

Magnetic Media Reporting

The Magnetic Media (M/R) Interim Release Disk is required for companies filing **1099** and **W2** forms.

Changes specific to 1099 reporting:

The Accounts Payable (A/P) IRD is required for companies filing **1099-DIV** forms.

Frequently Asked Questions for 1099 Reporting

1. I have to file 1099-DIV forms this year. Is there anything else I need to do?

If you are filing the 1099-DIV form, you will need to install the latest [Service Update](#).

Frequently Asked Questions for W2 Reporting

1. When should Magnetic Media for W-2's be processed in MAS 90 and MAS 200?

Magnetic Media needs to be processed prior to running Payroll year-end processing. Once the Payroll module is closed, the W-2 information is cleared. If Magnetic Media cannot be run prior to closing the year in Payroll, please refer to the [W-2 Helpful Hints](#) section on the Year End Processing Guidelines main menu for suggestions on how to preserve payroll data.

2. What format is the Magnetic Media file for W-2's?

The MMREF-1 specification is the only format the SSA will accept. The specification can be found on the SSA at <http://www.ssa.gov/employer/>.

Both state and federal information is included with the MMREF-1 format, copies can be made and sent to the appropriate state and federal taxing authorities.

- State filing done in the TIB-4 format will be a separate file.
- MAS 90 and MAS 200 do not support the MMREF-2 format, which is used for the W2C form.

3. Is State Magnetic Media filing available in MMREF-1 format?

MAS 90 and MAS 200 supports State Magnetic Media W2 a Filing in both the MMREF-1 and TIB-4 formats. Please refer to your state taxing authorities for the accepted format.

4. Can I run Magnetic Media for states that are not on the supported list?

Magnetic Media can be processed for states that are not on the supported list if those states will accept the MMREF-1 or TIB-4 format without any additional modifications.

Best Software, Inc. is not responsible for the formatting and submission of Magnetic Media to any state that does not adhere to an unmodified format of the MMREF-1 or TIB-4 format.

5. Do you support quarterly reporting for states on Magnetic Media?

You can create your quarterly reports, on magnetic media, for states that accept the unmodified Federal MMREF-1 format. The supported states can use the file created by the W2 Magnetic Media Reporting option.

6. Do I need a Personal Identification Number(PIN) to submit Magnetic Media for W-2's?

A PIN is required to file Magnetic Media. For more information, see our page about the requirements for [obtaining a PIN](#).

7. What if an employer is filing for the U.S Territories?

Magnetic Media Filing is available for employers filing for the following territories. Employees must be setup with the corresponding State tax code

Territory

Puerto Rico

State Tax Code

PR

Note: For Puerto Rico reporting of commissions subject to tax, allowances subject to tax, and retirement fund annual contributions, use **W2 Puerto Rico Mapping**

Earn/Ded Codes Maintenance.

Guam	GU
American Samoa	AS
Northern Mariana Islands	MP
U.S Virgin Islands	VI

8. Will Magnetic Media include zero wage employees?

Magnetic Media MMREF-1 Format will not include zero wage employees.

9. How can I process Magnetic Media sorted by state?

1. In Payroll, go to Payroll Employee Maintenance
2. For all employees, on the **Main** tab, enter in the two digit state code of the employee in the **Sort Field**
3. In Magnetic Media Reporting, go to W2 Magnetic Media Reporting
4. On the **Constant Data** tab, Select Sort Field from the **Sort Options** drop-down list box

10. What if I have to resubmit my Magnetic Media filing?

1. On the **Additional Information** tab in W2 Magnetic Media Reporting, select the **Resubmit** checkbox.
2. Enter Wage File Identifier (WDIF) code in the **Resubmit WFID** field.

Note: MAS 90 and MAS 200 do not create W2C records in the MMREF-2 format.