

### ***Can I submit a test file to make sure the portal works?***

No, Philadelphia does not accept test data. If errors are found in your data file or if you have not used the required EFW2 format, we will contact you.

### ***How can I confirm my file was properly submitted?***

You should not send an email to receive confirmation. You will receive a printable confirmation notice through the website once you have submitted your W-2s.

### ***Do I need to submit my annual Wage Tax reconciliation?***

The City of Philadelphia no longer requires an annual Wage Tax reconciliation form to be filed.

### ***What is my State Control Number?***

The State Control Number is the same as the last seven digits of your City Wage Tax Account number. This information is no longer required to be included in submissions.

### ***The W-2's I previously submitted contained incorrect SSN and Wage/withholding, can they be revised?***

Yes, please submit another file with the correct information and send an email notification to [w2.1099@phila.gov](mailto:w2.1099@phila.gov).

***Additional Resources*** For more information on W-2 submission requirements, please visit: [phila.gov/documents/w-2-submission-instructions](https://phila.gov/documents/w-2-submission-instructions)