

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER



Office of Tax and Revenue  
941 North Capitol Street, NE  
Washington, DC 20002

**TRANSMITTAL FORM FOR FILING ANNUAL W-2 INFORMATION  
ON MAGNETIC MEDIA**

*This transmittal procedure applies only to **annual mass transmittals** of W-2 employee information, due by May 1 of each year. It does not replace the requirement for monthly filing, with payments, of Form FR-900M Employer Withholding Tax- Monthly Return; or FR-900B Employer Withholding Tax - Annual Reconciliation.*

**Important Change Notice 10-17-2003: Due to a Federal/State agreement with IRS, we now receive 1099 information from IRS. As a result, you are no longer required to file annual transmittals of 1099's.**

Please note:

1. Due to technology updates, we no longer accept round tapes. We will accept cartridge tapes, CD-ROMs, and diskettes.
2. We will accept paper W-2's only in quantities of less than 50. We require that any larger transmissions must be filed on cartridges, CD-ROMs, or diskettes.

The District of Columbia will accept all magnetic media reports submitted with this transmittal prepared in accordance with current Social Security Administration (W-2) specifications for magnetic tape submissions. You may find these specifications at the following Social Security Administration Web page: <http://www.ssa.gov/employer/02mmref1.txt> If SSA specifications change for any tax year, starting with Tax Year 2003, we will accept the most current specifications.

The following additional procedures also apply:

1. We will not return the cartridges, CD-ROMs, or diskettes you send.
2. Clearly label the side or edge of each cartridge, CD-ROM, or diskette with your volume serial number.
3. Do **not** include any payment with the cartridges, CD-ROMs, or diskettes.
4. File Form FR-900B Annual Reconciliation and Report of Withholding **separately**.

**ANNUAL W-2 INFORMATION MAGNETIC MEDIA TRANSMITTAL FORM**

Submit one transmittal sheet per cartridge, CD-ROM, or diskette.

<b>1. Name, Address of Filer</b> (name, street, city, state, zip code)	<b>4. Federal Employer ID Number (FEIN)</b>  _____  <i>(Note: As of January 1, 2001, the DC Business Tax Registration Number is no longer used.)</i>
<b>2. Name/address of person to contact about this transmittal</b>	<b>5. Number of employee records reported</b>  (a) total on tape/disk _____  (b) total W-2 _____
<b>3. Telephone number of contact person</b>	