

## W-2 Text File Generator Step-By-Step Guide

### Introduction

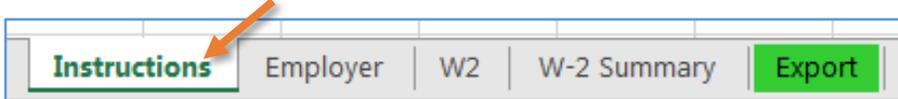
This guide walks you through the process of using the W-2 Text File Generator to generate .txt files, which can be tested and uploaded using the eNC3 and Information Reporting Application.

**Note: If you have Microsoft Excel 2003 or earlier installed, you will not be able to use this tool. If you have Microsoft Excel for Mac, you will not be able to use this tool.**

### Instructions

Access the W-2 Text File Generator from the NCDOR website, open the excel file, and save it to a folder that you have easy access to. This is where the .txt file will be saved.

Remember to read the instructions by clicking on the **Instructions** tab once you open the excel file.

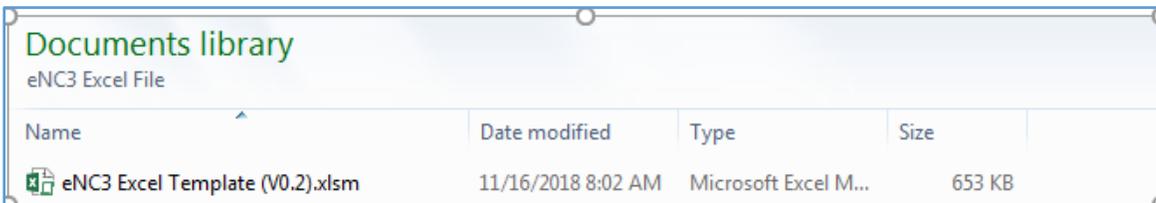


### Some important things to keep in mind:

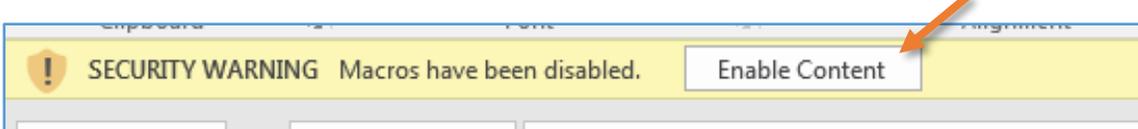
- Turn on Caps Lock; all letters must be entered as capital letters.
- Enter dollars and cents using a decimal on the W2 sheet for amounts.
- If you do not use a field, leave it blank. Required fields are marked with a red asterisk.

### To Start

**Step 1:** Save the excel template to a location that you have easy access to.



**Step 2:** Click on “enable content” if the dialogue box appears.



## Employer Information

**Step 1:** Click on the **Employer** tab to begin filling out the required employer information. Required fields are marked with a red asterisk.

**eNC3 Excel Template**

Reminder: Enter all letters as capital letters. Export will not work properly otherwise.

**Employer Information**

\*Tax Year: 2018

\*Employer/Agent Identification Number (EIN):

\*Employer Name:

\*Address Line 1:

Address Line 2:

\*City: \*State:

\*Zip Code:

Zip Code Extension:

Foreign State/Province:

Foreign Postal Code:

Country Code:

\*Third-Party Sick Pay Indicator: 0

\*NC State WH ID Number:

**Step 2:** Select the appropriate tax year by clicking on the dropdown box.

\*Tax Year: 2018

\*Employer/Agent Identification Number (EIN):

\*Employer Name:

**Step 3:** Enter the Employer/Agent Identification (EIN) number.

\*Tax Year: 2018

\*Employer/Agent Identification Number (EIN): 123456789

**Step 4:** Enter the employer name. Remember to use capital letters.

\*Tax Year: 2018

\*Employer/Agent Identification Number (EIN): 123456789

\*Employer Name: SMITH COMPANY

**Step 5:**

- For an address in the United States: Enter the employer address and city. Remember to use capital letters. Select the state from the dropdown box. Enter the 5-digit zipcode, and 4-digit zipcode extension (if known).

*Address Line 1	1234 MAIN ST		
Address Line 2:			
*City:	RALEIGH	*State:	NC
*Zip Code:	27604		
Zip Code Extension:	0001		

- For a foreign address: Enter the employer address, city, and Foreign State/Province. Remember to use capital letters. Enter the Foreign Postal Code and Country Code.

*Address Line 1	27 RUE PASTEUR		
Address Line 2:			
*City:	CABOURG	*State:	
*Zip Code:			
Zip Code Extension:			
Foreign State/Province:	NORMANDY		
Foreign Postal Code:	14390		
Country Code:	33		

**Step 6:** Enter a value for the Third-Party Sick Pay Indicator. Enter “1” for a sick pay indicator, otherwise, enter “0” (zero). Enter a NC State Withholding ID Number.

*Third-Party Sick Pay Indicator:	0
*NC State WH ID Number:	123456789

**W-2 Information**

**Step 1:** Click on the **W-2** tab to enter employee information.

Instructions	Employer	<b>W2</b>	W-2 Summary	Export
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**Step 2:** Verify that the employer information you entered is correct.

Employer Information	Tax Year:	2018		
	Employer FEIN/SSN:	123456789		
	NC State WH ID Number:	123456789		
	Employer Name:	SMITH COMPANY		
	Employer Street Address:	1234 MAIN ST,		
	Address Outside United States?	No		
	City:	RALEIGH	State:	NC
	Zip Code:	276040001		

**Step 3:** Enter each employee's information in the cells provided. The following information is required for each employee:

- **Social Security Number:** 9 digits, no dashes.
- **First name and Last name:** Use capital letters.
- **Amount of North Carolina wages, tips and other compensation earned:** Enter number as a decimal.
- **Amount of North Carolina state wages, tips, etc. earned:** Enter number as a decimal.
- **Amount of North Carolina state income tax withheld:** Enter number as a decimal.

**Important:** Do not skip lines when entering W-2 information.

Employee Information	*Employee's SSN (Enter with no dashes)	*Employee First Name	Employee Middle Name or Initial	*Employee Last Name	Suffix	*Address Line 1	Address Line 2	*City	*State Abbreviation	*Zip Code	Zip Code Extension	Foreign State/Province	Foreign Postal Code	Country Code	(1) *NC Wages, Tips, and Other Compensation	(16) *NC State Wages, Tips, etc.	(17) *NC State Income Tax Withheld
		123456789	JANE	M	DOE	MS	123 ANYWHERE LANE		RALEIGH	NC	27604	0001				35000.00	35000.00
	987654321	MARY	M	SMITH	MRS	500 NOWHERE ST		RALEIGH	NC	27604	0001				60000.00	40000.00	6000.00

### W-2 Summary

**Step 1:** Click on the W-2 Summary tab.

Instructions
Employer
W2
W-2 Summary
Export

**Step 2:** Review the information.

Tax Year:

Employer FEIN/SSN:

NC State WH ID Number:

Employer Name:

Employer Street Address:

Address Outside United States?:

City:  State:

Zip Code:

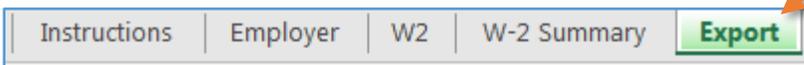


W-2 Summary  
Rev.  
11/30/2018

W-2 Box	Description	Count	Total
(1)	Wages, Tips, Other	2	\$ 95,000.00
(16)	State Wages, Tips, etc.	2	\$ 75,000.00
(17)	State Income Tax	2	\$ 11,000.00

## Export

**Step 1:** Click on the **Export** tab.



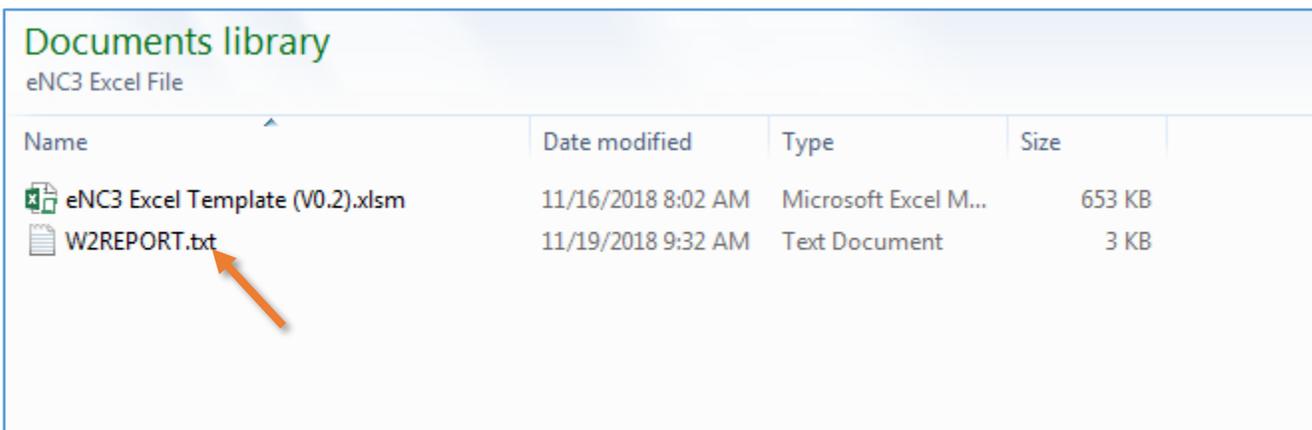
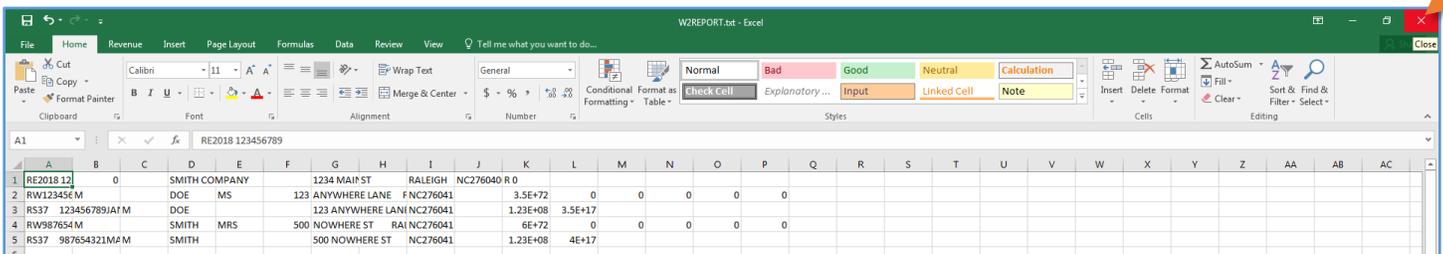
**Step 2:** Click on the Create and Export W-2 Text (.txt) File button. This will generate a .txt file in the same location/path where the Excel template is stored.

### NCDOR eNC3 W-2 Text (.txt) File Generator

- 1) Click the button for the file you would like to create.
- 2) A new Excel file will be opened in a separate window, and the text (.txt) file will be created in the same location/path as where this Excel template is stored.
- 3) **Close, don't save**, the W2REPORT.txt file that has opened. This will transfer the data to a .txt file.
- 4) You may use the created text (.txt) file to submit to the Department for eNC3 filing.

2018 Create and Export W-2 Text (.txt) File

**Step 3:** **Close, don't save**, the W2REPORT.txt file that has opened. This will transfer the data to a .txt file in the same place you saved the excel template.



You are now ready to test or upload the .txt file to the eNC3 and Information Reporting Application.

For information on how to test and submit files, use the following step-by-step guides:

- [How to Test File Formats Using the eNC3 Portal](#)
- [How to Upload and Submit Files Using the eNC3 Portal](#)

**Note: If you encounter an error when using the eNC3 W-2 Text File Generator, it may be due to your system settings. We recommend that you enter at least one W-2 record and test that the .txt file can be generated from the Export tab.**

**If you are unable to use the Text File Generator, there are other [filing options](#) available to help you meet the electronic filing requirement.**