



IX. Annual Calendar Year Tax Forms Report

1. Report Requirement

- a. Employers are required to submit a report showing the total earnings received by each individual (member, retiree, and non-member (including ineligible employees with the exception of attorneys, auditors, or construction contractors)) during the previous calendar year.

Governance

715:10-17-12 Earnings report by remitting agencies

Prior to March 15 of each year, each employer covered by the provisions of TRS shall submit a report showing the total earnings received by each individual, member and non-member of TRS, during the previous calendar year. The report provided by the employer shall be a copy of the report prepared and submitted to IRS to report W-2 Tax Statements and other taxable income reportable to IRS and the Social Security Administration. The report will be electronically transmitted to TRS via the Employer Portal and will contain the name, social security number, address and the total earnings paid from all sources from January 1 to December 31 of the year and shall be in the format specified by TRS.

2. Report Due Date

- a. Due no later than March 15th of each year for the previous Employment Year

3. Report Preparation

- a. Vendor or internal programming
 - i. Follow the instructions given by the vendor/programmer
- b. TRS Template
 - i. Requires knowledge of Excel
 - ii. Template available on the TRS website
 - iii. <https://oklahoma.gov/trs/employers/employer-reporting.html>
 - iv. Encode information in the template adhering to the requirements of the report format
 - v. Save as XML file
 - vi. Upload on the Employment Year End tab in the Employer Portal
- c. Manual entry in the Employer Portal
 - i. One individual at a time in the Employer Portal
 - ii. Employment Year End tab



- iii. Click Add Employee
- iv. Enter requested information adhering to the 2-1-2017 File Format
- v. Save each individual record.

4. Upload a File

- a. Tax Forms tab in Employer Portal
 - i. Click Upload File
 - ii. Browse to find file
 - iii. Click Upload
- b. Schema error
 - i. Data that does not follow the requirements of the June 8, 2011 File Format will result in a schema error and prevent the report from uploading.
 - ii. For example, dashes cannot be used for the tax number. If a tax number (social security number) is entered as 123-45-6789 rather than 123456789 the report will result in a schema error and cannot be uploaded.
- c. Upload both W-2 and 1099 files together to create one large report in the portal

5. Validate the Report

- a. Click Validate at the bottom of the screen after the report is uploaded/entered
- b. To start over with a fresh report, click Reset
- c. Reports can be uploaded, validated and reset as many times as necessary before the report is submitted
- d. Errors will prevent the report from passing validation and must be corrected before the report can be submitted

6. Fix errors before submission

- a. Vendor/internal programming: reset the report in the Portal, correct errors, then create a new report
- b. Manually make corrections in the Employer Portal by clicking View Employees or View Errors/Warnings to open the list of each entry.
 - i. Click the edit pencil for the individual employee
 - ii. Make changes
 - iii. Save
- c. Always validate after changes are made

7. Submit the Report

- a. After the report passes validation, click Submit



b. Once submitted, no changes can be made

8. Report Format

a. Use File Format dated June 8, 2011

ANNUAL EMPLOYER REPORT DATA LAYOUT AND ELEMENTS - JUNE 8, 2011 - Current						
Header Record						
Category	Column Name	Description	Data Type	Length	Example	Can Be Blank?
Employer Info	CountyCode	School/employer county code	integer	<= 2	55	No
	DistrictCode	School/employer district code	text	= 4	C101	No
	ReportingYear	Reporting Year	integer	= 4	2011	No
	ReportingPeriodType	(C)Calendar Year or (E)Employment Year	text	= 1	E	No
Detail Record						
Category	Column Name	Description	Data Type	Length	Example	Can Be Blank?
Personal Info	TaxNumber	Taxpayer identification number	text	= 9	987654321	No
	TaxNumberType	Federal taxpayer identification number type - (S) social security number, (F) federal individual taxpayer identification number, (T) Temporary State Issued Tax Number	text	= 1	S	No
	TaxFormType	(T)1099 or (W)W-2	text	= 1	W	No
	FirstName	First name	text	<= 100	Terry	No
	MiddleName	Middle name	text	<= 100	Robert	Yes
	LastName	Last name	text	<= 100	Teacher	No
	Suffix	Suffix of name, if applicable (e.g., Jr, Sr)	text	<= 10		Yes
Salary Info	GrossAmount	Gross amount paid to individual/organization within reporting period	decimal	10,2	45612.35	No