

**For submitting information for multiple employers  
Transmitter Report and Summary of Magnetic Media**Tax Year **2020**

PART A		TRANSMITTER INFORMATION	
Name	_____	EIN/FID No	_____ <b>-W</b>
Address	_____	Type of reporting media:	<input type="checkbox"/> CD(s)
City	_____ State _____ Zip Code _____		<input type="checkbox"/> USB Flash Drive
PART B		PART D	
CONTACT PERSON		TYPE OF SUBMISSION	
Name	_____	<input type="checkbox"/>	W-2 Amended Submittal
Title	_____	<input type="checkbox"/>	W-2 Original Submittal <i>(this form is not necessary if you are submitting your actual original IT-13)</i>
E-Mail address	_____	<input type="checkbox"/>	W-2 Resubmittal
Phone number	_____ Fax number _____	<input type="checkbox"/>	W-2 Test Submittal
PART C			
SIGNATURE			
Signature	_____	Number of employee records being submitted	Total City tax withheld per submitted records
Title	_____ Date _____	<input type="text"/>	<input type="text"/>

## Instructions for Form IT-33M

**For All Submissions.** The City of Columbus does **not** return submissions, so all transmitters are urged to keep a copy of the file being submitted. If there is a problem with the submission, an error report will be sent to the e-mail address indicated above. If no e-mail address is provided, the error report will be sent via fax to the fax number listed above. If you do not provide either an e-mail address or a fax number, the error report will be sent regular mail. In addition, if this is not a last submission, the Income Tax Division will attempt to mail employer specific error reports directly to each employer with problem employee records.

**Test Submissions.** The City of Columbus requires that all transmitters send a test file at least 90 days prior to the statutory due date for filing the annual reconciliation of employee wages ("W-2s"). Make sure the type of submission is clearly indicated that the transmittal is a test submission. Unless specifically directed by an auditor at our office, do not send test submissions between January 1st and March 15th of any year.

**Amended Submissions.** Attach copies of any amended IT-13s and any required amended IT-11s to the back of this form. Amended IT-13s, amended IT-11s, and amended annual reconciliations ("W-2s") submitted on CD or USB drive should include all employees. Attach any additional payment required to the front of this form.

**Resubmissions.** If your resubmission does not correct the errors shown on a prior error report, the City of Columbus will not deem the resubmission as being made in good faith. Formatting requirements are available on-line at [www.columbusax.net](http://www.columbusax.net). If we do not receive a valid resubmission by the statutory due date, each employer included in the rejected submission may be assessed late filing fees. Thirty day extensions of time to file must be requested in writing prior to the statutory due date for filing the annual reconciliation returns ("W-2s").