

**COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF THE TREASURY**

**2004 W-2 & INFORMATIVE
RETURNS PROGRAM**

USER MANUAL

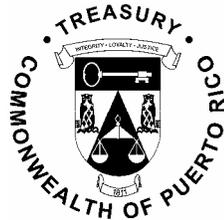


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Warnings

The Department of the Treasury, the Commonwealth of Puerto Rico, its agents or representatives are not responsible for the use of this Program or for corrections, and the accuracy of the end result from the process of generating the forms.

Every Employer or Withholding Agent using this Program must keep a copy of the Employer Identification No.104 file which contains the forms data for a minimum period of 4 years.

For preservation of documents reasons, you may only use a Laser printer. We are not responsible for problems that may occur to the forms due to the use of another type of printer other than the one specified above.

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Instructions for Users of the Program in CD

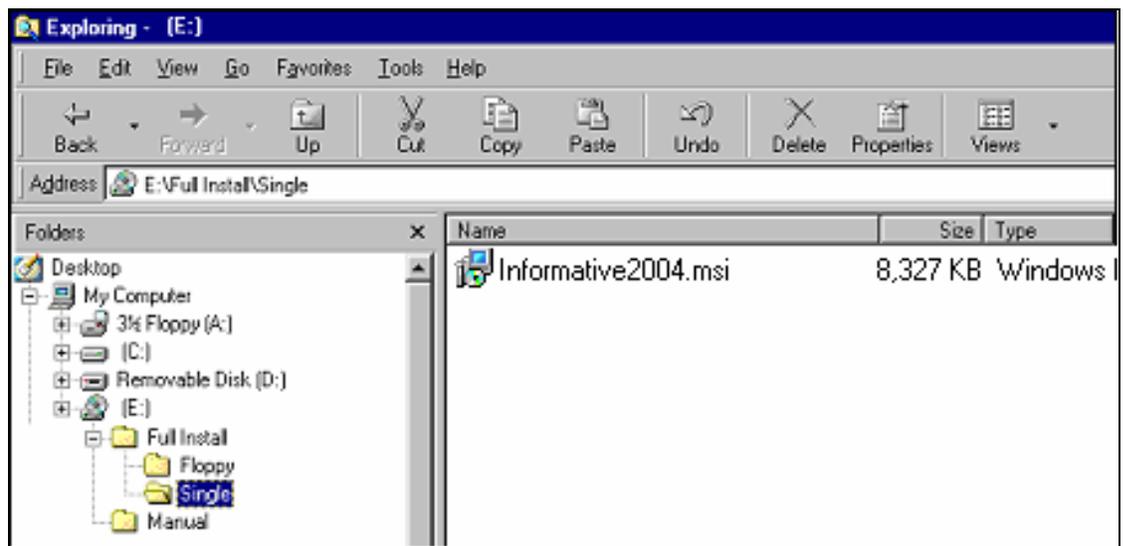
Program Installation from the CD

- To install the Program provided by the Department of the Treasury from the CD, proceed with the following instructions:

STEP	ACTION
1	Insert the Program CD into your computer's CD Drive .
2	From My Computer or Windows Explorer , select the CD Drive to read the CD.
3	The following folders will appear on screen: Full Install and Manual .
4	The Full Install folder contains the following subfolders: Floppy and Single .
5	In the Single subfolder you will find the installation for the Program " Informative2004.msi ".

Windows Explorer screen example

- Directory of the file for installation (**Informative2003.exe**).



Continued on the next page

Instructions for Users of the Program in CD, Continued

Program Installation from the CD, continued

STEP	ACTION
6	Select " Informative2004.msi " and follow the instructions that appear on your screen to install the Program.
7	Once the Program is installed, you will see on your Desktop the 2004 W-2 and Informative Returns Program © icon.
8	In the Manual's folder, you will find the <u>User Manual for the 2004 W-2 and Informative Returns Program</u> . Please print the instruction's Manual BEFORE using the Program.
9	It is not necessary to leave the Program CD in the computer in order to use it.

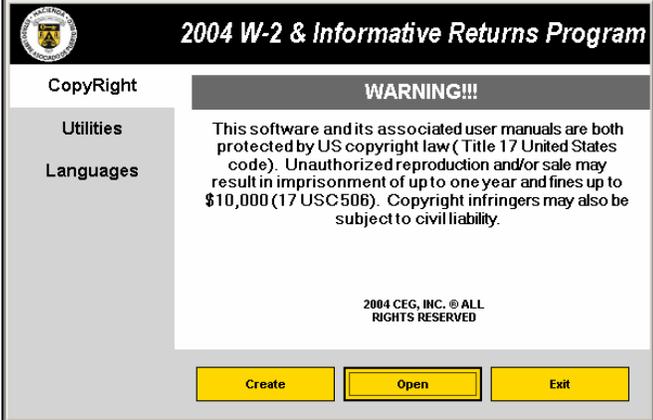
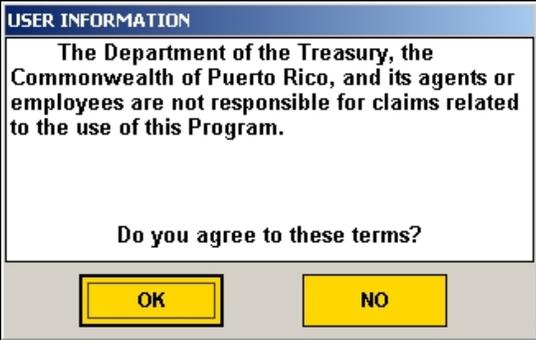
Instructions to Copy your Company's File to the Hard Disk.

- To copy the data file, proceed with the following instructions:

STEP	ACTION
1	Insert the diskette provided by the Department of the Treasury into Drive (A:) of your computer.
2	From My Computer or Windows Explorer , select Drive (A:) to install the Program.
3	A file will appear with your Employer's Identification Number.I04.
4	Select the file with your Employer's Identification Number.I04 to copy it on your computer.
5	Select the COPY option from the menu bar.
6	Go to My Computer or Windows Explorer , select Drive (C:) and look for the following Directory: C:\DH\INFORMATIVES\Data\2004 .
7	In the 2004 folder, select from the menu bar the PASTE option. This process will copy the file in the diskette to the hard disk of your computer. Once this process is finished, remove the diskette from Drive (A:) .
8	In the Desktop, select the 2004 W-2 and Informative Returns Program© icon.

Continued on the next page

Instructions for Users of the Program in CD, Continued

STEP	ACTION
9	<p>Once you open the Program, select: Open</p> 
10	<p>After selecting Open, you will see an message informative to the User. If you agree, press OK.</p> 
11	<p>A screen will appear indicating Open Existing File. In this screen, you will find a file with the Employer's Identification Number.104, select and press Open.</p> 
12	<p>The Connection screen will then appear, refer to the Open Company section on page 11.</p>

IMPORTANT: If you have any questions regarding the **installation** of the 2004 W-2 & Informative Returns Program, please call **TEL. (787) 725-4200** or **(787) 725-4219**.

Due Dates for Filing

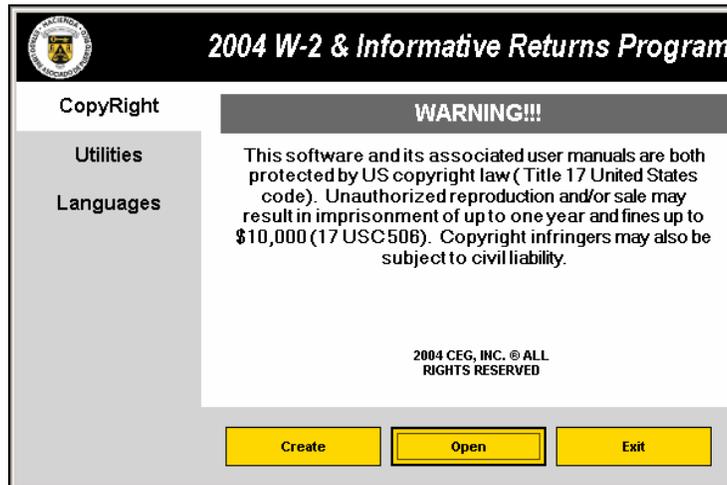
Due Dates for Filing The due dates for filing the following forms are:

Form	Date
499R-2/W-2PR and 499R-3	January 31, 2005
480.6A, 480.6B and 480.6B.1	February 28, 2005
480.6C and 480.30	April 15, 2005

Accessing the Program

Program Access

The first screen on the Program is the following:



The following are the different options provided by the menu:

Buttons

Create – Use this option to create the working file of your company.

Open – If you have already created a working file, select this option to access the file.

Exit – Closes the Program.

Languages

Español – If you wish to change the language from English to Spanish, select **Español**.

Utilities

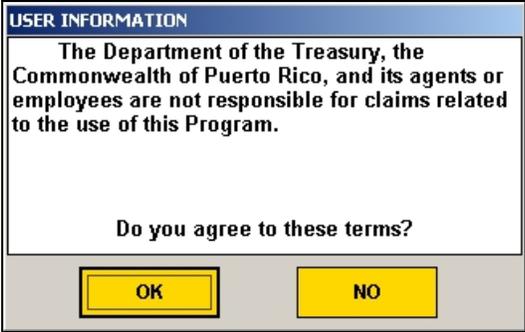
Select Data Path – You can browse throughout your directory in order to change the address where new files will be saved. If the file's location is not changed, it will be saved in your computer's hard disk.

Calculator – Provides a calculator you can use on screen to make mathematic calculations.

Creating a Company

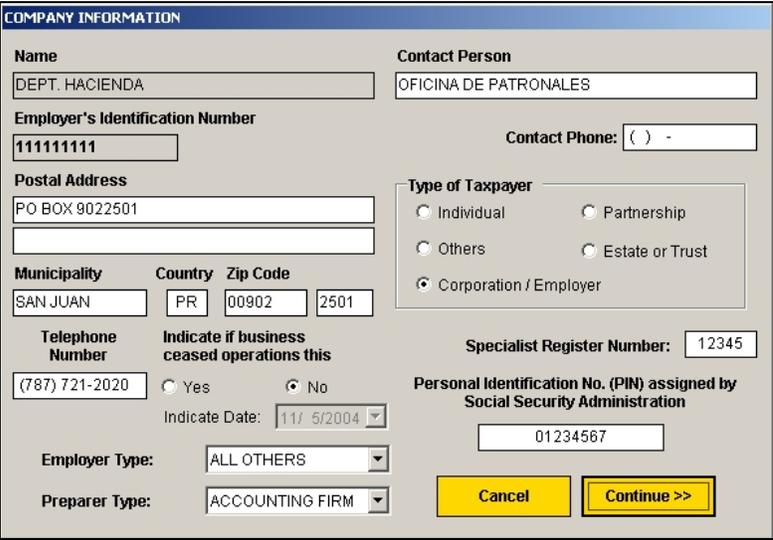
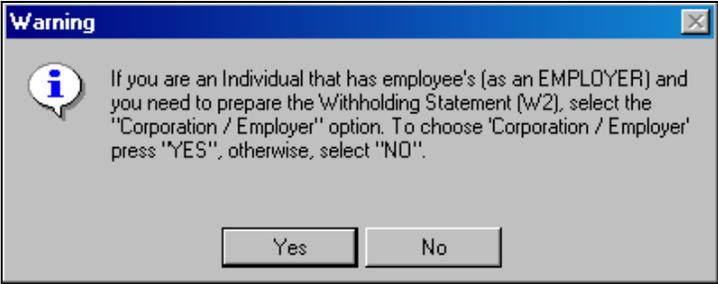
Creating a Company

- Before creating your company's file, you must agree to the terms of the Department of The Treasury.
- This step will be done only once. Afterwards, you will select **Open** to enter.
- To create a company, proceed with the following instructions:

STEP	ACTION
1	<p>In this screen select OK to continue.</p> 
2	<p>Enter the Employer's Identification Number and the New Access Code assigned by the Department of The Treasury, twice. Press Enter to continue.</p>  <p>To complete this step, you need access to the Internet. If have a problem with the connection to the Internet go to step 10.</p>
<p><u>IMPORTANT:</u> On October 29, 2004, the Department of The Treasury sent a Notification to all employers and withholding agents with the New Access Code.</p> <p>If you did not receive this Notification, you may call (787) 721-2020 extension 4511, or send a fax to (787) 977-1337 or (787) 977-1338 to request the New Access Code.</p>	

Continued on the next page

Creating a Company, Continued

STEP	ACTION
3	<p>Once you have selected Enter, complete the information in each corresponding box.</p> 
4	<ul style="list-style-type: none"> • To continue, you must complete all of the following fields: Postal Address, Municipality, Country, Zip Code, Telephone, Employer Type, Preparer's Type, Contact Person, Contact Phone and Type of Taxpayer. • If you are a Specialist, please enter your Registry Number. • Include the Personal Identification Number (PIN) assigned by the Social Security Administration (SSA). To request your PIN, you may call to (1) (800) 772-6270, Monday through Friday from 7:00 a.m. to 7:00 p.m. Also, you may obtain it through: www.socialsecurity.gov/bsowelcome.htm Select "File W-2s", "Register and More" and "Registration". This service is available Monday through Friday, from 5:00 a.m. to 1:00 a.m.; Saturdays from 5:00 a.m. to 11:00 p.m. and Sundays from 8:00 a.m. to 10:00 p.m. • If you select Individual in the Taxpayer Type question, you will not have access to the withholding statements part of the Program. The following message will appear when pressing Continue>>, if you selected Individual. 

Continued on the next page

Creating a Company, Continued

STEP	ACTION																																																
5	<ul style="list-style-type: none"> When you finish entering the information, select Continue >>. It is important that in the following screen you review all the information, because ONCE YOU CREATE THE COMPANY, YOU CANNOT CHANGE THIS INFORMATION, except for the telephone number, contact person, contact phone number and the PIN assigned by the SSA. Select the Form or Forms to prepare (W2, 480.6(X) or Both). <div data-bbox="618 541 1443 1297" style="border: 1px solid black; padding: 5px;"> <p>VERIFICATION COMPANY INFORMATION</p> <p>Please make sure the information below is complete and correct. This information will be used to prepare all the Withholding Statements, Informative Returns, and for Electronic Filing purposes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name DEPT. HACIENDA</td> <td colspan="3">Contact Person OFICINA DE PATRONALES</td> </tr> <tr> <td colspan="3">Employer's Identification Number 111111111</td> <td colspan="3">Contact Phone (787) 977-1337</td> </tr> <tr> <td colspan="3">Postal Address PO BOX 9022501</td> <td colspan="3">Employer Type All Others</td> </tr> <tr> <td colspan="3"></td> <td colspan="3">Preparer Type Accounting Firm</td> </tr> <tr> <td colspan="3"></td> <td colspan="3">Type of Taxpayer Corporation / Employer</td> </tr> <tr> <td>Municipalit SAN JUAN</td> <td>Coun PR</td> <td>Zip Code 00902-2501</td> <td colspan="3">Specialist Register Number: 12345</td> </tr> <tr> <td colspan="3">Telephone Number (787) 721-2020</td> <td colspan="3">Personal Identification No. (PIN) assigned by Social Security Administration 01234567</td> </tr> <tr> <td colspan="3">Operations Ceasing Date</td> <td colspan="3"></td> </tr> </table> <p style="text-align: center;">Select form to create</p> <p style="text-align: center;"> <input type="radio"/> W2 <input type="radio"/> 4806(x) <input checked="" type="radio"/> Both </p> <p style="text-align: center;">If the information above is correct, press CREATE. If you want to make changes to the information, press EDIT.</p> <p style="text-align: center;">ONCE YOU PRESS CREATE, YOU CANNOT EDIT THIS INFORMATION.</p> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Edit"/> </p> </div> <ul style="list-style-type: none"> Press EDIT to change any information or CREATE, if you wish to continue. 	Name DEPT. HACIENDA			Contact Person OFICINA DE PATRONALES			Employer's Identification Number 111111111			Contact Phone (787) 977-1337			Postal Address PO BOX 9022501			Employer Type All Others						Preparer Type Accounting Firm						Type of Taxpayer Corporation / Employer			Municipalit SAN JUAN	Coun PR	Zip Code 00902-2501	Specialist Register Number: 12345			Telephone Number (787) 721-2020			Personal Identification No. (PIN) assigned by Social Security Administration 01234567			Operations Ceasing Date					
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Operations Ceasing Date																																																	
6	<p>If the file has already been created, you cannot create it again. The following message will appear:</p> <div data-bbox="836 1493 1226 1732" style="border: 1px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p>Warning X</p> <p> This file already exists!!!</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																																																
7	<p>If the company's file was already created, refer to Open Company on page 11.</p>																																																

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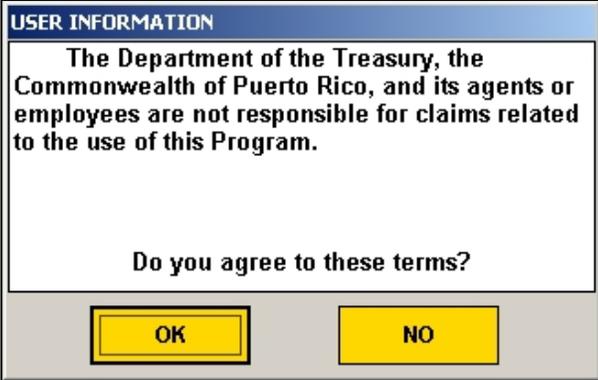
Creating a Company, Continued

STEP	ACTION
8	<ul style="list-style-type: none">• The file will be created automatically in your computer's directory defined in the Utilities menu (see next section).• The file name will be your "Employer's Identification Number".104. Example: 123456789.104
9	<p>As part of the process of creating the file, the Program needs access to the Internet, if you are not connected, the following message will appear:</p> <div data-bbox="787 609 1279 814" data-label="Image">A screenshot of a Windows-style warning dialog box. The title bar is blue and says "Warning" with a close button (X) on the right. The main area is light gray and contains the text "Please verify your internet connection and try again." Below the text is a single button labeled "OK".</div>
10	<ul style="list-style-type: none">• Verify your connection to the Internet and try again.• If you have problems with the Internet connection, you may send us an email with a description of your particular situation to: techsupport@hacienda.gobierno.pr.• As an alternative, we can send you by email your company's file so that it can be copied directly to your computer directory. If you prefer this option, write to us at: w2info@hacienda.gobierno.pr, or send us a fax at (787) 977-1337 or (787) 977-1338 requesting the file.• When you receive the email with your company's file, refer to page 3 (from step 4 forward) in order to copy the file to the hard disk of your computer.

Open Company

Open Company

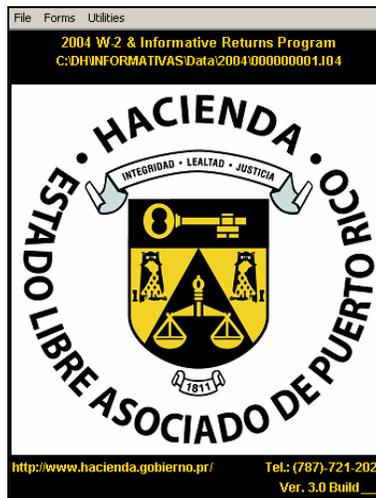
- To open a company, proceed with the following instructions:

STEP	ACTION
1	<ul style="list-style-type: none">You must agree with the terms of the Department of the Treasury to continue. Press OK. 
2	<ul style="list-style-type: none">Enter the Employer's Identification Number and the New Access Code, assigned by the Department of the Treasury twice. Press Enter to continue.  <p>IMPORTANT: On October 29, 2004, the Department of The Treasury sent a Notification to all employers and withholding agents with the New Access Code.</p>

Main Menu

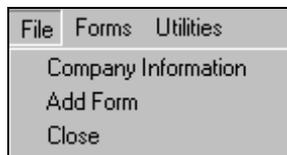
Main Menu Screen

- This is the main menu once you create or open the company, it contains the following: **FILE / FORMS / UTILITIES**



- Following is a description of the alternatives under each option:

File



Alternatives	Definition
Company Information	You may view the company information previously created.
Add Form	To add forms not created at the moment of Create Company .
Close	Closes the company file and returns to the previous screen.

Forms



Alternatives	Forms
Withholding Statement	499R-2/W-2PR and 499R-2c/W-2cPR
Informative Return	480.6A, 480.6B, 480.6C and Amended

Continued on the next page

Main Menu, Continued

Utilities

File	Forms	Utilities
		Calculator Import Information Electronic Transfer Summary and Reconciliation Returns Print Confirmation Report Print Magnetic Media Transmittal Form

Alternatives	Definition
Calculator	Available to make numeric calculations.
Import Information	To import the information to the withholding statements (499R-2/W-2PR), and informative returns (480.6A, 480.6B and 480.6C) from a spreadsheet in Excel, Lotus or text format.
Electronic Transfer	To transfer electronically the forms completed, by Internet or to a 3.5 floppy disk.
Summary and Reconciliation Returns	To complete and print the 499R-3, 480.5, 480.6B.1 and 480.30 forms.
Print Confirmation Report	To print the Confirmation Report when the electronic transfer was processed through Internet.
Print Magnetic Media Transmittal Form	To print the Magnetic Media Transmittal form when the electronic transfer was processed with a 3.5 floppy disk.

Entering Information to the Forms

- There are two ways to create the Withholding Statements and Informative Returns:

Alternative	Action
1	Enter the information directly to the corresponding form screen.
2	Import the information automatically to the Program.

Entering Information to the Forms

- To enter information to the forms, proceed with the following instructions:

If...	Then...
the option you choose is to complete the information directly to the form's screen,	continue on this section.
the option that you choose is to import the information to the forms,	refer to the section Importing Information to the Program on page 42 for instructions on how to import the information.

Withholding Statements (499R-2/W-2PR)

Forms 499R-2/W-2PR

- To complete the withholding statements, follow the instructions below:



STEP	ACTION
1	<ul style="list-style-type: none"> Withholding Statement Screen (499R-2/W-2PR) <p>The screenshot shows a software window titled 'Form 499R-2/W-2PR WITHHOLDING STATEMENT'. It is divided into several sections: <ul style="list-style-type: none"> EMPLOYEE'S INFORMATION: Fields for Name (with Initial and Surname(s) sub-fields), Social Security No., Civil Status (Single/Married), Municipality, Country (set to PR), Zip Code, Spouse's Soc. Sec. No., and Control Number. A '7. Cost of Pension or Annuity' field is set to 0.00. DEPARTMENT OF THE TREASURY INFORMATION: Fields for 8. Wages, 9. Commissions, 10. Allowances, 11. Tips, 12. Total = 8 + 9 + 10 + 11, 13. Reimbursed Expenses, 14. Tax Withheld, 15. Retirement Fund, and 16. Contributions to CODA PLANS. All these fields are currently set to 0.00. SOCIAL SECURITY INFORMATION: Fields for 17. Social Security Wages, 18. Social Security Tax Withheld, 19. Medicare Wages and Tips, 20. Medicare Tax Withheld, 21. Social Security Tips, 22. Uncollected Social Security Tax on Tips, and 23. Uncollected Medicare Tax on Tips. All these fields are currently set to 0.00. At the bottom of the window are three buttons: 'Save', 'Create 499R-2/W-2PR', and 'Cancel'. </p> <ul style="list-style-type: none"> In this screen, you will enter the information in the corresponding form for each employee. The required fields are: Name, Last Name, Social Security Number, Postal Address, Municipality, Country, Zip Code and any of the income boxes. <p>NOTE: The Program automatically changes the characters to capital letters.</p>
2	Enter the information of the employee for whom you are preparing the form in the corresponding boxes.

Continued on the next page

Withholding Statements (499R-2/W-2PR, Continued)

STEP	ACTION																		
3	<ul style="list-style-type: none"> Once you finish entering the first employee's information, press Save. If you make an error and need to erase an employee data from the screen, press Cancel. <div data-bbox="578 485 1484 554" style="border: 1px solid black; padding: 5px; text-align: center;"> Save Create 499R-2/W-2PR Cancel </div>																		
4	<ul style="list-style-type: none"> To add other withholding statements, select from the menu Add <div data-bbox="917 648 1146 814" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">File</td> <td style="padding: 2px;">Print</td> <td style="padding: 2px;">Utilities</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Add</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Delete</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Close</td> </tr> </table> </div> <ul style="list-style-type: none"> Repeat this process as many times as you need to complete the withholding statements for all the employees of your company. 	File	Print	Utilities	Add			Delete			Close								
File	Print	Utilities																	
Add																			
Delete																			
Close																			
5	<p>Once the first withholding statement is saved, the following buttons will appear in order to move through the withholding statements:</p> <div data-bbox="722 1041 1338 1182" style="border: 1px solid black; padding: 5px; margin: 10px auto; text-align: center;"> <table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;"> <</td> <td style="border: 1px solid black; padding: 2px 5px;"><</td> <td style="border: 1px solid black; padding: 2px 10px;">499R-2/W-2PR # 1</td> <td style="border: 1px solid black; padding: 2px 5px;">></td> <td style="border: 1px solid black; padding: 2px 5px;">> </td> </tr> <tr> <td style="border: 1px solid black; padding: 2px 5px;">First</td> <td style="border: 1px solid black; padding: 2px 5px;">Previous</td> <td style="border: 1px solid black; padding: 2px 5px;">Next</td> <td style="border: 1px solid black; padding: 2px 5px;">Last</td> <td></td> </tr> </table> </div>	<	<	499R-2/W-2PR # 1	>	>	First	Previous	Next	Last									
<	<	499R-2/W-2PR # 1	>	>															
First	Previous	Next	Last																
6	<p>If you need to delete an employee's record already saved that you see on screen, select Delete from the menu.</p>																		
7	<p>Error messages: In each field with an error the Program will show an icon next to the field. Move the mouse to the top of the icon to display the error type in the particular field.</p> <div data-bbox="683 1442 1377 1686" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <table style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">1. Name</td> <td style="padding: 2px;">Initial</td> <td style="padding: 2px;">Surname(s)</td> </tr> <tr> <td style="padding: 2px;"><input style="width: 100%;" type="text"/></td> <td style="padding: 2px;"><input style="border-left: 2px solid red; border-right: 2px solid red; border-top: 2px solid red; border-bottom: 2px solid red; text-align: center; font-weight: bold; font-size: 1.2em; vertical-align: middle;" type="text" value="I"/> <input style="width: 100%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 100%;" type="text" value="SURNAME"/></td> </tr> <tr> <td colspan="3" style="padding: 2px;">Postal Address</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Please include the first name.</td> </tr> <tr> <td colspan="3" style="padding: 2px;"><input style="width: 100%;" type="text" value="POSTAL1"/></td> </tr> <tr> <td colspan="3" style="padding: 2px;"><input style="width: 100%;" type="text"/></td> </tr> </table> </div>	1. Name	Initial	Surname(s)	<input style="width: 100%;" type="text"/>	<input style="border-left: 2px solid red; border-right: 2px solid red; border-top: 2px solid red; border-bottom: 2px solid red; text-align: center; font-weight: bold; font-size: 1.2em; vertical-align: middle;" type="text" value="I"/> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="SURNAME"/>	Postal Address			Please include the first name.			<input style="width: 100%;" type="text" value="POSTAL1"/>			<input style="width: 100%;" type="text"/>		
1. Name	Initial	Surname(s)																	
<input style="width: 100%;" type="text"/>	<input style="border-left: 2px solid red; border-right: 2px solid red; border-top: 2px solid red; border-bottom: 2px solid red; text-align: center; font-weight: bold; font-size: 1.2em; vertical-align: middle;" type="text" value="I"/> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="SURNAME"/>																	
Postal Address																			
Please include the first name.																			
<input style="width: 100%;" type="text" value="POSTAL1"/>																			
<input style="width: 100%;" type="text"/>																			

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Withholding Statements (499R-2/W-2PR, Continued)

Printing Drafts and Reviewing the Forms

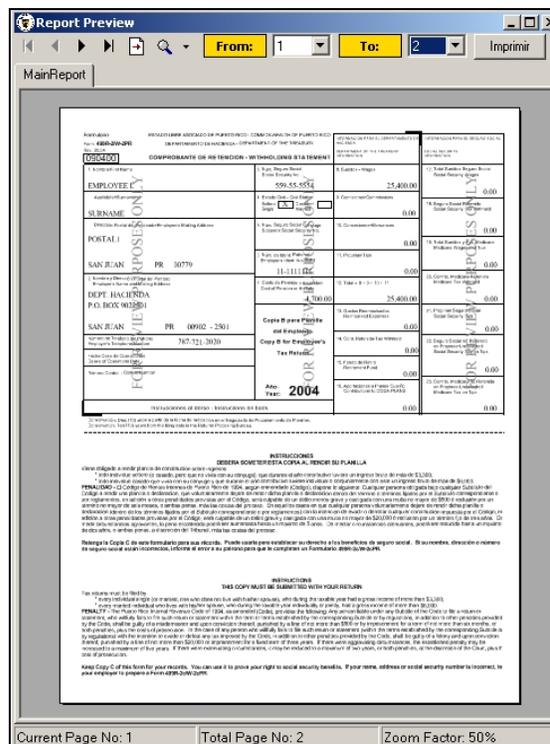
- Once the process of entering all the withholding statements data is completed, you must print a draft of the forms and review them in order to avoid the transfer of incorrect information.
- To print these forms as a draft, select the option **Print / 499R-2/W-2PR Form/All 499R-2/W-2PR** from the menu.



WARNING:

If you **DON'T REVIEW** the withholding statement's drafts and the information is transmitted with errors, **YOU WILL NOT BE ABLE TO MAKE CHANGES**. You will have to file a **Corrected Withholding Statement (499R-2C/W-2cPR)** in paper form, since these cannot be electronically transferred with the Program.

- The printed form will include a watermark with the phrase **"For Review Purposes Only"**.
- To print out the form on screen, select from the menu: **Print**.



NOTE: Remember that in order to print the forms without the watermark **"For Review Purposes Only"**, you must first complete the electronic transfer process.

Continued on the next page

Withholding Statements (499R-2/W-2PR), Continued

Editing the Forms

- **If after reviewing the draft forms**, you found an error in any of the withholding statements, proceed with the following steps:

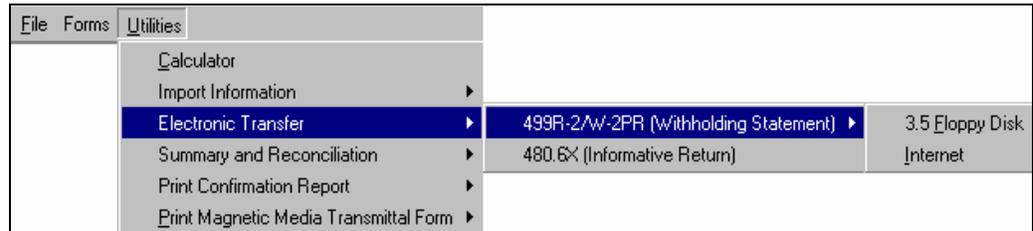
Steps	Action
1	Go to the withholding statements screen.
2	Look for the withholding statement of the employee you need to edit. (The withholding statements are ordered by social security number) . Use the Previous and Next buttons to search.
3	Once you have found the withholding statement, make all the necessary changes to the employee's form.
4	After you finish editing the forms and you are sure that all the forms are correct, you may begin the process of electronic transfer to the Department of the Treasury (see next page).
<u>NOTE:</u> Remember that you will NOT BE ABLE TO MAKE CHANGES to the withholding statements after you have electronically transferred the same.	

Electronic Transfer

Electronic Transfer

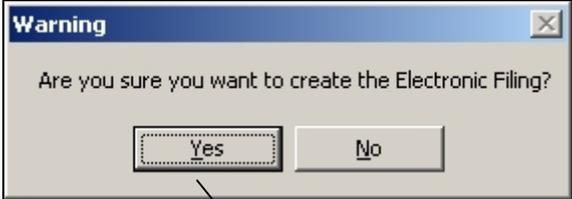
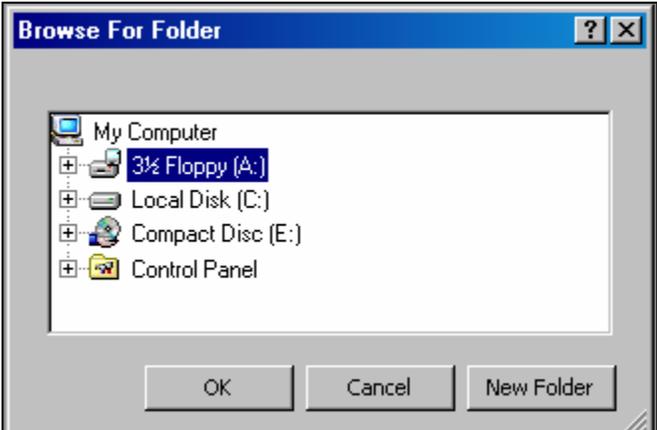
- The electronic transfer process can be completed through the Internet or on a 3.5 floppy disk.
- Select from the menu: **Utilities / Electronic Transfer / 499R-2/W-2PR (Withholding Statement)**.

Screen



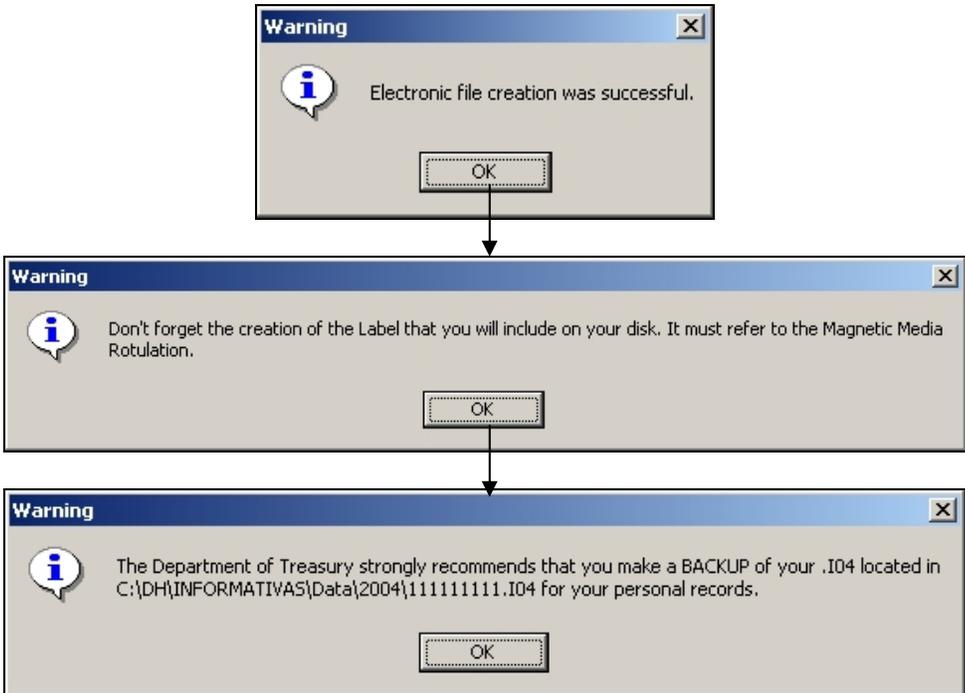
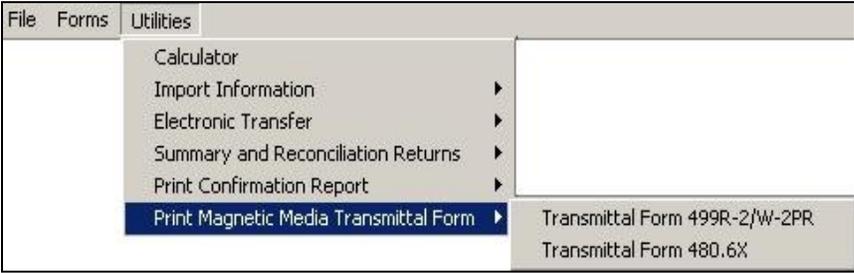
3.5 Floppy Disk

To electronically transfer to a 3.5 floppy disk, complete the following instructions: (if you choose to file through the Internet, go to **page 22**.)

STEP	ACTION
1	<ul style="list-style-type: none"> • Insert a blank disk into your computer, and follow the Program's instructions until the process is completed. See the following diagram: <div style="text-align: center;">   </div> • Select the directory where you will create a magnetic media disk and press OK.

Continued on the next page

Electronic Transfer, Continued

STEP	ACTION
2	<p>Once you select a directory and the process is completed on the disk, the following message will appear:</p>  <p>The first dialog box is titled "Warning" and contains an information icon and the text "Electronic file creation was successful." with an "OK" button below.</p> <p>The second dialog box is titled "Warning" and contains an information icon and the text "Don't forget the creation of the Label that you will include on your disk. It must refer to the Magnetic Media Rotulation." with an "OK" button below.</p> <p>The third dialog box is titled "Warning" and contains an information icon and the text "The Department of Treasury strongly recommends that you make a BACKUP of your .I04 located in C:\DH\INFORMATIVAS\Data\2004\111111111.I04 for your personal records." with an "OK" button below.</p>
3	<p>Once this process is completed:</p> <ul style="list-style-type: none"> • print the Magnetic Media Transmittal Form, which must be enclosed with the 3.5 floppy disk. • this Magnetic Media Transmittal Form is available through the main menu: Utilities / Print Magnetic Media Transmittal Form / Transmittal Form 499R-2/W-2PR.  <p>The screenshot shows a menu with "File", "Forms", and "Utilities" tabs. Under "Utilities", the following items are listed: "Calculator", "Import Information", "Electronic Transfer", "Summary and Reconciliation Returns", "Print Confirmation Report", and "Print Magnetic Media Transmittal Form". The "Print Magnetic Media Transmittal Form" item is highlighted, and its sub-menu is open, showing "Transmittal Form 499R-2/W-2PR" and "Transmittal Form 480.6X".</p> <p>NOTE: The Program completes part of the Magnetic Media Transmittal Form automatically. You must complete the name, address and telephone number of the contact person, the filing date and indicate if it is an original or corrected disk.</p>

Continued on next page

Electronic Transfer, Continued

4

- Select: **Print**

Report Preview

From: 1 To: 1 Imprimir

MainReport

Magnetic Media Transmittal Form
For Tax Year 2004

499R-2/W-2PR FORMS

Mail the Magnetic Media and this Form to: Department of the Treasury P.O. Box 9022501 San Juan, Puerto Rico 00902-2501	Company EIN: 11-111111 Company Name: DEPT. HACTENDA Company Phone: 787-731-3030 Address: P.O. BOX 9022501 SAN JUAN PR 00902 -2501
Bring the Magnetic Media and this Form to: Department of the Treasury Mail Section, Office S-14 Intendente Ramirez Building 10 Paseo Covadonga San Juan Puerto Rico 00902	Any inquiries may be directed to: Submitter/Contact Person: OFICINA DE Submitter/Contact Phone: 787-977-1337 Submitter/Contact Address: Date Submitted:

Original File Corrected File

Official Use Only

Received by: _____ Date: MM / DD / YY

Quantity received: _____ Diskettes

Date referred to Production Control Section: _____ Date: MM / DD / YY

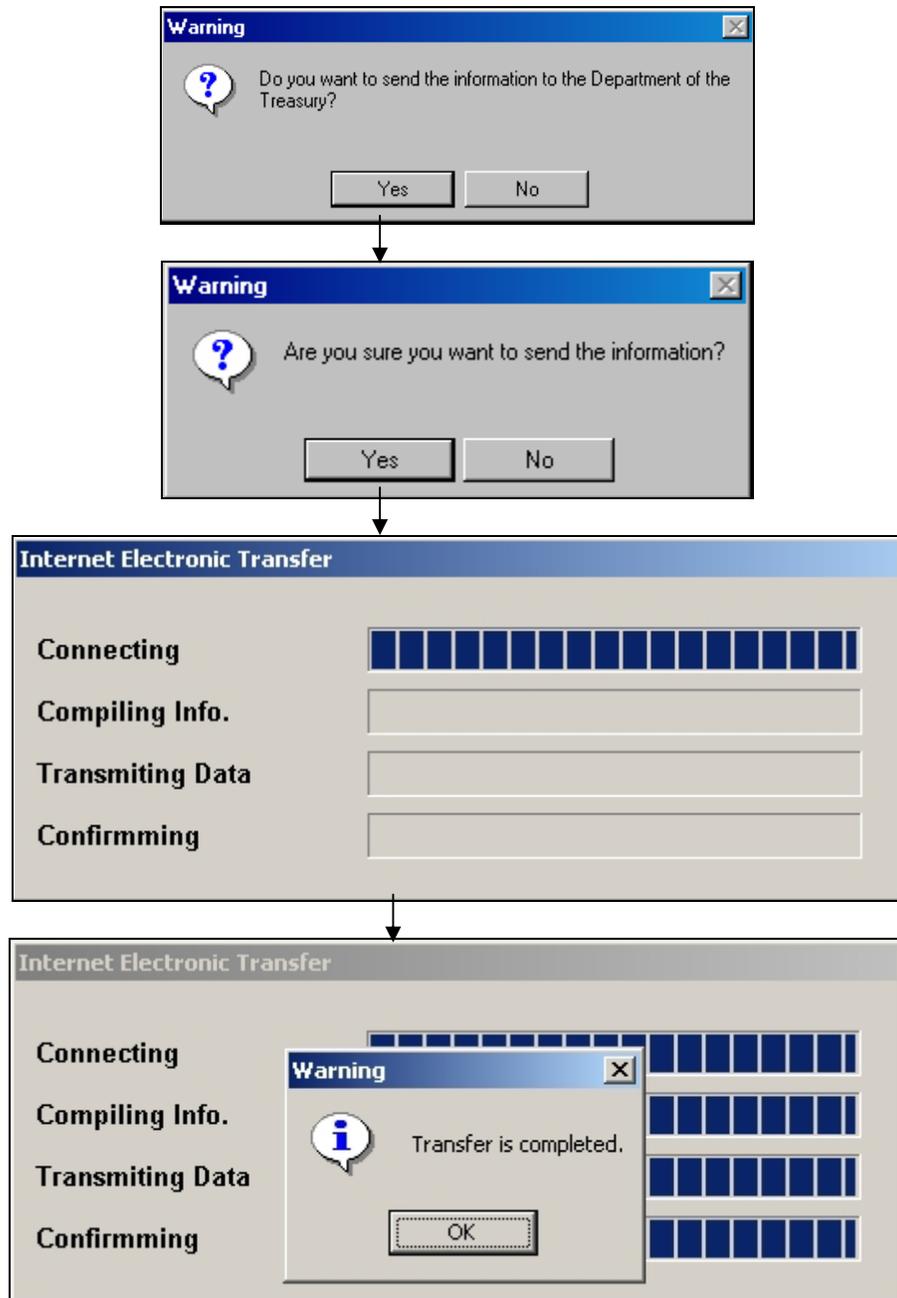
Current Page No: 1 Total Page No: 1 Zoom Factor: 50%

Continued on next page

Electronic Transfer, Continued

Internet

- For the electronic transfer through the Internet, follow the Program's instructions until the process is completed.
- See the following diagram:



Continued on the next page

Electronic Transfer, Continued

Internet Confirmation Report

- Once the electronic transfer process is completed through the Internet, a **Confirmation Report** will automatically appear on screen, which you should print for your records as evidence of filing.
- Select **Print**.
- If you do not wish to print the **Confirmation Report** at that moment, you may select from the menu **File / Close** and you will be able to print it at another time.

Screen

Report Preview

From: 1 To: 1 Imprimir

MainReport

Commonwealth of Puerto Rico
Department of the Treasury
Internal Revenue Area

Electronic Transfer Confirmation

Name: DEPT. HACIENDA
Employer's Identification No. (EIN): 11-1111111

Confirmation Number	Date	Time	Form Type	Records Received	Status
0000360	Nov. 5, 2004	3:43:31PM	W2	1	OK

Current Page No: 1 Total Page No: 1 Zoom Factor: 50%

Confirmation Report

- To print the **Confirmation Report of the Electronic Transfer**, select from the main menu: **Utilities / Print Confirmation Report / Confirmation Report of 499R-2/W-2PR**.

Screen

File Forms Utilities

- Calculator
- Import Information
- Electronic Transfer
- Summary and Reconciliation
- Print Confirmation Report**
 - Confirmation Report of 499R-2/W-2PR
 - Confirmation Report of 480.6X
- Print Magnetic Media Transmittal Form

Printing the Forms

Printing the Forms

- To print a form, select the option **Print / Form 499R-2/W-2PR** from the menu.
- You will be able to print:
 - a specific withholding statement,
 - all 499R-2/W-2PR,
 - the Employer's Copy, or
 - the Social Security Administration's copy.

Screen

Printing the Forms

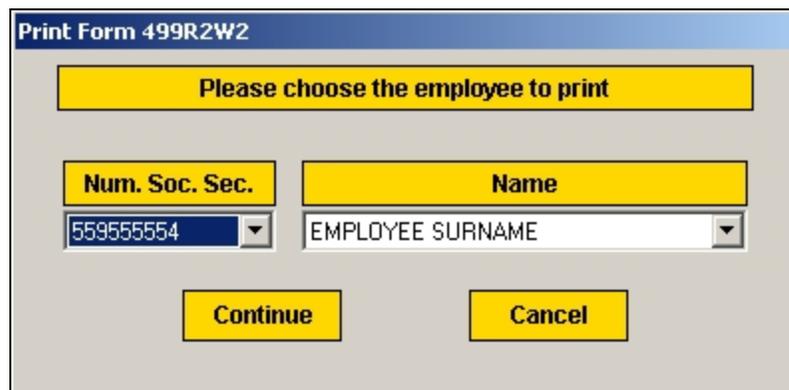


Printing Specific Forms

- To print a specific form, you can select from the following screen:
 - the **Social Security number**, or
 - the **employee's name**.

Screen

Printing Specific Forms



Continued on the next page

Printing the Forms, Continued

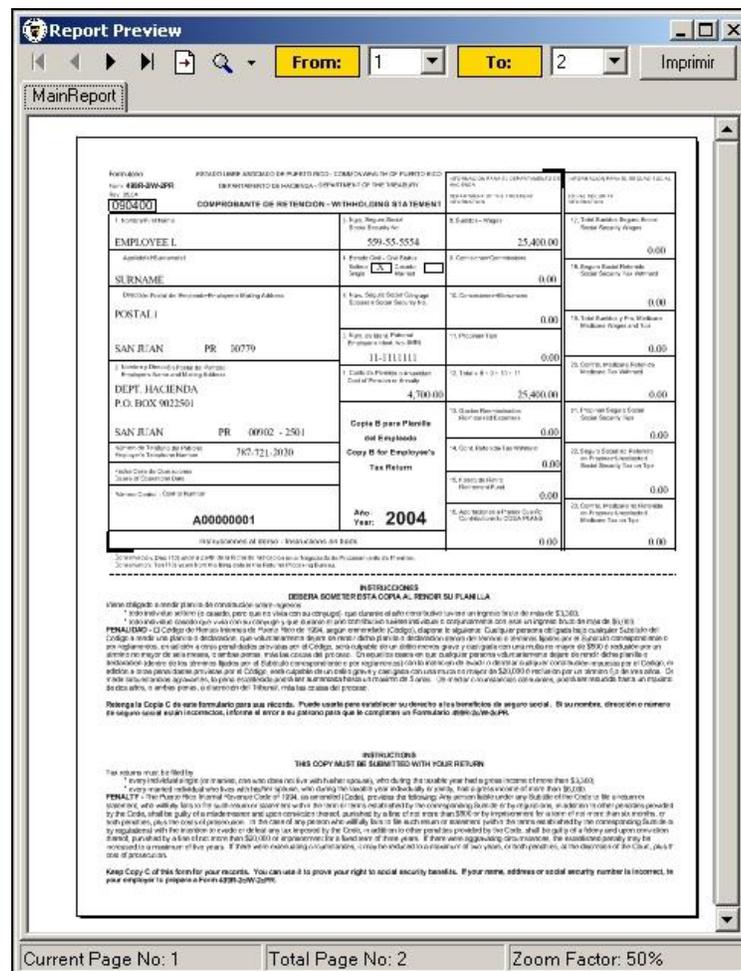
Print Selection

- Press **Continue**, the following message will appear:



- Answer **Yes** to view the form on screen.
- Answer **No** to send the form to print.
- To print the form that appears on screen, select from the menu: **Print**.

Screen Printing the Forms



Summary and Reconciliation

Reconciliation Statement (499 R-3)



- The Program will automatically complete the Reconciliation Statement of Income Tax Withheld (499 R-3).
- You can only edit or correct the information of the non-shaded fields.
- You can print the form for your records by pressing the **Print** button.
- **Remember that you DO NOT have to send the signed form to the Department of the Treasury.**

Screen

Reconciliation Statement (499 R-3)

The screenshot shows the '499 R-3 ESTADO DE RECONCILIACIÓN DE CONTRIBUCION SOBRE INGRESOS RETENIDA' form. The form is divided into several sections:

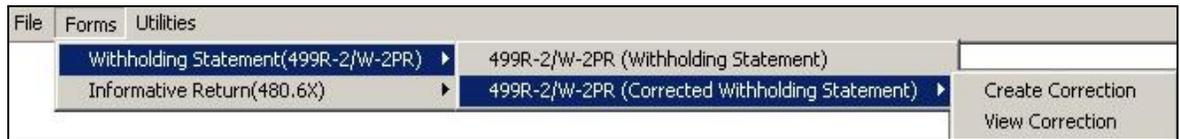
- Business Information:**
 - Business Name: DEPT. HACIENDA
 - Employer's Name (or Contact Person): OFICINA DE PATRONALES
 - Postal Address: P.O. BOX 9022501
 - Municipality: SAN JUAN, State: PR, Zip Code: 00902 2501
 - Business Location: (empty fields)
 - Municipality: (empty), State: PR, Zip Code: (empty)
- Employer's Identification Number:** 111111111
- Telephone Number:** (787) 721-2020
- Operational Dates:**
 - First date of operations: (empty)
 - Last date of operations: (empty)
- Number of Statements Included:** 1
- Form Type:** Original, Amended
- Summary Table:**

1. Wages	25,400.00
2. Commission	0.00
3. Allowance	0.00
4. Tips	0.00
5. Total	25,400.00
6. Reimbursed Expenses	0.00
7. Tax Withheld	0.00
8. Retirement Fund	0.00
9. Contributions to CODA Plans	0.00
- Buttons:** Save, Print, Cancel

Corrected Withholding Statement (499R-2c/W-2cPR)

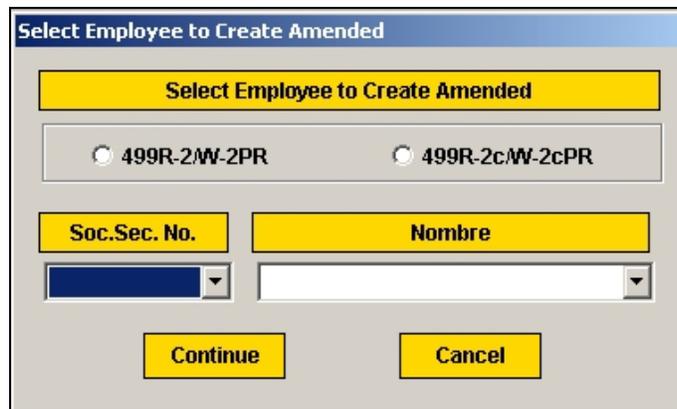
Form 499R-2c/W- 2cPR

- You will only have access to this screen if you have completed the electronic transfer process.



File	Forms	Utilities		
	Withholding Statement(499R-2/W-2PR)		499R-2/W-2PR (Withholding Statement)	
	Informative Return(480.6%)		499R-2/W-2PR (Corrected Withholding Statement)	Create Correction View Correction

- In this screen, you can correct the withholding statement of any employee. You will only be able to correct the original withholding statement up to TWO times per employee.
- Select if you are going to correct the original withholding statement (499R-2/W-2PR) or a previously amended withholding statement (499R-2c/W-2cPR).



Select Employee to Create Amended

Select Employee to Create Amended

499R-2/W-2PR 499R-2c/W-2cPR

Soc.Sec. No. Nombre

[Dropdown] [Dropdown]

Continue Cancel

- From this screen, you can select:
 - the social security number, or
 - the employee's name.

Continued on the next page

Corrected Withholding Statement (499R-2c/W-2cPR), Continued

Form 499R-2c/W-2cPR, (continued)

- You can only edit or correct the information of the non-shaded fields.

- When you finish entering the data on the form, press **Save**.
- Once you create a corrected withholding statement, select the following option to print:

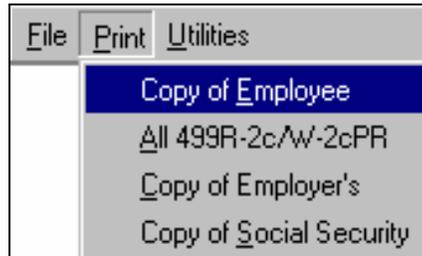
- Select the corrected withholding statement you want to see:

- Press **Continue**.

Continued on next page

Corrected Withholding Statement (499R-2c/W-2cPR), Continued

- To print the corrected withholding statement, select **Print** from the menu.



- Once you have printed the corrected withholding statement, **you must sign it and file it with the Department of the Treasury**, since the Program does not provide for the electronic transfer of these forms.
- If the corrected withholding statement changes the total amounts of the Reconciliation Statement of Income Tax Withheld (Form 499R-3), **you must print and file it along with the corrected withholding statement to the Department of the Treasury**. Remember that you must sign both forms before filing them.

NOTE: The Program provides for the automatic update of Form 499R-3 when corrected withholding statements change the total amounts that were originally filed.

Informative Returns

Informative Returns

- To complete the Informative Returns, you must follow these instructions.

The screenshot shows a menu with three tabs: 'File', 'Forms', and 'Utilities'. The 'Forms' tab is active, displaying a list of options: 'Withholding Statement (499R-2/W-2PR)', 'Informative Return (480.6X)', 'Form 480.6A (Income Not Subject to Withholding)', 'Form 480.6B (Income Subject to Withholding)', 'Form 480.6C (Income Subject to Withholding - Non Residents)', and 'Amended Return (480.6X)'. The 'Informative Return (480.6X)' option is highlighted in blue.

STEPS	ACTION
1	<ul style="list-style-type: none"> Informative Return's Screen (480.6A, 480.6B and 480.6C) <p>The screenshot shows a software window titled 'FORM 480.6B INFORMATIVE RETURN INCOME SUBJECT TO WITHHOLDING'. It is divided into two main sections: 'PAYEE'S INFORMATION' and 'FORM 480.6B INFORMATION'. The 'PAYEE'S INFORMATION' section includes fields for Name and Last Name or Entity Name, Social Security No. or Employer's Ident. No., Postal Address, Bank Account Number, Municipality, Country (set to PR), Zip Code, and Control Number. The 'FORM 480.6B INFORMATION' section is a table with columns for 'TYPE OF INCOME', 'AMOUNT PAID', and 'AMOUNT WITHHELD'. It lists ten categories of income, each with a corresponding '0.00' value in both the 'AMOUNT PAID' and 'AMOUNT WITHHELD' columns. At the bottom of the window are three buttons: 'Save', 'Create 480.6B', and 'Cancel'.</p> <ul style="list-style-type: none"> In this screen, you will enter the information to the appropriate form for each individual or entity. The required fields are: Social Security Number or the Employer Identification Number, Name, Postal Address, Municipality, State, Zip Code, Amounts Paid, Amounts Withheld. <p>NOTE: The Program automatically changes the characters to capital letters.</p>

Continued on the next page

Informative Returns, Continued

STEPS	ACTION
3	<ul style="list-style-type: none"> Once you finish entering the information for the first individual or entity, press Save. If you make an error and need to erase an individual or entity data from the screen, press Cancel. <div data-bbox="578 470 1487 537" style="text-align: center;"> </div>
4	<ul style="list-style-type: none"> To add another informative return, select Add from the menu: <div data-bbox="922 596 1143 756" style="text-align: center;"> </div> <ul style="list-style-type: none"> Repeat this process as many times as necessary to complete all the informative returns of the individuals or entities of your company.
5	<p>Once the first informative return is saved, the following buttons will appear in order to move from one return to another:</p> <div data-bbox="711 1020 1354 1167" style="text-align: center;"> </div>
6	<p>If you need to delete an individual or entity's record already saved that you see on screen, select Delete from the menu.</p>
7	<p>Error messages: In each field with an error the Program will show an icon next to the field. Move the mouse to the top of the icon to display the error type in the particular field.</p> <div data-bbox="613 1423 1451 1671" style="text-align: center;"> </div>

Printing Drafts and Reviewing the Forms

- Once you finish entering all the informative returns data, **you must print out a draft of the forms in order to avoid the transfer of incorrect information.**

Continued on next page

Informative Returns, Continued

Printing Drafts and Reviewing the Forms, (Continued)

- To print out the draft forms, select the option **Print / Form (480.6A, 480.6B or 480.6C)** from the menu.

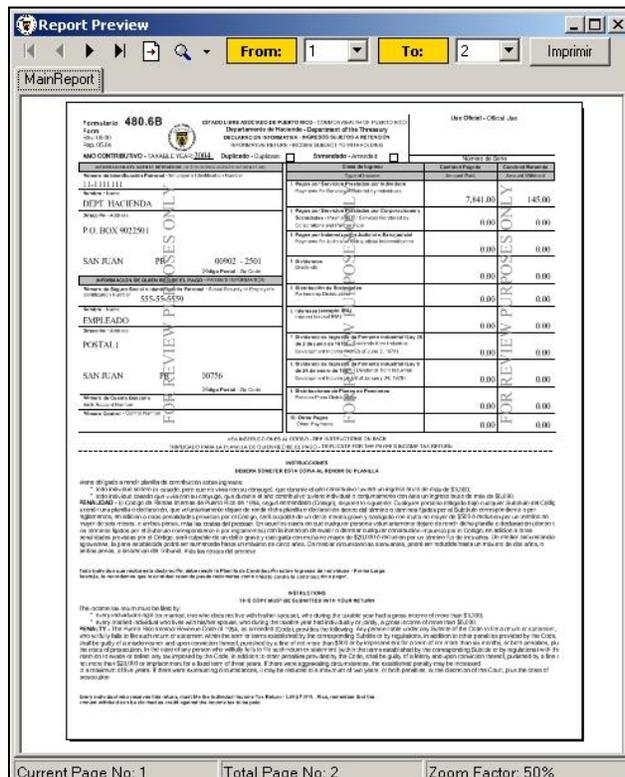


- Select: **Print / All 480.6A** forms.

WARNING:

If you **DO NOT REVIEW** a draft of the informative returns and the information is transmitted with errors, **YOU CAN ONLY CORRECT THE SAME BY PREPARING AN AMENDED INFORMATIVE RETURN.** It will be necessary to transfer the informative returns again.

- The printed form will include a watermark with the phrase **“For Review Purposes Only”**.
- To print out the form on screen, select from the menu: **Print**.



NOTE: Remember that in order to print out the forms without the watermark **“For Review Purposes Only”**, you must first complete the electronic transfer process.

Continued on the next page

Informative Returns, Continued

Editing the Forms

- If after reviewing the draft forms, you find an error in any of the informative returns, proceed with the following steps:

Steps	Action
1	Go to the informative returns screen.
2	Look for the informative return of the individual or entity you need to edit. (The informative returns are ordered by social security number or employer identification number) . Use the Previous and Next buttons to search.
3	Once you have found the informative return, make all the necessary changes to the individual or entity's return.
4	After you finish editing the forms and you are sure that all the forms are correct, you may begin the process of electronic transfer to the Department of the Treasury (see next page.)
<u>NOTE:</u> Remember that you will NOT BE ABLE TO MAKE CHANGES to the informative returns after you have electronically transferred the same.	
-	

Electronic Transfer

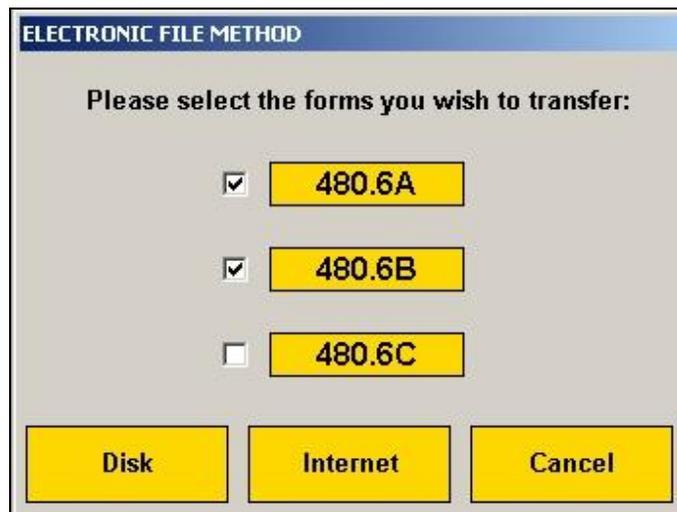
Electronic Transfer

- The electronic transfer process can be completed through the Internet or on a 3.5 floppy disk.
- Select from the menu: **Utilities / Electronic Transfer / 480.6X (Informative Return)**.

Screen



- The following screen will appear:



- Select the forms you will transfer electronically. You may select either one, all or a combination of the forms.
 - To continue with the electronic transfer, select:
 - **3.5 Floppy Disk**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 19**), or
 - **Internet**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 22**).
 - To print the **Confirmation Report of the Electronic Transfer**, please refer to **page 23**.
-

Printing the Forms

Printing the Forms

- To print a form, select the option **Print / Form 480.6A, 480.6B, 480.6C** from the menu.
- You will be able to print:
 - a specific Informative Return,
 - all 480.6A, 480.6B, 480.6C, or
 - the Withholding Agent's copy.

Screen



Printing the Forms

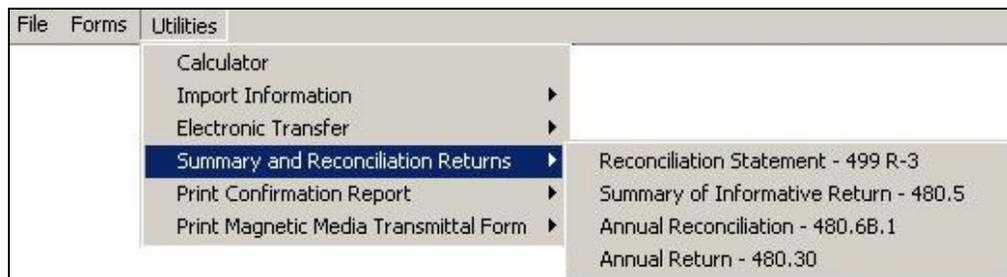
- To continue printing the forms, please refer to the Printing section of the Withholding Statements (see **page 24**).
-

Summary and Reconciliation

Summary and Reconciliation

- In this option you can review, edit and print the following forms:
 - Summary of the Informative Returns (480.5)
 - Annual Reconciliation Statement of Income Subject to Withholding (480.6B.1)
 - Nonresidents Annual Return of Income Tax Withheld at Source (480.30)

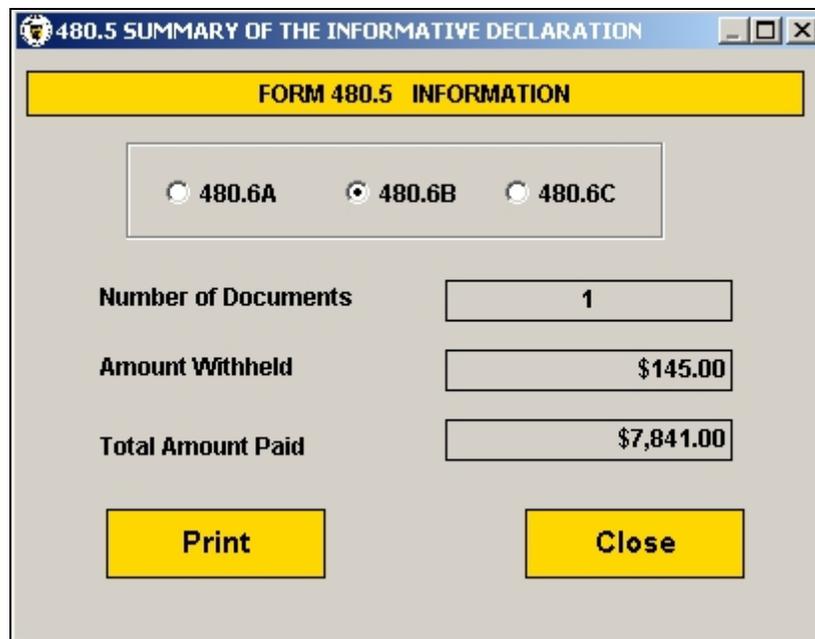
Screen



Summary of Informative Returns (480.5)

- The Program automatically completes the Summary of Informative Returns (480.5).
- Select the form (480.6A, 480.6B or 480.6C) for which you would like to see the Summary.
- You can print the form for your records by pressing **Print**. Remember that you **DO NOT** have to send the signed form to the Department of the Treasury.

Screen

A screenshot of a software window titled '480.5 SUMMARY OF THE INFORMATIVE DECLARATION'. The window has a yellow header bar with the text 'FORM 480.5 INFORMATION'. Below the header, there are three radio buttons for selecting a form type: '480.6A', '480.6B' (which is selected), and '480.6C'. Below the radio buttons, there are three rows of data with text labels on the left and input fields on the right: 'Number of Documents' with the value '1', 'Amount Withheld' with the value '\$145.00', and 'Total Amount Paid' with the value '\$7,841.00'. At the bottom of the window, there are two yellow buttons: 'Print' and 'Close'.

Continued on the next page

Summary and Reconciliation, Continued

Annual Reconciliation Statement of Income Subject to Withholding (480.6B.1)

- The Program only completes the 1st and 2nd columns of the form. You must complete the remaining fields.

Part I							
Type of Income	1	2	3	4	5	6	7
Type of Income	Amount Paid	Tax Withheld	Excess Credit Tax Withheld Previous Year	Adjusted Total Tax Withheld	Tax Deposited	Tax Deposited in Excess	Balance Due
1. Services Rendered by Individuals	150.01	10.00	20	-10.00	0	10.00	0.00
2. Services Rendered by Corporations and Partnerships	250.00	20.00	0	20.00	0	0.00	20.00
3. Judicial or Extrajudicial Indemnification	350.00	30.00	0	30.00	0	0.00	30.00
4. Dividends	450.00	40.00	45	-5.00	0	5.00	0.00
5. Partnerships Distributions	550.00	50.00	0	50.00	0	0.00	50.00

- Once you have completed the form, press **Save**.
- Once you have completed and save the form, **you must print a draft of the form and review it in order to avoid transferring incorrect information**.
- Press the **Print** button. The printed form will include a watermark with the phrase **“For Review Purposes Only”**.

Printing a Draft and Reviewing the Form

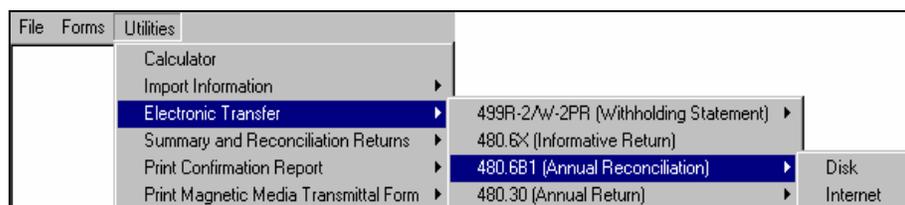
WARNING:

If you **DO NOT REVIEW** a draft of the Annual Reconciliation Statement (480.6B.1) and it is transmitted with errors, **YOU CAN ONLY CORRECT THE SAME BY PREPARING AN AMENDED ANNUAL RECONCILIATION STATEMENT**. It will be necessary to transfer the Annual Reconciliation Statement again.

NOTE: Remember that in order to print the form without the watermark **“For Review Purposes Only”**, you must first complete the electronic transfer process.

Electronic Transfer (480.6B.1)

- The electronic transfer process can be completed through the Internet or on a 3.5 floppy disk.
- Select from the menu: **Utilities / Electronic Transfer / 480.6B.1 (Annual Reconciliation)**.



Continued on next page

Summary and Reconciliation, Continued

Electronic Transfer (480.6B.1) (continued)

- To continue with the electronic transfer, select:
 - **3.5 Floppy Disk**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 19**), or
 - **Internet**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 22**).
- To print the **Confirmation Report of the Electronic Transfer**, please refer to **page 23**.
- You can print the form for your records by pressing **Print**. **Remember that you DO NOT have to send the signed form to the Department of the Treasury.**

Nonresidents Annual Return of Income Tax Withheld at Source (480.30)

- The Program only completes the 1st and 2nd columns of the form. You must complete the remaining fields.

Part I Type of Income	1 Amount Paid	2 Tax Withheld	3 Contribución Depositada
1. Salaries, Wages or Compensation	110.00	5.00	0
2. Partnerships Distributions	220.00	10.00	0
3. Sale of Property	330.00	15.00	0
4. Dividends	440.00	20.00	0
5. Royalties	550.00	25.00	0
6. Interest	660.00	30.00	0
7. Rents	770.00	35.00	0
8. Pension Plan Distributions	880.00	40.00	0
9. Public Shows	990.00	45.00	0
10. Others	1,010.00	50.00	0

- Once you have completed the form, press **Save**.

Continued on next page

Summary and Reconciliation, Continued

Printing a Draft and Reviewing the Form

- Once you have completed and save the form, **you must print a draft of the form and review them in order to avoid the transfer of incorrect information.**
- Press the **Print** button. The printed form will include a watermark with the phrase **“For Review Purposes Only”**.

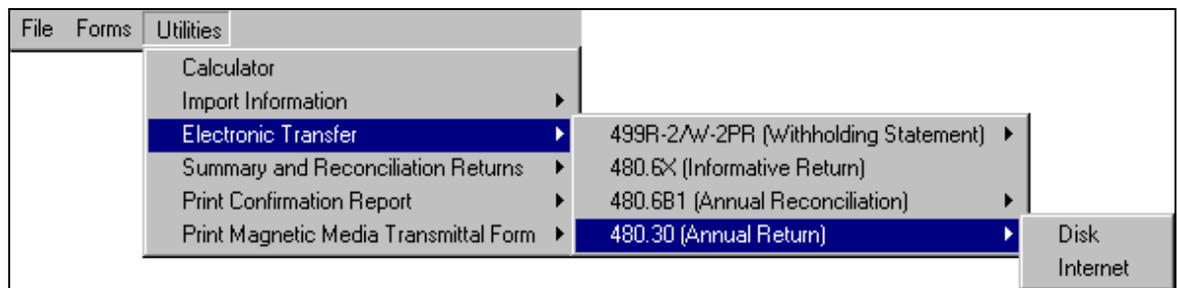
WARNING:

If you **DO NOT REVIEW** a draft of the **Nonresidents Annual Return of Income Tax Withheld at Source (480.30)** and it is transmitted with errors, **YOU CAN ONLY CORRECT THE SAME BY PREPARING AN AMENDED NONRESIDENTS ANNUAL RETURN.** It will be necessary to transfer the Nonresidents Annual Return again.

NOTE: Remember that in order to print the forms without the watermark **“For Review Purposes Only”**, you must first complete the electronic transfer process.

Electronic Transfer (480.30)

- The electronic transfer process can be completed through the Internet or on a 3.5 floppy disk.
 - Select from the menu: **Utilities / Electronic Transfer / 480.30 (Annual Return).**
-



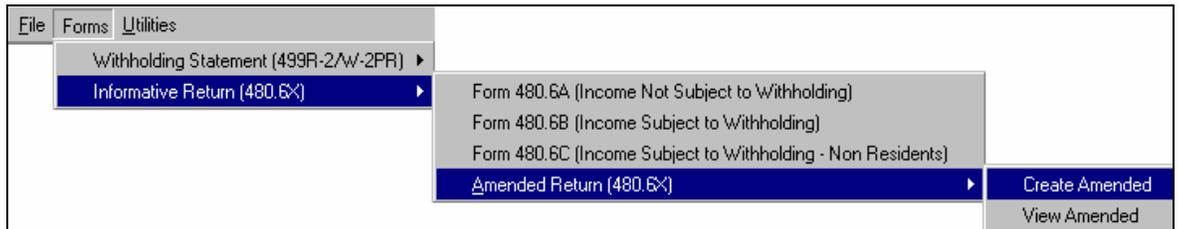
- To continue with the electronic transfer, select:
 - **3.5 Floppy Disk**, please refer to the Electronic Transfer section of the Withholding Statements (**see page 19**), or
 - **Internet**, please refer to the Electronic Transfer section of the Withholding Statements (see **page 22**).
 - To print the **Confirmation Report of the Electronic Transfer**, please refer to **page 23**.
 - You can print the form for your records by pressing **Print**. **Remember that you DO NOT have to send the signed form to the Department of the Treasury.**
-

Amending Informative Returns (480.6X)

Form 480.6X

- You will only have access to this screen if you have completed the electronic transfer process. Select from the menu: **Forms / Informative Return (480.6X) / Amended Return (480.6X) / Create Amended.**
- In this screen you can **create** an amended informative return.

Form 480.6X Screen



- Select the type of form you want to amend.

A dialog box titled 'Select Employee to Create Amended'. It contains a yellow button labeled 'Select Individual or Entity to Create Amended'. Below this are three radio buttons for '480.6A', '480.6B', and '480.6C'. There are two yellow buttons labeled 'Soc.Sec. No.' and 'Nombre', each followed by a dropdown menu. At the bottom are 'Continue' and 'Cancel' buttons.

- From this screen you can select:
 - the social security number or employer identification number, or
 - the name of the entity.

Continued on the next page

Amending Informative Returns (480.6X), Continued

Form
480.6X
Screen,
(Continued)

FORM 480.6B INFORMATION		
TYPE OF INCOME	AMOUNT PAID	AMOUNT WITHHELD
1. Payments for Services Rendered by Individuals	7841	145
2. Payments for Services Rendered by Corporations and Partnerships	0	0
3. Payments for Judicial or Extrajudicial Indemnificati	0	0
4. Dividends	0	0
5. Partnerships Distributions	0	0
6. Interest (except IRA)	0	0
7. Dividends from Industrial Development Income (Act 26 of June 2, 1978)	0	0
8. Dividends from Industrial Development Income (Act 8 of January 24, 1987)	0	0
9. Pension Plans Distributions	0	0
10. Other Payments	0	0

- You can only edit or correct the information of the non-shaded fields.
- To **print and review the draft** of the amended form, press **Print**.
- To **print the amended forms without the watermark “For Review Purposes Only”**, you must complete the electronic transfer process again.
- Please refer to the Electronic Transfer section on **page 34**.

Amending
480.6B.1,
480.30

- Once you prepare an amended **informative return of any 480.6 form (B or C)**, the Program will automatically update the amount paid and amount withheld columns of forms **480.6B.1** and **480.30**, respectively.
- You **must print and review** a draft of the form that changed due to the amendment.
- To **print the amended forms without the watermark “For Review Purposes Only”**, you must complete the electronic transfer process again.

Importing Information to the Program

Importing Information to the Program

- This section only applies to users that will import information to the Program.
- You may import the information (data) to the forms from an “Excel or Lotus” spreadsheet, or text format.
- To see the layout and examples of how the data must be organized, you must search for the following directory:
 - To import to the Withholding Statements:
C:\DH\INFORMATIVAS\Import Layout\2003\Import_499R2W2.xls
 - To import to the Informative Returns:
C:\DH\INFORMATIVAS\Import Layout\2003\Import_4806.xls

Important

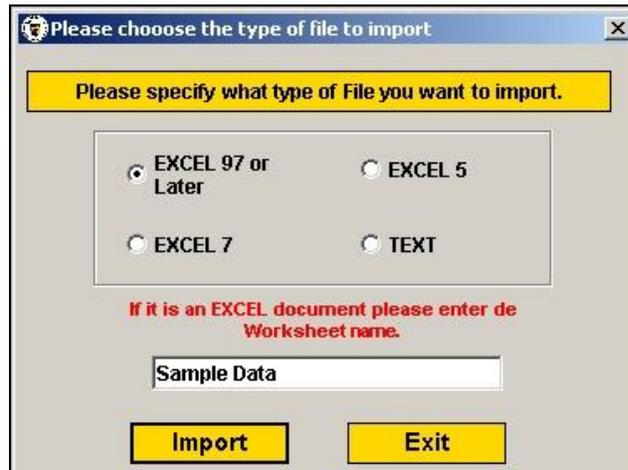
- These files (Import_499R2W2.xls or Import_4806.xls) have 2 tabs each: one includes the data structure layout specifications and the other tab includes an example of the data.
- It is very important to follow the order of the fields as they are shown in the layout including the headers of each column.
- If you are not able to export the payroll data into an electronic “Excel” spreadsheet or text format from your current accounting application, you should contact your software provider.
- In general, all accounting applications provide tools to generate electronic spreadsheets.

Continued on the next page

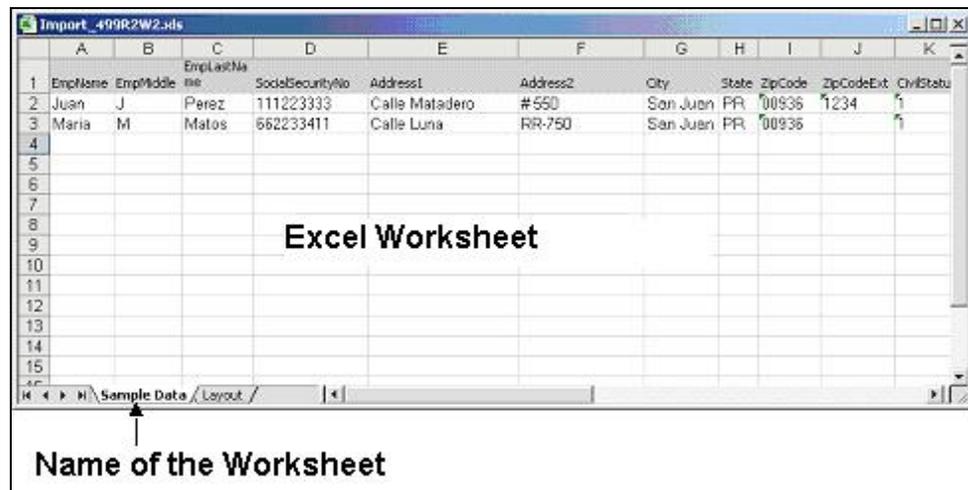
Importing Information to the Program, Continued

Importing to the Withholding Statements

- From the **Utilities** menu, select **Import Information**.
- Then, select **Withholding Statements**.
- Specify the **type of file** from where the data will be imported.
- See the following screen:



- You must choose the specific file name of worksheet to import the data from Microsoft Excel to this application.

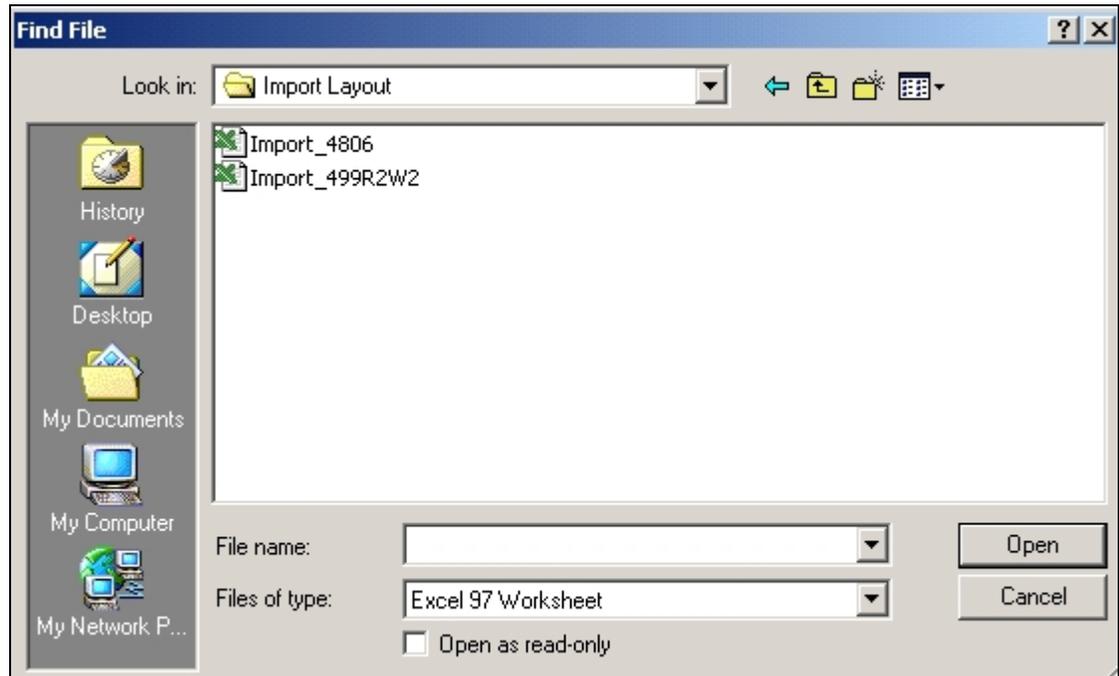


Continued on next page

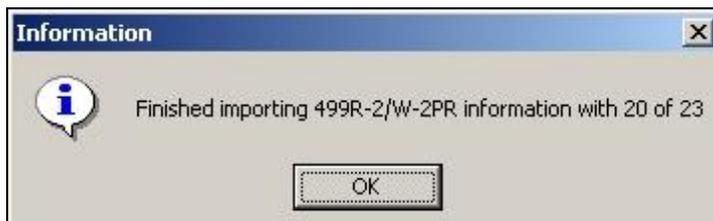
Importing Information to the Program, Continued

Importing to the Withholding Statements, (continued)

- Press the **Import** button and select the file from the following screen (or from the directory where you have saved the file):



- If the file does not appear on this screen:
 - you must browse through your computer system to find the location of the file
 - then, select **Open**.
- When the Program finishes importing, the following message will appear, indicating how many withholding statements were correctly processed:



Continued on the next page

Importing Information to the Program, Continued

Importing to the Withholding Statements, (continued)

- The error report is a list that includes:
 - name,
 - social security number, and
 - the fields of the withholding statement per employee.

Report Preview

From: 1 To: 1 Imprimir

MainReport

Records 499R-2/W-2PR with errors

November 5 of 2004

Social Security	Name	Social Security	Name	Last Name	Address	Municipality	State	Zip Code	Civil Status	Soc Sec Spouse	Duplicate	Amounts Error
111111111	JUAN J PEREZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
222222222	MARIA M MATOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									

Current Page No: 1 Total Page No: 1 Zoom Factor: 50%

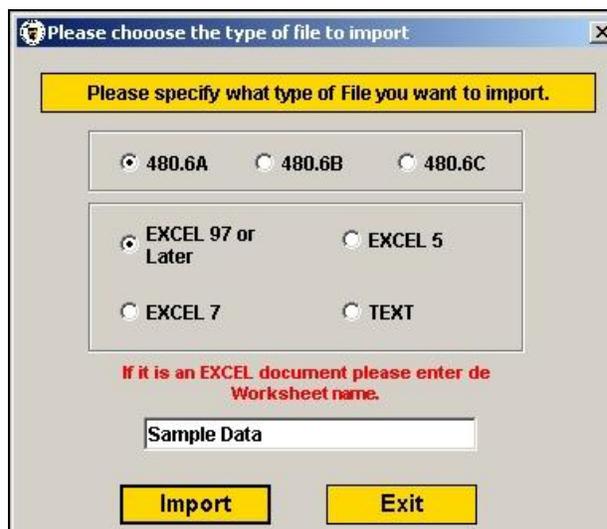
- The checked boxes are the fields that have errors.
- To print this report, select from the menu: **Print**.
- You must:
 - open the “**Excel**” or **Text** file,
 - correct the marked information, and
 - begin the import process again until there are no errors in the report.

Continued on the next page

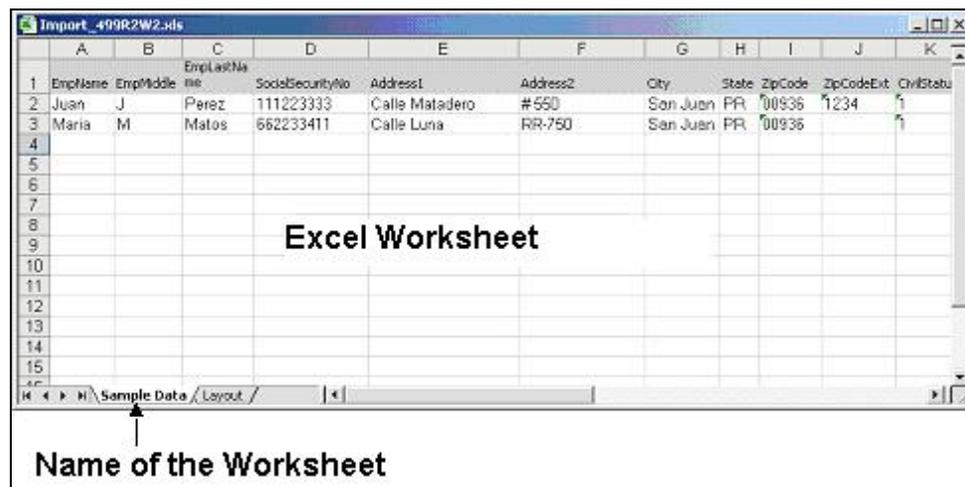
Importing Information to the Program, Continued

Importing to the Informative Returns

- The importing process for the Informative Returns is similar to the process for the Withholding Statements.
- However, when you select the type of file from where you will import the data, you must specify and select which informative return you will be completing:
 - 480.6A
 - 480.6B
 - 480.6C
- See the following example:



- You must choose the specific file name of worksheet to import the data from Microsoft Excel to this application.



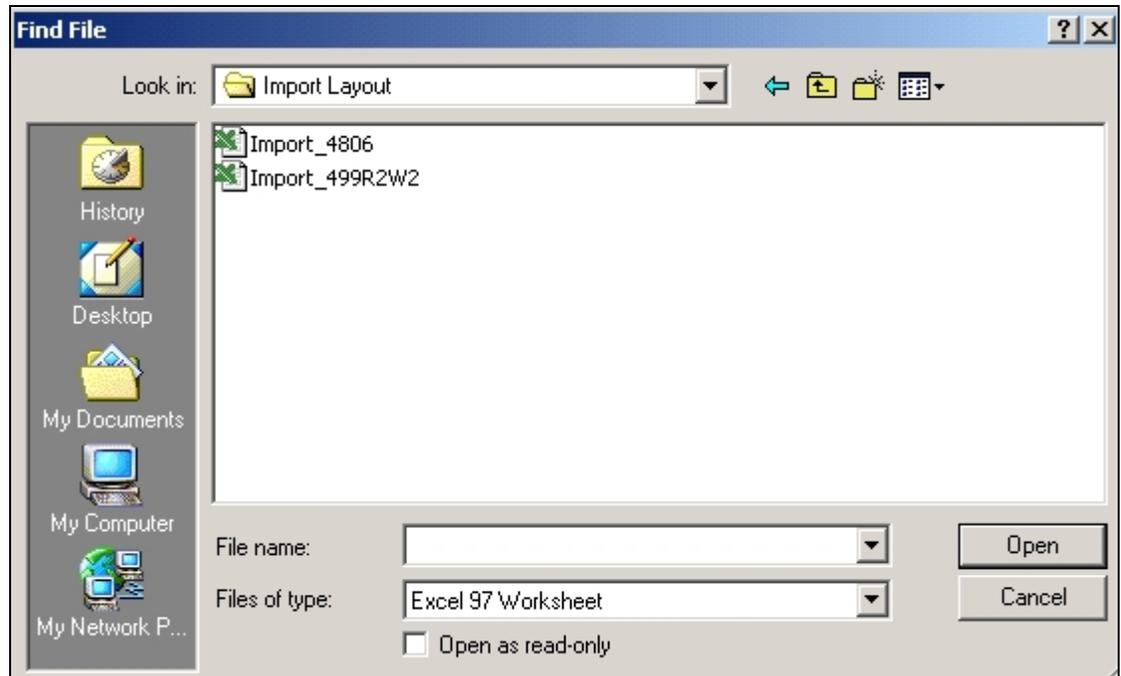
	A	B	C	D	E	F	G	H	I	J	K
1	EmpName	EmpMiddle	EmpLastNa	SocialSecurityNo	Address1	Address2	City	State	ZipCode	ZipCodeExt	CiviStabu
2	Juan	J	Perez	111223333	Calle Matadero	#550	San Juan	PR	00936	1234	1
3	Maria	M	Matos	662233411	Calle Luna	RR-750	San Juan	PR	00936		1
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Continued on the next page

Importing Information to the Program, Continued

Importing to the Informative Returns (Continued)

- Press the **Import** button and select the file from the following screen (or from the directory where you have the saved the file):



- If the file does not appear on this screen:
 - you must browse through your computer system to find the location of the file.
 - then, select **Open**.
- When the Program finishes importing, the following message will appear indicating how many informative returns were correctly processed:



Continued on the next page

Importing Information to the Program, Continued

Importing to the Informative Returns (Continued)

- The error report is a list that includes:
 - name,
 - social security number or the employer's identification number, and
 - the fields of the informative returns for the individuals or entities.

 - The checked boxes are the fields that have errors.
 - Refer to example in **page 45**.
 - To print this report, select from the menu **Print**.

 - You must:
 - open the "**Excel**" or **Text** file,
 - correct the marked information, and
 - begin the import process again until there are no errors in the report.
-

Labeling and Shipping Instructions for the Magnetic Media

**Withholding
Statements
499R-2/W-2PR**

- Place an external label on the 3.5 floppy disk for the Department of The Treasury.
- See the following example:

Department of The Treasury MMW2PR-1
Year _____

EIN: _____

Name: _____

Tel: _____

- If your company will submit a copy to the Social Security Administration, place an external label on the 3.5 floppy disk as shown:

SSA AWR MMREF-1

EIN: _____

Name: _____

Address: _____

City: _____ **Country:** _____

Zip Code: _____

Phone: _____

Continued on the Next Page

Labeling and Shipping Instructions for the Magnetic Media, Continued

Informative Returns 480.5, 480.6A, 480.6B, 480.6C, 480.6B.1 and 480.30

- Place an external label on the 3.5 floppy disk for the Department of The Treasury.
- See the following example:

Department of The Treasury
Informative Returns
Year _____

EIN: _____

Name: _____

Tel: _____

Packaging Instructions for the 3.5 floppy disk

- Do not use paper clips, rubber bands or staples on the 3.5 floppy disks.
- Insert each 3.5 floppy disk in its own protective sleeve before packaging.
- Send the 3.5 floppy disk an appropriate container to prevent damage in transit.
- Use an appropriate disposable container.
 - Special mailers for 3.5 floppy diskettes are available in the market.
- We do not return special containers.

Address Information for Sending the Magnetic Media (3.5 floppy disk) to the Social Security Administration

- If you are going to send it by the U.S. Postal Service, use the following address:

Social Security Administration
AWR Magnetic Media Processing
5-F-17, NB, Metro West
PO Box 33014
Baltimore, MD 21290-3014

- If you are going to send it through ANOTHER CARRIER other than the U.S. Postal Service, use the following address:

Social Security Administration
AWR Magnetic Media Processing
5-F-17, NB, Metro West
300 N. Greene Street
Baltimore, MD 21290 - 0300

Continued on the next page

Labeling and Shipping Instructions for the Magnetic Media, Continued

Address Information for Sending the Magnetic Media (3.5 floppy disk) to the Department of the Treasury

- If you are going to send it by the U.S. Postal Service, use the following address:

Department of the Treasury
PO BOX 9022501
San Juan, PR 00902-2501

- If you are going to send it through ANOTHER CARRIER other than the U.S. Postal Service, use the following address:

Department of the Treasury
Mail Section, S-14
Intendente Ramírez Building
10 Paseo Covadonga
San Juan, PR 00902

Important

In order for the Department of the Treasury to properly read and process the 3.5 floppy disk, it is very important that you do not block the security holes on both ends of the diskette with the company information label.

