

## REQUIREMENTS FOR ELECTRONIC W-2 FILING

- **The City of Port Huron requires all employers with 100+ employees to file their W-2's by electronic media.**
- All payroll providers that have multiple City of Port Huron withholders as clients are required to file all clients' W-2's by electronic media.
- Acceptable electronic formats:
  - Federal EFW2 format
  - CityTax Proprietary format
  - W-2 forms cannot be submitted in PDF format.
- Acceptable electronic media:
  - CD-ROM or USB Drive
    - Label with the employer name, federal identification number (FEIN), and tax year.
    - File name must be W2REPORT.
    - Mail the CD or USB drive, with proper packaging, marked as fragile magnetic media, along with the completed transmittal form PH-W3 to:

City of Port Huron  
Income Tax Division  
100 McMorran Blvd.  
Port Huron, MI 48060
  - Email
    - When emailing sensitive information, we recommend using the program 7Zip to zip the files and attach a password.
    - Submit the email with the attached W2REPORT file, along with the completed transmittal form PH-W3, to [cphdp2@porthuron.org](mailto:cphdp2@porthuron.org).
    - Submit any passwords under a separate email to the same address.

## Federal EFW2 Format

<u>Location</u>	<u>Field Name</u>	<u>Length</u>	<u>Description/Remarks</u>
<b>Code "RA" Submitter Record</b>			
1 – 2	Record Identifier	2	Constant "RA"
3 – 11	Submitter's FEIN	9	9-digit number only, omit hyphens
12 – 216	Blanks	205	Enter blanks, unused fields*
217 – 273	Submitter's Name	57	Enter name, left justify and fill with blanks
274 – 295	Blanks	22	Enter blanks, unused fields*
296 – 317	Street Address	22	Enter address, left justify and fill with blanks
318 – 339	City	22	Enter city, left justify and fill with blanks
340 – 341	State	2	Use standard FIPS postal abbreviation
342 – 346	Zip Code	5	Enter a valid zip code
347 – 350	Zip Code Extension	4	Enter 4 digits, if not applicable, leave blank
351 – 512	Blanks	162	Enter blanks, unused field*
<b>Code "RE" Employer Record</b>			
1 -2	Record Identifier	2	Constant "RE"
3 – 6	Payment Year	4	Current year for report, update yearly
7 – 7	Blank	1	Enter blanks, unused field*
8 – 16	Employer's FEIN	9	9-digit number only, omit hyphens
17 – 39	Blanks	23	Enter blanks, unused field*
40 – 96	Employer's Name	57	Enter name, left justify and fill with blanks
97 – 118	Blanks	22	Enter blanks, unused field*
119 – 140	Street Address	22	Enter address, left justify and fill with blanks
141 – 162	City	22	Enter city, left justify and fill with blanks
163 – 164	State	2	Use standard FIPS postal abbreviation
165 – 169	Zip Code	5	Enter a valid zip code
170 – 173	Zip Code Extension	4	Enter 4 digits, if not applicable, leave blank
174 – 512	Blanks	339	Enter blanks, unused field*
<b>Code "RS" Employee Record</b>			
1 – 2	Record Identifier	2	Constant "RS"
3 – 9	Blanks	7	Enter blanks, unused fields*
10 – 18	Social Security Number	9	9-digit number only, omit hyphens
19 – 33	Employee First Name	15	Enter first name, left justify and fill with Blanks

<u>Location</u>	<u>Field Name</u>	<u>Length</u>	<u>Description/Remarks</u>
34 – 48	Middle Name or Initial	15	Enter middle name or initial, left justify and fill with blanks
49 – 68	Employee Last Name	20	Enter last name, left justify and fill with blanks
69 – 94	Blanks	26	Enter blanks, unused fields*
95 – 116	Street Address	22	Enter address, left justify and fill with blanks
117 – 138	City	22	Enter city, left justify and fill with blanks
139 – 140	State	2	Enter standard FIPS postal abbreviation
141 – 145	Zip Code	5	Enter a valid zip code
146 – 149	Zip Code Extension	4	Enter 4 digits, if not applicable, leave blank
150 – 308	Blanks	159	Enter blanks, unused fields*
309 – 319	City Taxable Wages	11	Enter City of Port Huron taxable wages, right justified and zero filled, omit decimal points
320 – 330	City Tax Withheld	11	Enter City of Port Huron tax withheld, right justified and zero filled, omit decimal points
331 – 512	Blanks	182	Enter blanks, unused fields*

\*We will ignore any data entered in these fields.

### CityTax Proprietary Format (CTP)

- This is a simple format for a single employer. It must be created using Microsoft Excel and should be in Comma Delimited format.
- All text must be in upper case.
- Leading zeros on a SSN or zip code will not show.
- All dollar amounts should be entered as a normal number with a decimal point.
- Do not leave blank lines between information.
- Do not use column headings.
- Using Excel to submit W-2's electronically
  - 1) Open a new spreadsheet
  - 2) To start, enter the employer information on the first line (cell A1) as indicated above, entering one value per column.
  - 3) For each employee, starting on line 2, column (A) and entering one field per column
  - 4) To save your file, click on "File", then "Save-As". Enter the file name: W2REPORT & FEIN. From the drop down list in "Save as Type", select "CSV (Comma delimited) and click on the "Save" button.

<u>Column</u>	<u>Data</u>	<u>Explanation</u>
First Line: Employer		
A	CTE	Text exactly as shown, identifies as employer record
B	Employer EIN	9 digits, no spaces or punctuation
C	Tax Year	4 digits
D	Employer Name	
E	C or blank	C if a corporation, blank otherwise
F	Street Address	No punctuation or commas in address
G	City	
H	Employer State	2 characters
I	Employer Zip Code	5 digits (or 6 characters if a foreign country)
J	Employer Zip Code Plus 4	4 digits

<u>Column</u>	<u>Data</u>	<u>Explanation</u>
Remaining Lines: One per Employee		
A	CTW	Text exactly as shown
B	Employee SSN	9 digits, no spaces or punctuation
C	Employee Last Name	
D	Employee First Name	
E	Employee Middle Name	
F	Employee Street Address	No commas or punctuation in address
G	Employee City	
H	Employee State	2 characters
I	Employee Zip Code	5 digits (6 characters if foreign address)
J	Employee Zip Plus 4	4 digits
K	Employee Total Wages	Same as box 1 of Federal W-2 form. Enter with decimal point.
L	Local Entity Code	Enter PHN
M	Local Withholding	Enter as normal with decimal point
N	Social Security Wages	Box 3
O	Medicare Wages	Box 5
P	Local Wages	Box 18
Q	Total Deferred	Included in Box 12