

# Virginia Department of Taxation

## eForms W-2 Layouts

The images below are screenshots of the W-2 screens in eForms that can only be accessed after completing the eForms W-2 Authentication Process. Information on filing W-2 data electronically is also available on the [W-2 page](#).

DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.  
DO NOT use these eForms W-2 screens as W-2s distributed to your employees.

The screenshot shows the 'Form W-2 Step 2' interface. At the top, there are two tabs: 'Form W-2 Step 1' and 'Form W-2 Step 2'. The status 'Status: NOT FILED' is displayed in red in the top right corner. The main heading is 'Form W-2 Wage and Tax Statement'. Below this, there are links for 'eForms User Guide', 'eForms FAQs', and 'Contact Us'. A yellow callout box explains that Step 1 is for Employer Information and Step 2 is for Employee Information. The 'Employer Information' section includes a 'For Tax Year' dropdown menu (set to 2014), a 'FEIN' input field, a 'Business Name' input field, and 'Business Contact Name' and 'Business Contact Phone Number' input fields. A yellow callout box points to the 'For Tax Year' dropdown, stating that the selected year will display on the 'Step 2' screen. On the left, there is a 'Helpful Filing Information' section with a list of instructions. A yellow callout box at the bottom left states that only Virginia W-2 data can be entered. At the bottom right, there are 'Save As Draft' and 'Next Step' buttons.

Form W-2 Step 1    Form W-2 Step 2

Status: NOT FILED

### Form W-2 Wage and Tax Statement

For assistance: [eForms User Guide](#)    [eForms FAQs](#)  
[Contact Us](#)

The "Step 1" screen allows you to enter **Employer** Information.  
The "Step 2" screen allows you to **Employee** Information.  
Both must be completed before submitting your W-2s.

#### Helpful Filing Information

- Fields can be edited at any time before submitting the statement.
- Additional rows can be added by selecting the **Add W-2** button; individual rows can be deleted by selecting the **Delete** button.
- You may only enter 100 employee records per submission. If you have more than 100 employees, submit additional W-2 eForms.
- You may click **Save As Draft** if you wish to resume filing at a later date.
- Do not use this form to submit income or withholding information for Form 1099.

#### Employer Information

For Tax Year: 2014    FEIN:

Business Name:

Business Contact Name:     Business Contact Phone Number:

Only Virginia W-2 data may be entered into this eForm. If you wish to submit 1099 data electronically, review the [Web Upload 1099 Filing](#) details.

Save As Draft    Next Step

“Step 2” Screen for the W-2 eForm

Form W-2 Step 1
Form W-2 Step 2

### 2014 Employee W-2 Information

Number of W-2s: 1

**Total Virginia State Wages:** \$0.00

**Total Virginia State Tax Withheld:** \$0.00

#	SSN	First Name	Last Name	Address	City	State	ZIP Code	Virginia State Wages	Virginia State Tax Withheld	
1	<input type="text"/>	VA <span style="font-size: 0.8em;">▼</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>				

You can Add or Delete W-2s prior to submitting the information.

Up to 100 W-2s may be in an eForm W-2 submission.

The City, State and Zip Code of the **Employee** may be left blank only if the information is unknown.

Only **Virginia** Wages and Withholding may be entered into the eForms W-2.

Entering data into this W-2 eForm means you are indicating that only Virginia Wages and Withholding will be submitted.

You can go back to the “Step 1” screen by clicking this button or the “Step 1” tab at the top of the screen.

You will be able to save a PDF copy with a summary of your eForm W-2 data, once you finish all of the steps and submit it to the Tax Department.

The totals displayed update with each W-2 entry added.

Confirm the totals are correct before going to the next steps.

You can Add or Delete W-2s prior to submitting the information.

Up to 100 W-2s may be in an eForm W-2 submission.

The City, State and Zip Code of the **Employee** may be left blank only if the information is unknown.

Only **Virginia** Wages and Withholding may be entered into the eForms W-2.

Entering data into this W-2 eForm means you are indicating that only Virginia Wages and Withholding will be submitted.

You can go back to the “Step 1” screen by clicking this button or the “Step 1” tab at the top of the screen.

You will be able to save a PDF copy with a summary of your eForm W-2 data, once you finish all of the steps and submit it to the Tax Department.