

**YORK ADAMS TAX BUREAU
EMPLOYER SERVICES**

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Form W-2 Electronic 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 in an acceptable electronic format. The acceptable electronic formats are described in detail on the following pages. You may choose either of the two file formats for submission of the W-2 information to this bureau.

The option for employers to file their W-2 records online is now available. Please visit our web site at www.yatb.com for information on how to register for online filing.

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

General

DO NOT DUPLICATE ON PAPER FORMS ANY INFORMATION FILED ELECTRONICALLY.

W-2 forms on magnetic media, optical media, or filed online must be submitted on or before February 28th 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 Excel Spreadsheet Format and the Federal Government EFW2 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.

Note: Records filed online may not be “zipped”.

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

Transport Methods / Forms of Media

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

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

2. 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.

3. Online Filing.

Please visit our web site at www.yatb.com for information on how to register for online filing.

Excel Spreadsheet Format

The table must include the following columns, at a minimum. The columns may appear in any order.

Note: We accept Microsoft Excel version 2003 or earlier.

Required Field	Column Heading (Row 1) Contains the Text:
Account Number	ACCOUNT (York Adams Tax Bureau account number, Not federal EIN.)
Social Security Number	SSN
First Name	FIRST NAME
Last Name	LAST NAME
Middle Initial	MI
Street Address	ADDRESS (The first column on which these characters are found will be treated as Address Line 1. If these characters are found on a subsequent column, it will be treated as Address Line 2.)
City	CITY
State	STATE
Zip Code	ZIP
Gross Wages	GROSS WAGES
Tax Withheld	WITHHELD
Tax Year	YEAR
Political Subdivision	PSD (Please contact the Bureau for codes if you are reporting PSD data.)

Federal Government Format (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.

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
338-343	6	Political Subdivision Code	Required starting with tax year 2010. Contact the Bureau for codes.

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