

GMS Tax Form Printing or Electronic File Preparation

For those agencies who have requested that GMS print their W2, 1095, 1099 or 1098 forms and/or prepare the electronic file, there are several important things you need to know.

- Print out the instructions that are in your Help manual under each appropriate section: Payroll Annual, Supplement #400 W2 Electronic File Reporting, Supplement #330 Complete 1099's and/or Supplement #804 RLSS 1098's.
- If you have requested that GMS print W2, 1095, 1099 or 1098 forms, make sure that all of these forms have been proofed and are ready to be printed when you transmit your database to us. We will keep your blank forms in our office and send the forms to you once we have printed them.
- **Always** include the transmittal form, which you have filled in and saved, exported to either a PDF or Rich Text format, with a copy of your database.
- **Always** include the Proof Listing, which has been exported to a PDF format or Rich Text format, with a copy of your database. Excel formats may give incorrect amounts.
- There is a special electronic file format for the states of AL, AR, GA, IA, IN, KY, MD, MS, NE, OH, OR, PA, UT and VT; the cities of Warren, Dayton, and Ravenna, OH; and also RITA for Ohio and PA Berkheimer. If your order form specified one of these states or cites, a separate file will be prepared and emailed to you.