

MTO Learning Series

Guest Services: EFW2 Upload

Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at michigan.gov/taxes.

What is EFW2?

- ▶ type of electronic data file in a specific format
- ▶ used by employers and payroll service providers to send W-2 forms to the Social Security Administration (SSA) – a federal agency
- ▶ Every year, SSA publishes a document called “Specifications for Filing Forms W-2 Electronically (EFW2)” providing:
 - filing instructions and specifications on preparing data files in the EFW2 format.
 - updates on the EFW2 annual submission process.
- ▶ Treasury developed the **EFW2 Upload** portal on MTO, giving you a way send us a copy of this federal submission to satisfy your W-2 reporting requirement with Michigan.

EFW2 Upload overview

- ▶ provides MTO users a way to electronically send us a copy of their EFW2 text file (.txt)
- ▶ **EFW2 format only contains W-2 information**

You **may** upload:

- ▶ a file between 1 KB and 10 MB.
- ▶ multiple files per tax year if necessary for one or multiple businesses.

You **may not** upload:

- ▶ PDF, RAR, ZIP, or other file types through this Guest Service.
- ▶ TXT files that are not in EFW2 format through this Guest Service.

What if my file is not in EFW2 format?

See the MTO Learning Series: **Connect to a business** tutorial to get started.

- ▶ use **SUW Tax Service's Wage Statement Upload** option
- ▶ You can upload 1099s, W-2s, or other wage statements using PDF, RAR, TXT, or ZIP files.

EFW2 Upload

IN 4 EASY STEPS

Step 1: select the *W2 E-File Upload* Guest Service from the homepage

Guest Services

Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted.**



Bulk E-File



Fast File



Fast Pay



Streamlined Sales



W2 E-File Upload



Step 2: select *Upload*

W2 Upload

Upload an EFW2 Text (.txt) File

You may upload **W2 statements only in .txt** format. Each file size must be within 1 KB to 10 MB. You may upload as many files as needed. For more information on the W2 file format, visit the [Social Security Administration website](#) .

NOTE: To upload wage statements in the following file formats: .pdf, .rar, .txt or .zip. go to the business account in Sales Use and Withholding within Tax Services.



History

We have received the following electronic wage statement records from you.

File Name 	Tax Year	Date Received	Confirmation
No Wage Statements Found			

Step 3: identify the tax year, open your saved file, and click *Upload*

The screenshot shows the Michigan.gov website with a modal window titled "W2 Upload". The modal contains the following elements:

- A dropdown menu labeled "* Year" with the text "Select Year" and a downward arrow. A purple callout bubble with the number "1" points to this dropdown.
- A file input field labeled "* File" containing the text "W2 EFile Upload.txt". A purple callout bubble with the number "2" points to the "SELECT A W2 FILE" button below it.
- Two buttons at the bottom: a "CANCEL" button with a close icon and an "UPLOAD" button with an upload icon. A purple callout bubble with the number "3" points to the "UPLOAD" button.

The background page shows the Michigan.gov logo, a user profile "JANE DOE", and a "History" section with a table header:

File Name ⓘ	Tax Year	Date Received	Confirmation
No Wage Statements Found			

Step 4: confirmation and history

File Upload Complete

Upload Successful

Thank you for your wage statement submission. You can review a history of your wage statement submissions under the **History** section of the Wage Statement page.

 CONTINUE

A pop-up window tells you that we received your file. Click **Continue**.

You return to the **W2 Upload** page. Your file submission is under the **History** section along with your confirmation number.

Michigan Treasury Online



W2 Upload

Upload an EFW2 Text (.txt) File

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NOTE: To upload wage statements in the following file formats: .pdf, .rar, .txt or .zip. go to the business account in Sales Use and Withholding within Tax Services.

 UPLOAD

History

We have received the following electronic wage statement records from you.

File Name [!]	Tax Year	Date Received	Confirmation
2026.txt	20	January 17, 20	10





Michigan Department of

TREASURY