

Greenshades W2 Information and Processing

Overview

AdaptSuite offers the ability to create a file and transmit the data to Greenshades to be used for creating employee W2 forms. Clients have several options for preparing and distributing the W2 forms to their employees. Among the options offered to the client are printing and distributing the W2 forms themselves, having Greenshades print and distribute the W2 forms, allowing their employees to receive their W2s online via a Greenshades website, or allowing their employees to receive their W2s online via the AdaptSuite candidate web portal. Some of these options are provided by Greenshades at an additional charge which is billed directly from Greenshades to the client.

Preparation and Setup

- Employees' W2 forms are generated based on the information that has been entered into AdaptSuite. In AdaptSuite, the client must run diagnostics and create an annual transmission file that includes the data for the W2s.
- The client must upload the annual transmission file to Greenshades.
- For additional information about running diagnostics and creating and uploading a transmission file, please refer to the document "Greenshades Information and Processing."
- Clients who choose to allow their employees to access their W2s via the AdaptSuite candidate web portal must first contact their Bond representative. Their Bond representative will contact customerservice@greenshades.com to obtain an Authentication Key and Company ID for the client. The Bond representative will update CRM to indicate Greenshades W2 and enter the Authentication Key and Company ID into the client's AdaptSuite Integration Settings. The existence of these parameters in Integration Settings activates the W2 Information option in the AdaptSuite candidate web portal.



Processing

1. Create Year-End Forms

- In the Greenshades Center, select the Create Year-End Forms option.

2. Select Year and Type of Tax

- a. On the Year-End Forms screen, select the Year for which the W2s are to be prepared and select W2 for the Type of Tax. Click Next.
- b. Review the number of employees and wage and tax amounts that display. Click Upload Forms.
- c. This process loads the yearend data into a Greenshades website named DownLoadMyForm.com where W2s can be viewed or printed and the various federal and state annual files can be created and submitted.

3. Enter Client Contacts

- a. From the list of client users authorized to access Greenshades, select those who should have access to the W2s being uploaded to DownLoadMyForm.com.
- b. Select one of the authorized client contacts as the billing contact.
 - i. Certain W2 services are available to the client for an additional charge. These charges are billed by Greenshades directly to the client's billing contact.

4. Log Into DownLoadMyForm.com

- a. Once the data has been imported, the client must log into DownLoadMyForm.com to continue the administration of their W2s.
- b. The client can click the link that is embedded in the screen or go directly to <http://www.downloadmyform.com>.
- c. When prompted, the client must enter the login credentials of one of the authorized contacts which were added in the previous step.
- d. Verify the company name, EIN, and billing contact then click Continue.

5. Validate State and Local Tax IDs

- a. The client's state W2 identification numbers will display. The client should review the IDs and make any necessary changes. These IDs will display in Box 15 of the W2s.
- b. If the file contains local tax information, the next screen will display Locality Names.
 - i. Validate and correct if necessary the locality names to be shown in Box 20 of the W2s.



6. Resolve Warnings and Verify Totals

- a. The client should review and resolve any warnings that are displayed regarding their W2s.
- b. The client must review the totals for the W2s. This includes the number of employees and the amounts of federal, state, and local wages and taxes.
- c. Note that corrections made directly in DownloadMyForm will not be reflected in AdaptSuite. The best practice is to make corrections in AdaptSuite and upload a corrected transmission file to Greenshades.

7. Manage Employee Access To Online W2s

- a. Greenshades provides an optional service enabling clients to allow their employees to receive their W2s online. If the client utilizes the AdaptSuite candidate web portal, employees can access their W2s from the W2 Information option on the web portal. If the client does not use the AdaptSuite candidate web portal, employees can access their W2s via a client-specific website provided by Greenshades.
 - i. There is an additional charge for each employee who receives their W2 online. The charge is currently 31 cents per employee and is billed by Greenshades directly to the client.
 - ii. When an employee attempts to access their W2, they are prompted to consent to receive their W2 online by entering a code provided by Greenshades. The client is not required to provide a paper W2 to employees who consent to receive their W2 online. Employee consents are recorded by Greenshades and are available to the client as a report in DownloadMyForm.com.
 - iii. Clients who choose to allow their employees to access their W2s via the AdaptSuite candidate web portal must first contact their Bond representative. Their Bond representative will contact customerservice@greenshades.com to obtain an Authentication Key and Company ID for the client. The Bond representative will enter the Authentication Key and Company ID into the client's AdaptSuite Integration Settings. The existence of these parameters in Integration Settings activates the W2 Information option in the AdaptSuite candidate web portal.
- b. To allow employees to access their W2s online, clients must select Yes when prompted "Should employees be able to view (tax year) W2s on GreenEmployee.com?" If Yes is selected here, the following steps must also be completed.



- c. In the designated field for a short code used to create a client-specific website where employees will log in to view their W2s, enter the first 7 characters of the client's company name. This field must not include the tax year, special characters, or spaces.
- d. In the field Company's Main Phone Number, enter the client phone number that employees should call if they have questions about their W2.
- e. In the designated field, enter the client's company name as recognized by their employees.
- f. In the Username and Password fields, select the information employees will use for those values when logging in to view their W2.

8. Turbo Tax Setup

- a. Greenshades provides a free synchronization of employee W2 data to Turbo Tax. If the client chooses to synchronize with Turbo Tax, their employees will be able to import their W2 information directly into Turbo Tax for use completing their federal and state tax returns.
- b. Once activated, this synchronization cannot be turned off. The client must be sure their W2 information is finalized and correct prior to turning on this synchronization.

9. W2 Settings

- a. In the parameter W2 Layout, the client selects the format to be used for the display and printing of W2s.
- b. In the Additional Employee Options, the client can select what, if any, information their employees will be allowed to change online and if those changes will require the client's prior approval. If the client does not want employees to change anything, they should make no selection in this area.

10. Email Employees Links to Online W2 Forms

- a. The client can select to send an email from within Greenshades to employees providing information about receiving their W2 online. Greenshades provides an email template which the client can modify.

11. Distribute Remaining W2s to Employees

- a. Clients have two options for distributing W2s to employees who have not consented to receiving their W2s online. The client can either choose to print and distribute W2s themselves or choose to have Greenshades print and mail the W2s to employees. If Greenshades prints and mails the W2s, there is an additional charge for which Greenshades will bill the client directly.



- b. Clients who want to print and distribute W2s themselves select the option New Download Batch on the Self-Distribute Batch Status Page in DownLoadMyForm.com.
- c. The client selects the W2s to work with: all tax forms, all forms that remain to be issued, or specific forms then clicks Continue.
- d. The client should resolve any High Severity warnings that display then click Continue.
- e. Totals will display. Once the client has validated the totals, click Continue.
- f. On the Delivery Options page, the client must select how to receive the W2s: Download a PDF of the W2s directly to their computer or order a CD containing the PDF with the W2s.
- g. When prompted, the client should enter a name for the file of forms.
- h. The client is prompted to select the method by which the forms are sorted such as by Last Name or by Department.
- i. The client is offered the option to purchase paper on which to print the W2s and envelopes in which to stuff them. This is an additional charge that is billed by Greenshades directly to the client. The current price is \$14.00 per 100.
- j. DownLoadMyForm.com processes and formats the W2 file then emails the client when the file is completed.
- k. The client selects Download which opens a new web page. The client right clicks on the file and selects to “Save Target As” to a secure location on their local computer system.
- l. To print the W2s, the client opens the PDF file and selects Print.

12. E-File State W2 Returns

- a. In DownLoadMyForm.com, the client selects the E-File State W2 Returns option to electronically file returns for each state for which they had wages.

13. E-File Federal W2 Returns

- a. In DownLoadMyForm.com, the client selects the E-File Federal W2 Returns option to electronically file their federal returns.
- b. The client should utilize the current year’s Accuwage program to test the file prior to electronically filing it.