

ABBYY



ABBYY Vantage

IRS Tax Form W-2, Wage and Tax
Statement Document Skill Guide

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About ABBYY Vantage

ABBYY Vantage is a comprehensive Content Intelligence platform that provides AI-powered cognitive services and pre-trained and trainable skills that can "understand" business documents and extract actionable data and insights.

This no-code / low-code platform makes today's digital worker and processes smarter and empowers the new citizen developer to accelerate digital transformation initiatives and expand automation to new processes in a fast and simple way, making an immediate impact on business results and customer experience.

Types of documents that can be processed with Vantage

Vantage is capable of processing structured, semi-structured, and unstructured documents in a variety of input formats and languages.

- **Structured documents** are documents which always include the exact type of information in the exact same locations. One example of structured documents are pre-formatted forms.
- **Semi-structured documents** are documents which generally include the same or similar information, but in each document the location, size, and number of fields may vary from document to document. Examples of semi-structured documents are bills, payment orders, and invoices.
- **Unstructured documents** are documents which consist of continuous text. Required information is usually located inside a sentence that can be on any page of the document. Examples of unstructured documents are contracts, lease agreements, and e-mail messages.



Note: Use Advanced Designer to create skills for extracting data from unstructured documents.

The Vantage platform comes with a set of built-in skills, which can extract data from certain document types out-of-the-box (i.e. invoices, purchase orders, receipts, bills of lading, delivery notes). These skills can be adjusted according to specific requirements and further trained based on customer-specific documents.

Vantage users have also the option to design and train a completely new Document skill, Classification skill, and/or Process skill based on their own document set.

Form W-2, Wage and Tax Statement - Document Skill

The **Form W-2, Wage and Tax Statement** skill extracts data from Forms W-2, annually completed by U.S. employers and provided to their employees and the IRS. The form contains personal information of the employee, his/her annual salary, and the amount of taxes withheld. The Form W-2, Wage and Tax Statement skill extracts data from official IRS Forms W-2, but also W-2 statements created using 3rd party software applications.

The Form W-2, Wage and Tax Statement skill is a production skill. It has been fully trained on a large document set and provides high accuracy of data identification and extraction. The skill is ready to be used in production and does not require further training on your specific documents.

Countries and Languages

Countries	Languages
USA	English

Extracted Fields

Field	Description
Year	The filing year.
Box a: Employee's social security number	The employee's social security number.
Box b: Employer Identification Number (EIN)	The employer's details.
Box c: Employer's name	
Box c: Address, and ZIP code	
Box d: Control number	
Box e: Employee's first name and initial, Last name	The employee's personal details.
Box f: Employee's address and ZIP code	
Box 1: Wages, tips, other compensation	The amounts paid and withheld.
Box 2: Federal income tax withheld	
Box 3: Social security wages	
Box 4: Social security tax withheld	
Box 5: Medicare wages and tips	
Box 6: Medicare tax withheld	
Box 7: Social security tips	
Box 8: Allocated tips	
Box 10: Dependent care benefits	
Box 11: Nonqualified plans	

Field		Description	
Box 12a	single or double letter code	The amount of compensation and benefits paid to the employee.	
	dollar amount		
Box 12b	single or double letter code		
	dollar amount		
Box 12c	single or double letter code		
	dollar amount		
Box 12d	single or double letter code		
	dollar amount		
Box 13: Statutory employee			Indicates whether the employee works full-time or part-time.
Box 13: Retirement plan			Indicates whether the employee participates in a pension or retirement plan.
Box 13: Third-party sick pay			Indicates whether the employer is a third-party sick pay payer or reports sick pay payments made by a third party.
Box 14: Other			Additional information.
Repeating group of fields	Box 15: State	Taxes withheld.	
	Box 15: Employer's state ID number		
	Box 16: State wages, tips, etc.		
	Box 17: State income tax		
	Box 18: Local wages, tips, etc.		
	Box 19: Local income tax		
	Box 20: Locality name		


Key Fields

- Box a: Employee's social security number
- Box b: Employer identification number (EIN)
- Box c: Employer's name

- Box e: Employee's name
- Box 1: Wages, tips, other compensation

Using a Skill in ABBYY Vantage

To use a skill in ABBYY Vantage, you need to import it to your **Skill Catalog**.

To import a skill, open the **Skill Catalog** and click the  **Import** button in the toolbar. In the dialog box that will open, specify a path to the archive that contains the skill you are importing.


This skill will be uploaded to your **Skill Catalog** and published.

If the chosen archive is larger than 2 GB, you will see a dialog box with a link to a shared folder and its credentials.

You should open this folder and upload the archive. The skill will be imported to Vantage automatically. The archive will then be deleted from the shared folder. All files uploaded to this folder afterwards will be transferred to the exception folder. Hence you may use this folder to import only one skill. The folder remains active for 14 days.

The version of the imported skill will be 1.0. If such a skill previously existed in the tenant and was deleted, the version number of the deleted skill will be incremented and assigned to the imported skill. The version number of the imported built-in skills is always the same as at the time of export.

If the skill you are importing already exists in your **Skill Catalog**, ABBYY Vantage will display a warning message and will ask whether you want to create a new version of the existing skill or save the new skill under a different name. If you choose the latter, the new skill will be called *<Imported skill name New>*.

 **Note:** Vantage supports the import of skills exported from Advanced Designer. However, such skills will only be trainable in Vantage if a Fast Learning activity was added to the document processing flow in Advanced Designer.

Importing a Document skill with data catalogs

Data catalogs exported with a skill are imported according to the table below:

Does a catalog with the same name exist in your tenant?		Import of the catalog	Import of the data (if data was exported)
No		The catalog is imported.	The data is imported.
Yes	The set of columns and their types are the same.	The catalog is not imported.	The data is imported. Previous data in the catalog is lost.
	The set of columns and/or their types differ.	The catalog is imported with the name <Catalog_name Skill_name>.	The data is imported.

Importing a Process skill


If you import a Process skill that was exported without referenced skills, you have to make sure that all the referenced skills exist in the **Skill Catalog**. If necessary, such skills should be imported before the Process

skill, otherwise you'll get an error when importing the Process skill.


If you import a Process skill that was exported with referenced skills, they will be imported as follows:


- If such a skill exists in the Catalog, it will not be imported. The skill from the Catalog will be used, even if the skill in the import archive has a newer version.
- If a skill with the same name exists in the Catalog, the skill will be imported and renamed. The link in the Process skill will be updated.

If the imported skill has shared folder import set up, this feature needs to be enabled manually after the import.

 **Note:** The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

To publish a skill:

1. Select one by left-clicking it and then click  **Publish** in the toolbar. This will open the Skill Designer's **Publish** tab, where you will have to fill out some information.
2. Click the **Publish Skill** button either at the bottom of the Skill Designer window or in the **Actions** pane.

 **Note:** The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

You can start using a skill right away or try it out on your documents first. To try out a skill, click the **Try** button in the **Skill Catalog**.

For more information on importing, publishing, or trying out skills, please refer to the ABBYY Vantage Skill Catalog Guide.

If a skill does not fully meet your processing requirements, you can edit it to suit your needs. For detailed instructions, please refer to the ABBYY Vantage Skill Designer Guide.

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