

Earnings Tax Magnetic Media and Electronic Filing Specifications

ALL W-2 SUBMITTALS ARE DUE BY JANUARY 31

We accept the Social Security Administration's electronic filing and magnetic media format. **However, files MUST include local wages and local tax withheld.** Specifications for filing forms W-2 Electronically (EFW2), Publication No. 42-007 can be found at socialsecurity.gov/employer/pub.htm. You may upload files via the web portal at, kcmo.gov/quicktax. The City of Kansas City, Missouri requires the following records and/or modification to EFW2 files:

- RA** Must be the first record on each file
- RE** All fields, one for each company in the file followed by RW and RS records
- RW** Name/address wages and Medicare wages
- RS** Name/address and state wages, local wages and tax information
Local wages (position 309-319) and local tax withheld (position 320-330)
These fields are REQUIRED FOR KCMO, although OPTIONAL for SSA and IRS
- RT** Final Record

Please review the instructions below. **SELECT THE SPECIFICATIONS YOU NEED -- DO NOT MIX THE TYPES. EFW2 (512 Bytes), TIB-4 (275 Bytes) or CSV (see form RD-114B)**

ALL FILES MUST BE LABELED WITH THE FOLLOWING INFORMATION:

- Name of Company
- Address
- Federal EIN
- Contact Person's Name
- Telephone Number

I ONLINE PORTAL AND CD ROM

1. Data must be recorded in standard ASCII code
2. Records must be fixed length of 512 bytes for ERW2 (see SSA Publication no. 42-007) or 275 bytes: see record format below
3. Delimiter character commas (,) may not be used
4. File name should include name of employer or the name of the payroll company/accounting firm if the file contains more than one employer.
5. The EFW2 and TIB-4 files must have a .txt extension.

II 275 BYTE RECORD (TIB-4 FORMAT)

1. Deviations from these prescribed formats will not be accepted
2. All money fields must be dollars and cents with leading zero's and no alpha characters as +, -, c, D, F, comma, or period
3. An Employer "Code E" record must be the first record in the file. If multiple employers exist in the file, each must have its own "E" record followed by its employees
4. W2 tape following the record format in step 5 can be submitted
5. The city requires the following format for each "Code S" data record:

**All magnetic media must have both a Code E (Employer) Record and Code S (Employee) Record
TIB-4 - (275 Byte) Record Format**

CODE E - EMPLOYER RECORD

LOCATION	FIELD	LENGTH	REQUIREMENTS
1	Record Identifier	1	Constant "E"
2-5	Payment Year	4	Enter the year for which this report is being prepared. Enter NUMERIC characters only. UPDATE EACH YEAR. NOTE: All Code E records within a file must be for the same payment year. Example 2002
6-14	Employers Identification Number (EIN)	9	Enter only NUMERIC characters. Omit all hyphens, prefixes and suffixes
15-23	*** SKIP ***	9	Leave blank. Reserved for SSA use.
24-73	Employer Name	50	Left justify, fill with blanks
74-113	Street Address	40	Left justify, fill with blanks
114-138	City	25	Left justify, fill with blanks
139-140	State	2	User a standard postal abbreviation
141-148	*** SKIP ***	8	Leave blank. Reserved
149-153	Zip+4	5	Leave blank or ZIP + 4; Ex: -1234
154-158	Zip Code/Foreign Postal Code	5	Enter a valid Zip
159-275	*** SKIP ***		

CODE S -- EMPLOYEE RECORD

LOCATION	FIELD	LENGTH	REQUIREMENTS
1	Record Identifier	1	Constant "S"
2-10	Social Security Number	9	If not available, enter "I" in position 2 and blanks in position 3 through 10.
11-37	Employee name	27	Left justify, fill w/blanks
	Employee Name		Position Length
	Last name		11 16
	First name		27 10
	Middle initial		37 1
38-77	Street address	40	Left justify, fill w/blanks
78-102	City	25	Left justify, fill w/blanks
103-112	State	10	Left justify, fill w/blanks
113-117	*** SKIP ***	5	Blank or employer use
118-122	Zip code	5	If not available, fill w/blanks
123-190	*** SKIP ***	68	Blank or employer use
191-199	Gross annual wages	9	See item II above
200-208	Medicare wages and tips	9	See item II above
209-223	*** SKIP ***	15	Blank or employer use
224-232	Kansas City wages	9	See item II above
233-239	City earnings tax withheld	7	See item II above
240-275	*** SKIP ***	36	Blank or employer use

Required Formatting for Filing W-2 Records with the Revenue Division

The Revenue Division accepts Electronic Files or Magnetic Media records, as shown below. Please use this information to identify the correct file type and record length.
Correctly formatted EFW2 or 275 Byte Formatted records appear as indicated below when viewed in Note Pad.

EFW2 (512 byte format)

There must be an "RA" record , then an "RE" record followed by the tax year, and a space, then the EIN, and a **'RS' record which is necessary for our system to process the file.** The "RW" record is also necessary for processing.

RA000015170XXXXXX	1414	0	99MARKET CORPORATION	MAILSTOP NCD-0280	PO BOX 9401	MINNEAPOLIS
RE2008	000015170	0	MARKET CORPORATION	MAILSTOP NCD-0280	PO BOX 9401	MINNEAPOLIS
RW000000000	ROSE	MARIE	DISENS	9808 N FARLEY AVE	KANSAS CITY	MO641577636
RS29	002561700	ROSE	MARIE DISENS	9808 N FARLEY AVE	KANSAS CITY	MO641577636
RW000000000	1BRADLEY	SCOTT	ELLISON	1940 W 138TH TER	LEAWOOD	KS662244242
RW000000000	2BETH	ANN	CURASIO	2133 WINDING WOODS DR	LIBERTY	MO640689485
RS29	000000000	2BETH	ANN CURASIO	2133 WINDING WOODS DR	LIBERTY	MO640689485
RW010000003	JAMES	SCOTT	HOULETT	13902 GRANDBORO LN	APTGRANDVIEW	MO640303922
RS29	010000003	JAMES	SCOTT HOULETT	13902 GRANDBORO LN	APTGRANDVIEW	MO640303922
RW000000000	4KRISTEN	NICOLE	CASELLATIS	720 COTTONWOOD CT	LIBERTY	MO640687413
RS29	000000000	4KRISTEN	NICOLE CASELLATIS	720 COTTONWOOD CT	LIBERTY	MO640687413

TIB-4 (275 byte format)

There must be an "E" record followed by the tax year, and the EIN, and a **"S" record which is necessary for our system to process the file.**
 The "W" record has Medicare information but is not necessary to process.

E2006643099179	MARTIN NIELSON COMPANY	10003 MAIN ST
S000000001	Abbey-lee Sandra M	13213 E 9th Street Kansas City MO
S000000002	Allen James A	300 Sandusky Kansas city KS
S000000003	Anderson Carl	1229 E 69th Terrace Raytown MO
S000000004	Albright Felicia	100 E 135th Terrace Kansas City MO

The Revenue Division accepts 'comma delimited' Excel records. Please use this information to identify the correct file tpe and record length. Correctly formatted excel records appear as indicated below when viewed in Note Pad. Format and save your file in excel as shown below. Save the formatted excel file as a CSV file.

Excel-Comma delimited

00000000,08,KAREN	,RINEY	,A,00000057600,00000000576,460276203,00000057600,0000000000,64154
000000001,08,LOCKRIDGE	,CHRISTINE	,A,00000013336,00000000133,460276203,00000013336,0000000000,64118
000000002,08,LANE	,VERONICA	,L,00000068064,00000000681,460276203,00000068064,0000000000,64116
000000003,08,STONERIDGE	,VANESSA	,M,00000003681,00000000037,460276203,00000003681,0000000000,64116
000000004,08,AALLAS	,JACKSON	,V,00001539750,00000015400,460276203,00001539750,00001539750,64128

DISCLAIMER

Names and other identifying information reflected in the illustrations above are entirely fictional and for illustrational purposes only. Similarities to names of actual people are strictly coincidental and totally unrelated to the selected examples.

**Earnings Tax Excel Spreadsheet Specifications
ALL W-2 SUBMITTALS ARE DUE ON JANUARY 31**

**ALL FILES MUST BE SAVED AND SENT AS FORMATTED
CSV (COMMA DELIMITED)**

I. CD or FTP site: kcmo.gov/quicktax

- 1 **Data must be created/formatted in a Microsoft Excel Spreadsheet and sent as formatted CSV.**
- 2 See record layout below.
- 3 **Delimiter character commas (,) must not be used. DO NOT USE COMMAS IN ANY FIELD.**
- 4 File name should include the employer's name or the name of the payroll company/accounting firm if the file contains more than one employer. If a file consists of more than one CD, the file name should also include a sequence number. All CSV files must have a .csv extension.
- 5 **All media MUST BE LABELED with the following information: Name of Company, Address, Federal EIN, Contact Person's Name and Telephone Number.**

II. RECORD FORMAT

- 1 Deviations from these prescribed formats will not be accepted.
- 2 All money fields must be dollars and cents with leading zeros and no alpha characters such as +, -, c, D, F, comma, or period.

<u>Field</u>	<u>Length</u>	<u>Requirements</u>
Employee SSN	9	Numeric only. No hyphens. If not available, enter "1" Example: 999999999
Tax Year	2	Example for 2013, type in "13"
Employee Last Name	11	Left Justify. All caps, trailing blanks Example: SMITH (blank spaces to the right to make a total of 11 spaces)
Employee First Name	9	Left Justify. All caps, trailing blanks Example: JOHN (blank spaces to the right to make a total of 9 spaces)
Employee Middle Init	1	All caps.
Taxable Wages	11	See item 2 above Example: \$30,000.25 would appear as 00003000025
Local Taxes Withheld	11	See item 2 above Example: \$300.25 would appear as 00000030025
Employee Federal EIN	9	Numeric only. No hyphens. Example: 999999999
Local Wages	11	See item 2 above Example: \$30,000.25 would appear as 00003000025
Medicare Wages	11	See item 2 above Example: \$30,000.25 would appear as 00003000025
Employees Zip Code	10	Left Justify. If not available, fill with blanks Example: 64114-2803

Employee SSN	Tax Year	Employee Last Name	Employee First Name	Middle Initial	Taxable Wages	Local Taxes Withheld	Employer Federal EIN	Local Wages	Medicare Wages	Employees Zip Code
999999999	13	SMITH (blank spaces to the right of the name)	JOHN (blank spaces to the right of the name)	A	00003000025	00000030025	999999999	00003000025	00003000025	64114-2803

Due by January 31

Please include form RD-113 (Employers Annual Reconciliation of Earnings Tax Withheld) and submit W-2 information via the on-line portal at kcmo.gov/quicktax or mail to City of Kansas City, Missouri, Revenue Division, 414 E 12th Street, 2nd Floor - East, Kansas City, MO, 64106-2786.