

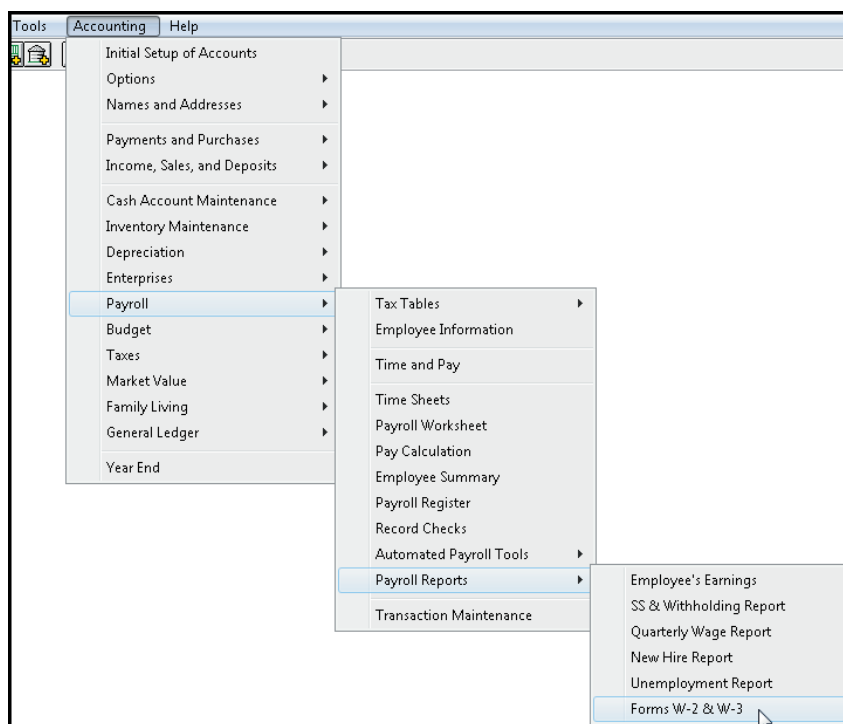
January 2014

Farm Works Software Solutions: Electronically Submitting W-2 and W-3 Data

The Farm Works™ Accounting software now allows you to upload your data electronically to the IRS, Social Security Administration, and participating state agencies as part of the IRS combined federal/state filing program. The service also allows you to print and mail forms to your employees and/or vendors. This process is done through a third-party solution described below.

To create an account and submit your data, go to www.farmworks.efile1.com. You can preview all data online prior to submitting it.

1. Select *Accounting/ Payroll/ Payroll Reports / Print Forms W-2 & W-3*:



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Farm Works Information Management, A Division of Trimble, P.O. Box 250, Hamilton, IN 46742, USA

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2. Select the *File Export for E-Filing Forms* radio button:

Forms W-2 & W-3

File Export for E-Filing Forms Print to Paper Forms

Year
Calendar Year 2013

Employees
Mason, Johnny L
Smith, John D
Wright, Thomas R

W2's to be printed

W-3 Info
Kind of Payer
943 (Agricultural)
Kind of Employer
None apply

1) Export to File 2) Go to Website

Done Help

3. Enter a *Calendar Year*. This is the tax year that the forms are being printed for.

4. Select the first Employee and then click **Add**:

Forms W-2 & W-3

File Export for E-Filing Forms Print to Paper Forms

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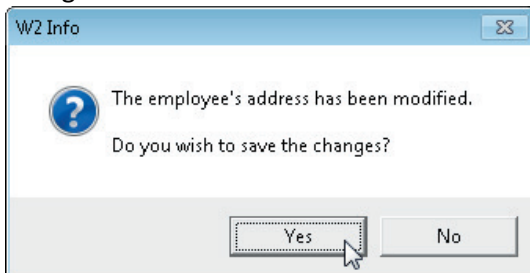
1) Export to File 2) Go to Website

Done Help

The employee's W-2 form appears on screen exactly as it will be exported and printed. Review the form carefully and make any required changes:

W-2						
a Control number		Void <input type="checkbox"/>		Note: Any changes made on this form will only affect the printed form and will not update any accounting records.		
b Employer's identification number 99-00009			1 Wages, tips, other compensation \$30,543.75		2 Federal income tax withheld \$6,436.59	
c Employer's name Day III, Inc Suite, Room or Apt. Number Street or PO Box P.O. Box 752 City Howe State IN Zip 46746 -			3 Social security wages \$30,543.75		4 Social security tax withheld \$1,893.72	
			5 Medicare wages and tips \$30,543.75		6 Medicare tax withheld \$442.91	
			7 Social security tips \$0.00		8 Allocated tips \$0.00	
			9		10 Dependent care benefits \$0.00	
d Employee's social security number 432-99-0001			11 Nonqualified plans \$0.00		Box 12 Info	
e Employee's Name (First - MI - Last - Suffix) Johnny L Mason Suite, Room or Apt. Number Street or PO Box 1224 East West Street City Howe State IN Zip Code 46746 - Foreign Country			13 Statutory Retirement Third-party employee plan sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Box 14 Info	
15 State	Employer's state ID No.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
IN	1278-004	\$30,543.75	\$1,021.46	\$30,543.75	\$300.47	Lagrange
		\$0.00	\$0.00	\$0.00	\$0.00	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>						

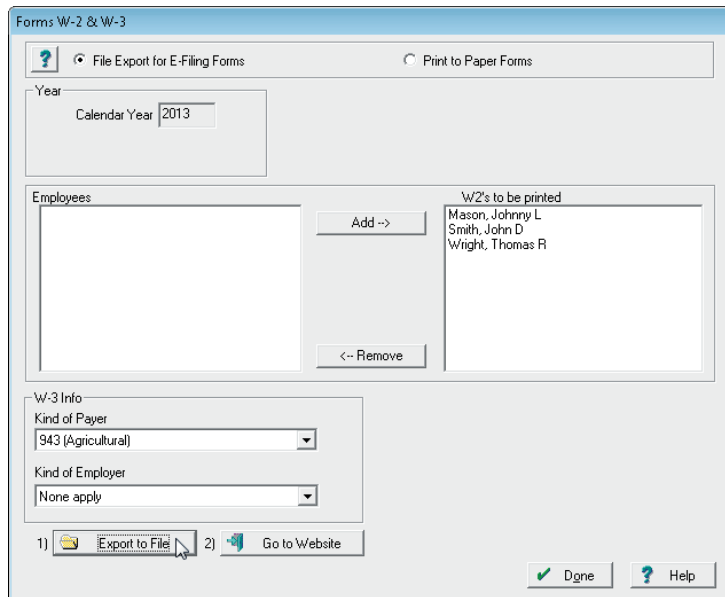
- If you make changes to the address or social security number, you are prompted to confirm the change. Click **Yes**:



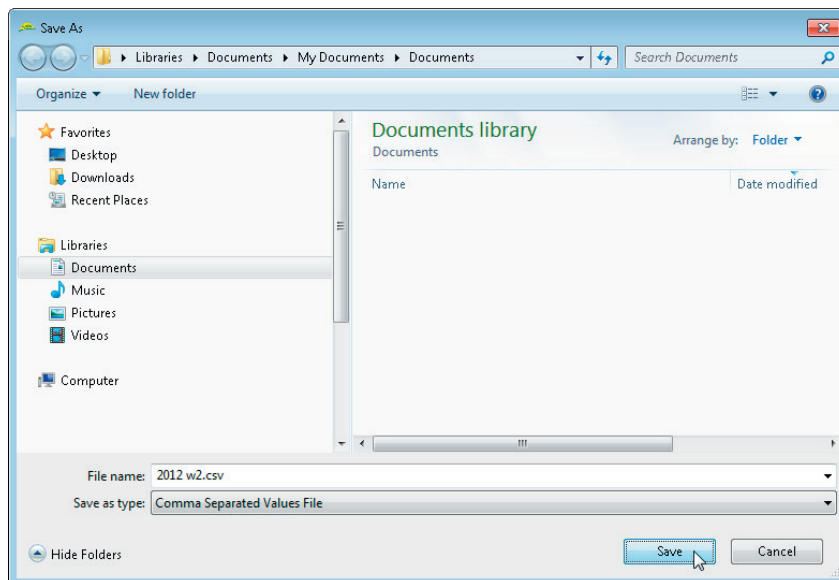
If you change the wage or withholding amounts, neither your books nor the employee's pay records are changed.

- Click **OK**. The employee is added to the W2s to be printed list.
- Repeat Step 3 through Step 6 to add the remaining employees to the print list.
- Select the correct W-3 Information from the bottom left of the screen.

9. Click **Export File**:



10. In the *Save As* screen select the location to save the file, enter a file name and then click **Save**:



The program will confirm how many W-2s were exported and the exact saved location.

11. Click **OK** to continue:



12. On the *Forms W-2 & W-3* screen, click **Go to Website**:

13. On the <https://farmworks.efile1.com> website, log in or create an account by clicking **Sign Up Now!**.

Using the E-file website

1. In the navigation bar, click *Filing Center* and then click *Upload File*.
2. On the *Upload Information* page, click **Go to Next Step** (lower right-hand side).
3. Click **Select** to choose the CSV file you want to import.
4. Once you have selected the file, click **Upload Forms**.
5. When your file has been uploaded, click **Import Data**. A message, *File imported successfully! There are total of 1 forms imported* appears.
6. Click **Submit**.
7. Click **Go to Next Step** and then click **Submit** to submit your forms.

After importing your file(s), you will have the opportunity to edit and/or delete forms, and run Summary and Totals reports to confirm your entered amounts are correct. Once you have confirmed your amounts, complete the checkout process to file your forms. You will need to create an account and use a credit card to pay the charges for the filing services.

You can print copies of any of your filed forms by going to *Filed Forms* in the *Filing Center*.

Once you've filed forms, their progress is tracked on this page. You may view the details of specific filed forms on the Filed Forms page in the Filing Center. You will also have the option to have forms printed and mailed to your employees (saving you time and money) or have the forms emailed to employees.

Filing state returns in Indiana and North Dakota

This program participates in the IRS Combined Federal and State Filing Program. North Dakota and Indiana have limited or no participation.

INDIANA – If you are a payer, or file for payers in Indiana, you must use Indiana's online filing system, Intax.in.gov to file your state returns. Learn how to register and use INtax by downloading the *INtax QuickStart Guide* (www.in.gov/dor/4336.htm).

NORTH DAKOTA - If you are filing 1099-MISC and/or W-2s, and withholding state income tax, you must file directly to the state. Go to www.nd.gov/tax/indwithhold/elecfileing for information and registration for using the state's upload system.