

Using STARS to Submit W-2 AND 1099 FILES

The following information shows you how to sign on and use Colorado PERA's Secure Transmission And Reporting System (STARS) to submit W-2 and 1099-NEC/MISC files. If you have questions or need additional assistance, please call your Employer Representative.

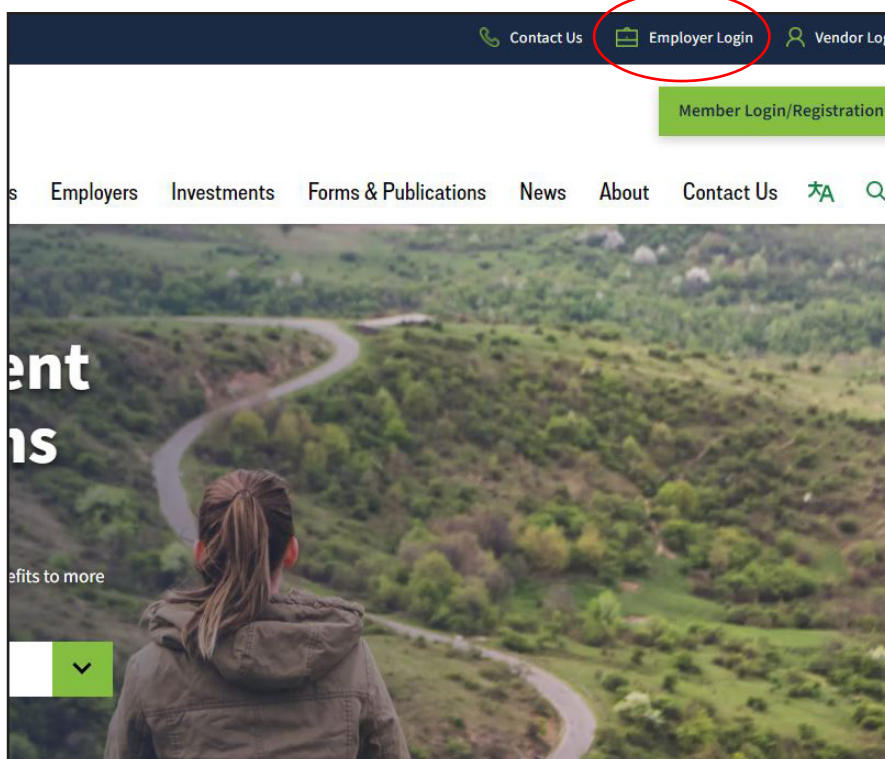
GETTING STARTED

Before you begin to use STARS, you need to take the following three steps:

- » If you have 250 or more W-2s or 1099-NEC/MISCs, you will need to prepare an electronic file that is formatted as follows:
 - W-2s must follow the Social Security Administration (SSA) requirements as outlined in SSA Publication 42-007.
 - 1099-NEC/MISCs must follow the IRS requirements as outlined in IRS Publication 1220.
- » If you do not already have a PERA User ID and password to access the system, call your Employer Representative to obtain your sign-on codes. Please allow 48 hours for processing and complete your request by January 31 of each year.
- » When you are ready to submit your files, access STARS in the "Employers" section of the PERA website at copera.org or by clicking the "Employer Login" link at the top of every page.

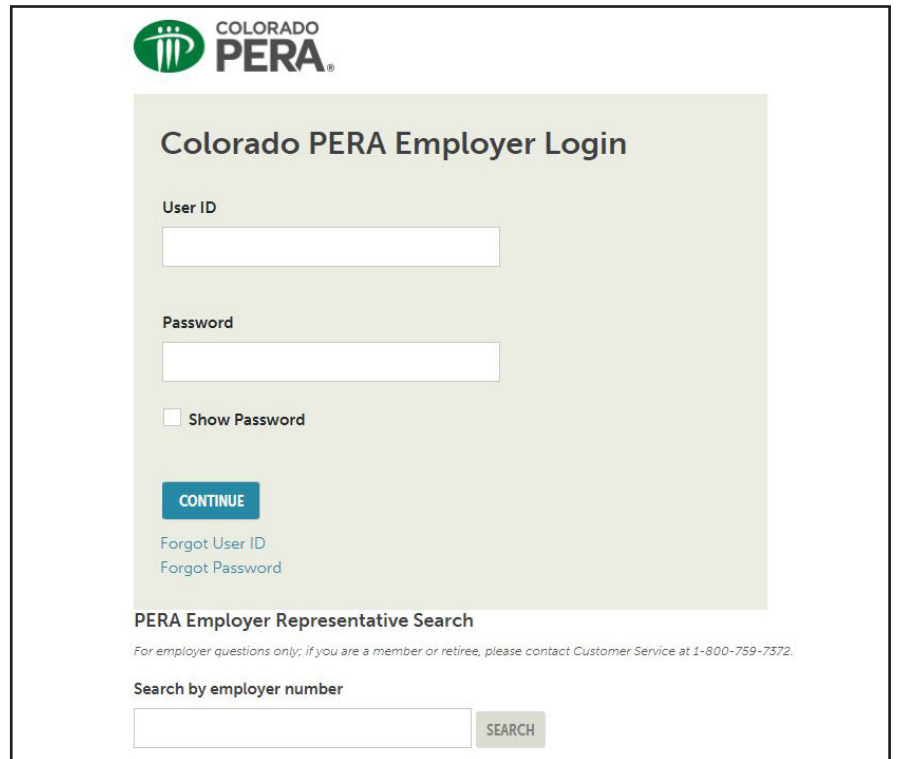
USING STARS TO UPLOAD W-2 AND 1099-NEC/MISC FILES

1. Go to PERA's website at copera.org. Click on "Employer Login" on the top of the screen.



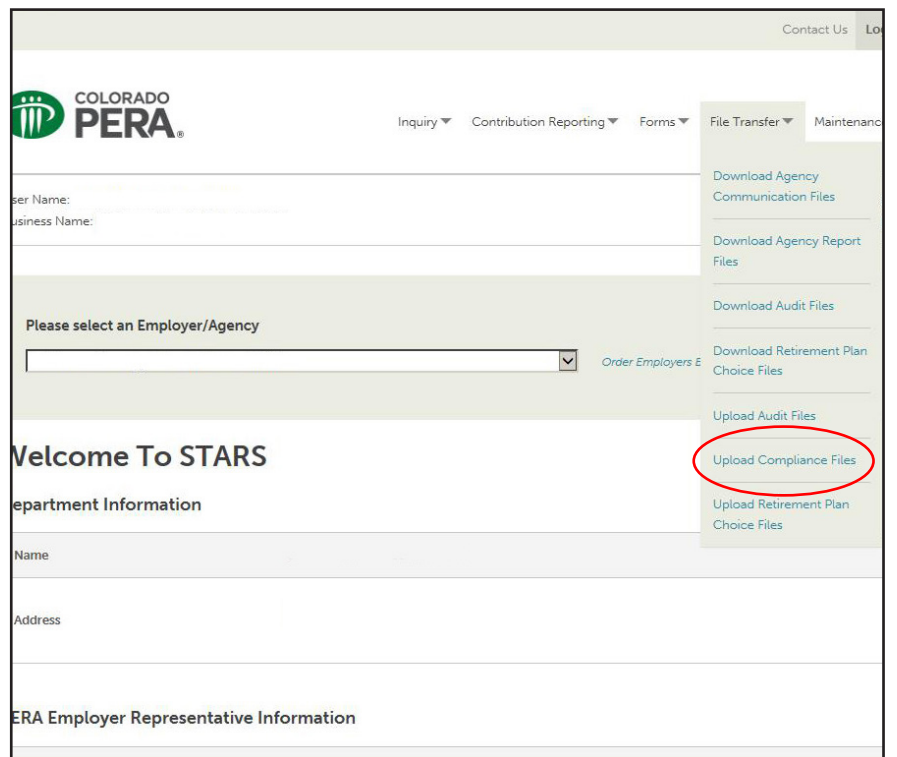
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2. Log on with your User ID and password.



The screenshot shows the Colorado PERA Employer Login page. At the top left is the Colorado PERA logo. The main heading is "Colorado PERA Employer Login". Below this are two input fields: "User ID" and "Password". There is a "Show Password" checkbox below the password field. A blue "CONTINUE" button is positioned below the input fields. Below the button are two links: "Forgot User ID" and "Forgot Password". At the bottom of the login section is the "PERA Employer Representative Search" section, which includes a search box and a "SEARCH" button. A note below the search section reads: "For employer questions only; if you are a member or retiree, please contact Customer Service at 1-800-759-7372."

3. Select the "File Transfer" drop-down menu, then select "Upload Compliance Files."



The screenshot shows the Colorado PERA STARS dashboard. At the top left is the Colorado PERA logo. The top navigation bar includes "Inquiry", "Contribution Reporting", "Forms", "File Transfer", and "Maintenance". The "File Transfer" menu is open, showing options: "Download Agency Communication Files", "Download Agency Report Files", "Download Audit Files", "Download Retirement Plan Choice Files", "Upload Audit Files", "Upload Compliance Files" (circled in red), and "Upload Retirement Plan Choice Files". Below the navigation bar, there are fields for "User Name:" and "Business Name:". A dropdown menu labeled "Please select an Employer/Agency" is visible, with a "Order Employers E" link to its right. The main content area starts with "Welcome To STARS" and "Department Information" section with fields for "Name" and "Address". At the bottom is the "PERA Employer Representative Information" section.

4. Choose "Select the File Type."

- » If you are uploading a W-2 file, choose "Tax Information – W2." Your file type must have the file extension ".txt" for the file to correctly upload. If you are uploading a PDF, use the "Tax Information – W2 PDFs."
- » Please note that if you are submitting a 1099, 1096, or W3 file and it doesn't have a ".txt" extension, it will not correctly upload. In those cases, you will need to select the PDF upload option.

The screenshot shows the STARS web interface for uploading compliance files. At the top, there are fields for 'User Name' and 'Business Name', and links for 'STARS Guide' and 'Account Home'. Below this is a dropdown menu labeled 'Please select an Employer/Agency'. The main heading is 'Upload Files To PERA - Compliance Files'. A paragraph explains the application's purpose: 'This application allows you to upload a file to Colorado PERA. First, select the type of file that you will upload. Next, either browse for the file you want to upload and then click the "Upload File" button, or click the "Manually Enter Data" button to manually enter data into a grid that will be submitted to PERA.' A note states: 'Note: If you upload a file, the uploaded file cannot be larger than 15 MB.' The 'File type' dropdown menu is highlighted with a red circle. Below it is a 'Select the file to upload' section with a 'Browse...' button. There are two main options: 'UPLOAD FILE' (a blue button) and 'MANUALLY ENTER DATA' (a grey button).

5. Click "Browse" and choose your file from your document menu. Once you have selected the correct file, click "Upload File."

After you have uploaded your file, you will receive a confirmation and time stamp. Save and/or print this confirmation for your records.

If you have questions or problems uploading your W-2, W-3, 1099-NEC/MISC, or 1096 files, please contact your Employer Representative.

This screenshot shows the same STARS web interface as the previous one, but with the 'File type' dropdown menu set to 'Tax Information - W2'. The 'Browse...' button and the 'UPLOAD FILE' button are highlighted with red circles. The rest of the interface, including the 'Please select an Employer/Agency' dropdown, the explanatory text, and the 'MANUALLY ENTER DATA' button, remains the same.

This fact sheet provides general information about using STARS to submit W-2 and 1099-NEC/MISC files to PERA. PERA membership rights, benefits, and obligations are governed by Title 24, Article 51 of the Colorado Revised Statutes, and the Rules of the Colorado Public Employees' Retirement Association, which take precedence over any interpretations in this fact sheet.