



W2 Form Distribution (Classic)

Revised December 2020

1. You will receive two or three sets of W2s from LACA.
 - a. The set that is folded and sealed is to be distributed to your employees.
 - b. The set that is sorted the same as the employee copy is your district copy.
 - c. If requested, the third set of W2s, which is sorted by zip code, is to be distributed to the municipal tax departments.
 - i. To ensure you are sending a complete set of W2s to each municipality, you should use the **City Tax** report located at USPS_LCL/CITYTAX as a reference. This report will page break by city, if the city vendor number is on the DEDNAM record. Since reporting requirements changed in 2016 per HB5 and ORC718.03 (H), the City Tax report may not be accepted by municipalities instead of W2s. Verify with the municipality before submitting.
 - ii. Specify at closing if you need this copy.
2. LACA will submit the following cities electronically if you specify at closing: Delaware, Newark, Whitehall, and Columbus.
3. Do **not** send anything to SSA. LACA will transmit your tape file.
4. Do **not** send anything to the State of Ohio. LACA will transmit your tape file.
5. Do **not** send anything to RITA. LACA will transmit your tape file.
6. Do **not** send anything to CCA. LACA will transmit your tape file.
7. The W-3 form is **NOT** needed since the reporting is done electronically.
8. The IT-941 should be submitted to the State of Ohio by you.
9. W2s will be available on the Employee Kiosk. If one of your employees loses their W2 or needs additional copies of their W2, they can print them from the Kiosk.
10. W2s will be available on the Calendar Year payroll CD that is created for your district.
11. W2s will be available on Bear with district permission.

Please contact LACA if you have any questions concerning this process.