

**YORK ADAMS TAX BUREAU
EMPLOYER SERVICES**

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Magnetic or Optical Media Specifications for Form W-2 Transmittal

Per a Resolution adopted July 30, 1990 employers filing 250 or more W-2 forms with this bureau are required to submit form W-2 information to this bureau on acceptable magnetic media. The acceptable magnetic media and record formats are described in detail on the following pages. You may choose either one of the two record formats for submission of the W-2 information to this bureau.

If you have any questions concerning these specifications, contact Doug Brown at (717) 845-1584, ext. 146.

Changes Beginning With Tax Year 2002

Page 3 – Magnetic Media Technical Requirements – Magnetic Tapes are no longer an acceptable form of media. Please discontinue all use of magnetic tape. Please see page 3 for a complete list of acceptable media.

General

DO NOT DUPLICATE ON PAPER FORMS ANY INFORMATION FILED ON DIGITAL MEDIA.

W-2 forms on magnetic or optical media must be submitted by the first business day in March of the year following the tax year being reported. When submitting computer media remember to include the following information:

- * The name and telephone number of a person to contact should questions arise.
- * A return address for the magnetic media submitted.
- * An annual reconciliation **Form 322** for each employer account represented on the magnetic media.

If you are submitting magnetic media to this bureau for the first time, please provide us with test media (labeled as such) for verification at least one month prior to sending live data.

NOTE: Record formats are presented on pages 4 and 5. Two different record formats are presented; the York Adams Tax Bureau Format and the Federal Government Format. Choose the format that best accommodates your situation.

Magnetic Media Technical Requirements

It is acceptable to “zip” your files prior to submission. Please utilize standard PKZIP or WinZip technology to do so. Please maintain the standard .zip extension on “zipped” files so that it is obvious to us that the file needs to be unzipped.

The file structure must be sequential and a record delimiter, the combination of a Carriage Return (CR) character and a Line Feed (LF) character must occur in that sequence following the end of each record.

The file MUST be ASCII. EBCDIC is not acceptable.

Please submit your files using one of the acceptable transport methods or forms of media listed below.

Transport Methods / Forms of Media

1. Magnetic Tape:

NO LONGER ACCEPTED - 9 track and/or cartridge tapes are NOT acceptable.

2. Floppy Diskettes, CD-ROM, DVD, Zip Disk:

3.5" double-sided high-density (DSHD) diskettes are acceptable.

100MB and 250MB Zip disks are acceptable.

CD-R, CD-RW, DVD are acceptable.

All media must be formatted for and readable by a standard Microsoft Windows based PC.

3. E-Mail:

E-mail the W-2 data as a file attachment to info@yatb.com.

Notice to persons and entities who transmit e-mail or fax information or records to the York Adams Tax Bureau:

This Bureau shall not be responsible or liable for the confidentiality of information or records which are or which may be read, accessed or received by another person or entity while the information or records are in transit to or from this Bureau by e-mail or fax.

Note: We still require the paper form 322 (by regular mail or hand delivery) even when W-2's are e-mailed to us.

York Adams Tax Bureau Format

Changes: There are no changes from the 2006 record format to the 2007 record format.

Record and Field Lengths are Fixed.

Record Length = 128 Characters.

Note: Zero fill all numeric fields.

- A. Positions 1 - 6. Numeric Unsigned (6 characters)
Employer's six digit account number as shown on each of your quarterly form 319 tax returns for the York Adams Tax Bureau.
- B. Positions 8 - 16. Numeric Unsigned (9 characters)
Employee's Social Security Number.
- C. Positions 18 - 47. Alphanumeric (30 characters)
Employee's name must be submitted in last, first, middle order. The first and middle initials may be substituted for first and middle name if necessary. Each segment of the name must be separated by a blank or a comma. Parts of a compound surname must be connected by a hyphen. If titles are included they must appear after the entire name.
- D. Positions 49 - 51. Alphanumeric (3 characters)
Reserved for future use. At this time, this field should contain spaces.
- E. Positions 53 - 61. Numeric Unsigned (9 char with implied decimal)
Employee's gross earnings for earned income tax purposes.
- F. Positions 63 - 69. Numeric Unsigned (7 char with implied decimal)
Employee's earned income tax withheld.
- G. Positions 71 - 100. Alphanumeric (30 characters)
Employee's street address.
- H. Positions 101 - 128. Alphanumeric (28 characters)
Employee's city, state, zip

Federal Government Format (EFW2)

NOTE: Beginning with tax year 2007, all references to MMREF publications and record formats have been renamed to EFW2.

For detailed information regarding the federal magnetic media reporting of W-2 forms and the EFW2 format, please see the Social Security Administration Publication No. 42-007, Specifications for Filing Forms W2 Electronically (EFW2).

Listed below are this Bureau's additional requirements for the EFW2 format.

The code "RE" (employer) record and code "RS" (state) record are the only two records required by this bureau.

Changes: There are no changes regarding the record layouts from the old 2006 MMREF "RE" and "RS" records to the new 2007 EFW2 "RE" and "RS" records.

The code "RS" (state) record has provisions for local tax information. The following fields are to be used for local tax information.

Record Name: Code RS - State Record (**also include code RE record**)

<u>Position</u>	<u>Length</u>	<u>Field Name</u>	<u>Required Entry</u>
5-9	5	Taxing Entity Code	"YORKA"
308-308	1	Tax Type Code	"F"
309-319	11	Local Taxable Wages	includes 2 decimal positions right justify and zero fill
320-330	11	Local Income Tax Withheld	includes 2 decimal positions right justify and zero fill

Note: All fields in the "RS" record should be utilized, not only the ones referenced above.