Do you get Errors when Uploading your QuickBooks W-2 file?

If you are a **QuickBooks** user, review this Job Aid. It is possible that you are using the wrong file of W-2 data.

The Excel spreadsheet of QuickBooks prepared W-2 data is **NOT** the file that is submitted to the Virginia Department of Taxation. The spreadsheet is only your copy.

Errors will continue to display if you try to Upload the QuickBooks spreadsheet.

You should Upload and Submit the **text** file, named "W2Report", through Web Upload.

During the QuickBooks interview to create the W-2 data, click the **Browse** button to select a location or folder on your computer to save the text file. This appears after following prompts in the QuickBooks spreadsheet for the **Add-Ins** tab to locate the State W-2 menu.

File Information

Data from the Excel spreadsheet and answers to the questions in this interview will be combined to create a W-2 data file in the format the state requires.

VA requires you to use the file name below for your W-2 file. You can change the path name to save the file in a different location, but you should not change the file name.

IMPORTANT: This is the file you will send to your state.

\\RNOFS04\Users\fshea\W2REPORT

Browse

(QuickBooks screenshot)

Remember the location of the "W2Report" text file. You will use that location during the Web Upload process.

After completing the QuickBooks interview process, log into Web Upload to Upload and Submit the text file.

- Click on the **Upload a File** option that uses the same text file format as the SSA.

- **Browse** for the "W2Report" text file saved in the location or folder you selected in the QuickBooks interview.

- **Upload** your text file and View the Validation Totals for correctness before you click **Submit Now**.

You will receive a confirmation email approximately one business day after you Submit the W2 text file.

For **QuickBooks** related questions:
Review the "E-file your State W2s from QuickBooks" article or call the Payroll Support Line at 1-800-624-2106.

Customers with the QuickBooks Enhanced Payroll Subscription may e-file W2s through the QuickBooks software without logging into Web Upload.