the file you wish to rename (usually the one already copied to the floppy disk).
- Place your cursor on the name of the file and Right Click on it.

- In the selection Left Click on “RENAME”.
- The file name will be highlighted.
- Type over the original name with the new file name and then press ENTER.
- The new file name will be displayed.





- The final screen should indicate the contents of 3 1/2 Floppy (A:) with the correct file name
- (W2report in this example).

	<b>Original File Name</b>	<b>Rename File</b>	<b>Label Disk</b>
Federal W2	W2REPORT.Fx	W2REPORT.TXT	2009 Federal W2 Magnetic Media File
State W2	W2REPORT.Sx	W2REPORT	2009 State W2 Magnetic Media File
Federal 1099 (no need to rename)	IRSTAX	IRSTAX	2009 Federal 1099 Magnetic Media File

**IMPORTANT: Only one file should be on this diskette. If any other files are listed, reformat the diskette and repeat the procedures. The IRS, and state governments, will reject the diskette if more than ONE file exists.**

**Be sure to LABEL the diskette(s). Include the file name (W2REPORT or IRSTAX), reporting year, and company name.**

**For filing instructions for W-2 SSA Wage Report, visit Web Site:**  
**[www.ssa.gov/employer](http://www.ssa.gov/employer)**