

# W2 SUBMISSION FORM

Stark State – Offices  
6057 Strip Ave NW  
North Canton, OH 44720

**Return to SPARCC (ATTN: Fiscal Help) by Friday, January 14<sup>th</sup>**

District: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## W2's

- District will submit W2's electronically to IRS.
- District will submit W2 paper copy to the state.
- SPARCC will submit W2's electronically to the IRS.

Name of File: \_\_\_\_\_

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_

- SPARCC will submit W2's electronically to state.

Name of File: \_\_\_\_\_

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_

**Please refer to the last page of the SSA W2 Submission File Summary Report for the following information:**

Total number of W2 forms to be printed: \_\_\_\_\_

Total taxable gross from the 001 record: \_\_\_\_\_

**IT-3 "Important" IT-3 State tax Reconciliation form needed no later than January 14<sup>th</sup> if submitting electronically.**

- Completed IT-3 form attached.

## Massillon City Income Tax

- District will submit W2's on paper or electronically to Massillon Income Tax Department.
- SPARCC will submit W2 data electronically to Massillon Income Tax Department.

Name of File: \_\_\_\_\_

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_

**RITA**

- District will submit W2 data electronically to RITA.
- SPARCC will submit W2's on paper or electronically to RITA.

Name of File: \_\_\_\_\_

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_

**CCA**

- District will submit W2 data electronically to CCA.
- SPARCC will submit W2 data on paper or electronically to CCA.

Name of File: \_\_\_\_\_

Created By: \_\_\_\_\_

Date Created: \_\_\_\_\_

**Note: Please fully complete this document.**