

## Applying the W-2 file layout guide to the SEBB W-2 data file

W-2 data files become available in early January each year and can be downloaded from the Data Depot in Benefits 24/7. The W-2 file name contains your SEBB organization's agency code (e.g., A600Zxx\_recon.csv) and is in Excel format.

The [W-2 file layout guide](#) can be used to understand the information provided in the W-2 data file. Below are examples showing a W-2 data file before and after the layout guide specifications have been applied.

### Sample original W-2 data file

The original W2 data file displays information without column headings and the dollar amounts are not formatted as currency.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456789	202201	VA	67493	4S	4133	101	600	0	968	0	0	T3	666	
2	123456789	202202	VA	67493	4S	4133	101	600	0	968	0	0	T3	666	
3	123456789	202202	PS	121905	1S	14928	74	600	0	968	0	0	T1	1308	
4	123456789	202204	VA	67493	4S	4133	101	600	0	968	0	0	T3	666	
5	123456789	202201	V	121793	1S	9952	74	600	0	968	0	0	T3	1332	
6	123456789	202206	VA	67493	4S	4133	101	600	0	968	0	0	T3	666	
7	123456789	202201	PP	6151	3S	4990	41	600	0	968	0	0	T3	666	
8	123456789	202205	ZS	0	1S	4976	0	600	0	968	0	0	T3	666	
9	123456789	202210	VHSA	6048	1S	4976	25	600	3125	1026	0	0	T2	596	

### W-2 data file with file layout specifications applied

The W-2 file layout guide describes the data found in each column, as shown in the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	SSN	Coverage Period CCYY/MM	Medical Plan Code	Medical Amount \$DDDD.DD	Dental Plan Code	Dental Amount \$DDDD.DD	Employee Contribution \$DDDD.DD	Agency Code	HSA Employer Contribution	Employer State Share Amount \$DDDD.DD	Tobacco-use Surcharge Amount \$DDDD.DD	Spousal Surcharge Amount \$DDDD.DD	Vision Plan Code	Vision Amount \$DDDD.DD	Filler
1	123456789	2022/01	VA	674.93	4S	41.33	101.00	600	0	968.00	0	0	T3	6.66	
2	123456789	2022/02	VA	674.93	4S	41.33	101.00	600	0	968.00	0	0	T3	6.66	
3	123456789	2022/02	PS	1219.05	1S	149.28	74.00	600	0	968.00	0	0	T1	13.08	
4	123456789	2022/04	VA	674.93	4S	41.33	101.00	600	0	968.00	0	0	T3	6.66	
5	123456789	2022/01	V	1217.93	1S	99.52	74.00	600	0	968.00	0	0	T3	13.32	
6	123456789	2022/06	VA	674.93	4S	41.33	101.00	600	0	968.00	0	0	T3	6.66	
7	123456789	2022/01	PP	615.10	3S	49.90	41.00	600	0	968.00	0	0	T3	6.66	
8	123456789	2022/05	ZS	0	1S	49.76	0.00	600	0	968.00	0	0	T3	6.66	
9	123456789	2022/10	VHSA	604.80	1S	49.76	25.00	600	3125	1026.00	0	0	T2	5.96	