
General Information

The Michigan Department of Treasury requires employers with 250 or more Michigan employees to file MI-W-2 information on 3480 and 3490 cartridge or CD. Smaller employers are encouraged to use magnetic media, but may file using the state copy of the federal W-2. W-2 reports are due February 28. Late filing is subject to penalty as provided under the Revenue Act.

Employers may now include City of Detroit withholding information using this method.

Do not enclose your annual return with your W-2 report. Mail your annual return to the address on that form. Do not duplicate on paper forms any information filed on magnetic media.

For W-2 reporting, the State of Michigan currently accepts the federal EFW2 format. The State accepts magnetic W-2 reporting only in the format published by the Social Security Administration.

Corrected magnetic media files must be clearly marked "CORRECTED" and sent to the address above. Paper W-2Cs that are correcting information submitted on magnetic media must also be sent to the address above.

If you choose to send a copy of your federal EFW2 filing, you must be sure that the Code RS State Record (optional for federal reporting) is filled in. Within the RS record, Treasury will be looking for the following positions:

| | | | |
|--------|----------------------|---------|---------------------------|
| 1-2 | Record Identifier | 117-138 | City |
| 3-4 | State Code "26" | 139-140 | State Abbreviation |
| 5-9 | Blank | 141-145 | ZIP Code |
| 10-18 | SSN | 146-149 | ZIP Code Extension |
| 19-33 | Employee First Name | 150-247 | Blank |
| 34-48 | Employee Middle Name | 248-267 | State Employer Acct # |
| 49-68 | Employee Last Name | 268-275 | Blank |
| 69-72 | Blank | 276-286 | State Taxable Wages |
| 73-94 | Location Address | 287-297 | State Income Tax Withheld |
| 95-116 | Deliver Address | | |

City information (new in 2017 for City of Detroit):

| | | | |
|---------|----------------------------|---------|--------------------|
| 298-304 | Fill with Blanks | 309-319 | City Taxable Wages |
| 305-307 | City of Detroit Code (170) | 320-330 | City Tax Withheld |
| 308 | Tax Type Code (C) | 331-512 | Blank |

Treasury will ignore any other fields included in this record.

You do not need to apply in advance to submit W-2 information on magnetic media or submit test media. You must, however, send Form 447, *Transmittal for Magnetic Media Reporting of W-2s, W-2Gs, and 1099s to the State of Michigan* with your magnetic media. If Form 447 is not completed and included with your media, your media may be rejected and returned to you unprocessed.

If your transmittal or media indicate any unacceptable specifications, they will be returned to you. If your filing is returned, it is your responsibility to resubmit them in an acceptable format. However, the original submission is considered a timely filing if it was mailed by February 28.

1099-MISC Reporting

1099-MISC for services performed in the State of Michigan, regardless of the state of residence of the payee, must be filed with the State of Michigan whether there was withholding or not.

Waivers and Extensions

Section 365, subsection 1, of the Income Tax Act of 1967, [MCL 206.365 (1)] states that a duplicate of form W-2 made pursuant to this section and an annual reconciliation return shall be filed with the Department of Treasury by February 28 of the succeeding year. The department cannot grant an extension.

Retention

Magnetic media that are acceptable to process will not be returned. You should keep a copy of your magnetic media file for 14 months. You must keep a copy of the W-2 data, or be able to reconstruct the data, for six years after the due date of the report.

Michigan Media Technical Requirements

Magnetic media sent must be identified externally with a stick-on label listing name and federal employer identification number (FEIN) of transmitter, type of document represented (W-2), payment year, number of employees, density, recording mode, record size and blocking factor.

Treasury accepts IBM 3480 and 3490 compatible cartridges using the same requirements as defined by the IRS (IBM Standard Label, EBCDIC, 37,871 BPI Density). Acceptable W-2 and 1099 data should have Record Length: 276; Blocking Factor: 1-25. Treasury will accept ASCII fix length records submitted on CD-Rom.

Multi-volume tapes are not acceptable.

W-2G and 1099 Series Forms

Treasury does not require the filing of W-2G information by payers unless Michigan taxes have been withheld.

Michigan does not participate in the combined Federal/State Filing Program of W-2G or 1099 series forms. Payers with 250 or more W-2G or 1099 records to report must file the information to Michigan using the publication 1220 format. Payers with fewer than 250 W-2Gs or 1099s to report may file either magnetic media or the paper copy of the W-2G or 1099 with the annual return. See the FAQ's at www.michigan.gov/businessstax.