

EMPLOYER QUARTERLY, W-2, and LST SPECIFICATIONS

I. Upload to our SECURED SITE:

- A. DO NOT ZIP THE FILE
- B. ASCII text code
- C. FILE NAME SHOULD CONTAIN NO SPACES

There are two record types; an employee detail withholding record and a trailer record with a control total. Formats are as follows:

A. EMPLOYEE DETAIL RECORD:

<u>FIELD DESCRIPTION</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>
Employer Number (Assigned by us)	1	6	6	Numeric
Quarter; or "5" code to identify as a W-2	7	7	1	Numeric
Year for which tax was withheld	8	9	2	Numeric
Social Security Number	10	18	9	Numeric
Last Name	19	33	15	Alpha
Suffix (e.g. "Jr., Sr., III, etc.")	34	36	3	Alpha
First Name	37	48	12	Alpha
Middle Initial	49	49	1	Alpha
Amount of Tax Withheld for period ending (No commas or period) (Ex. 100.00 s/b 10000) right justified	50	57	8	Numeric
If Negative (---)	58	58	1	Alpha
EMPLOYEE PSD CODE - 6 digit code assigned by state of PA	59	64	6	Numeric
Filler (Spaces)	65	67	3	Alpha
State	68	69	2	Alpha
Filler (Spaces)	70	70	1	Alpha
Address (street # and name)	71	110	40	Alpha/Numeric
City	111	125	15	Alpha
Zip Code	126	130	5	Numeric
Filler (Spaces)	131	134	4	Alpha
Gross Wage for period ending (No commas or period) (Ex. 100.00 s/b 10000) right justified	135	145	11	Numeric
Employer (work) PSD code	146	151	6	Numeric
Month (for monthly filers only)	152	153	2	Numeric
File Type (E-EIT L-LST W-W2)	154	154	1	Alpha
(Line feed) – X'0A'	155	155	1	

B. TRAILER RECORD -

<u>FIELD DESCRIPTION</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>
Employer Number (Assigned by us)	1	6	6	Numeric
Quarter for period ending	7	7	1	Numeric
Year for which tax was withheld	8	9	2	Numeric
Filler (Spaces)	10	47	38	Alpha
Total Amount of Tax Withheld (No commas or period) (Ex. 100.00 s/b 10000) right justified	48	57	10	Numeric
Filler (Spaces)	58	69	12	Alpha
"T" code to identify total record	70	70	1	Alpha
Federal ID Number	71	79	9	Numeric
Employer Name	80	104	25	Alpha
Employer Address	105	147	43	Alpha
Employer City	148	162	15	Alpha
Employer State	163	164	2	Alpha
Employer Zip Code	165	169	5	Numeric
(Line feed) – X'0A'	170	170	1	

**For Bulk Filers –“Applied For” accounts must have a 6 digit Employer Number beginning with APP, followed by 3 digits beginning with 001. Example: 1st ‘Applied For’ account would be APP001, 2nd would be APP002, etc.

Only 1 entry per employee unless they have worked in multiple
 municipalities with different rates used for calculation