

W3 Formats

There are four acceptable formats for electronic filing.

Federal Filing Format – MMREF and EFW2

Information about the Federal MMREF and EFW2 format is available on the Social Security Administration website at: www.ssa.gov/employer both formats are very similar and can both be read.

Note that the record with local information is not required for filing federally. The RS record must be included to provide city information.

Old Federal Formats – 1A and A

The previous Federal formats continue to be supported.

CityTax Proprietary Format (CTP)

This is a simple format for a single employer. It may be created using Microsoft Excel. It is a Comma Delimited format. Details are on a later page.

The following table lists critical fields, with the location in that format

		MMREF	1A	A	CTP
Local Entity Code	Record	RS	2S	S	CTW
	Start Position	5	82	219	12
	Length	5	5	5	--
Local Withholding	Record	RS	2S	S	CTW
	Start Position	320	96	233	13
	Length	11	7	9	--
Local Taxable	Record	RS	2S	S	CTW
	Start Position	309	87	224	11
	Length	11	9	9	--

Local Entity Codes

Use the following entity codes for Ohio cities:

ABERDEEN	ABE
ADDYSTON	ADD
AMBERLEY VILLAGE	AMB
ARLINGTON HEIGHTS	ARL
BATAVIA	BAT
BLUE ASH	BLU
BROOKVILLE	BRO
CARLISLE	CAR
CEDARVILLE	CED
CENTERVILLE	CEN
CHEVIOT	CHE
CINCINNATI	CIN
CLAYTON	CLA
DAYTON OH	DAY
DEER PARK	DEE
EATON	EAT
ELMWOOD PLACE	ELM
ENGLEWOOD	ENG
EVENDALE	EVE
FARMSVILLE	FAR
FAIRBORN	FBN
FELICITY	FEL
FAIRFAX	FFX
FAIRFIELD	FFD
FOREST PARK	FOR
FRANKLIN	FRA
GEORGETOWN	GEO
GERMANTOWN	GER
GOLF MANOR	GOL
GREENFIELD	GRF
GREENHILLS	GRH
HAMILTON	HAM
HARRISON	HAR
HIGHLAND HTS	HIG
HILLSBORO	HIL
HUBER HEIGHTS	HUB
INDIAN HILL	IND
KETTERING	KET
LEBANON	LEB
LEESBURG	LEE

LINCOLN HEIGHTS	LIN
LOCKLAND	LOC
LOVELAND	LOV
MADEIRA	MAD
MAINEVILLE	MAI
MARIEMONT	MAR
MASON	MAS
MIAMISBURG	MIA
MIDDLETOWN	MID
MILFORD	MIL
MONROE	MON
MONTGOMERY	MNT
MORAINES	MOR
MORROW	MRW
MT HEALTH	MTH
MOUNT ORAB	MTO
NEW LEBANON	NLE
NEWTOWN	NTN
NORTH COLLEGE HILL	NCH
NORWOOD	NOR
OAKWOOD	OAK
OWENSVILLE	OWE
OXFORD	OXF
PHILLIPSBURG	PHI
PLEASANT HILL	PLE
READING	REA
RIPLEY	RIP
RIVERSIDE	RIV
SABINA	SAB
SARDINIA	SAR
SHARONVILLE	SHA
SILVERTON	SIL
SOUTH LEBANON	SLE
SPRINGBORO	SPB
SPRINGDALE	SPD
SPRINGFIELD	SPF
SOUTH SOLON	SSO
ST BERNARD	STB
TIPP CITY	TIP
TRENTON	TRE

Local Entity Codes - Continued

Use the following entity codes for Ohio cities:

TROTWOOD	TRT
TROY	TRO
VANDALIA	VAN
WAVERLY	WAV
WEST ALEXANDRIA	WAL
WEST CARROLLTON	WCA
WEST MILTON	WMI
WEST UNION	WUN
WILLAMSBURG	WBG
WILMINGTON	WIL
WOODLAWN	WOO
WYOMING	WYO
XENIA	XEN
YELLOW SPRINGS	YEL

Use the following entity codes for
Kentucky cities:

ALEXANDRIA	ALE
BELLEVUE	BEL
COLD SPRINGS	COL
CRESTVIEW HILLS	CRE
DAYTON KY	DKY
ERLANGER	ERL
FLORENCE	FLO
FT THOMAS	FTT
NEWPORT	NEW
SOUTHGATE	SOU
WILDER	WLD

CityTax Proprietary

This is a comma-delimited format. That means that each field is separated by a comma. See below for instructions on creating this file from Microsoft Excel. All text must be in upper case. If leading zeros on TaxIDs or Zip codes do not show, this is all right.

First Line: Employer

A. CTE	text exactly as shown
B. Employer FEIN or TaxID	9 digits no spaces or punctuation
C. TaxYear	4 digits
D. Employer name	
E. Corporate	C if a corporation, blank otherwise
F. Employer Street address	No commas
G. Employer City	
H. Employer State	2 characters
I. Employer Zip code	5 digits (or 6 characters if foreign country)
J. Employer Plus4	4 digits

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
G. Employee City	
H. Employee State	2 characters
I. Employee Zip code	5 digits (or 6 characters if foreign country)
J. Employee Plus4	4 digits
K. Federal Wages	Box 1
L. Local Entity Code	See table above
M. Local Withholding	Entered as normal number 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

How to Create CTP format using Microsoft Excel

Note: All dollar amounts should be entered as normal number with decimal point, such as 15100.50

1. Open a new spreadsheet.
2. On the first line, enter the Employer data as specified above, entering one value per column. The letter shown at the start of each line must match the letter at the top of the column in Excel. Skip the column if blank. Insure all entries are upper case. To start, enter 'CTE' in the first column.
3. For each employee, enter another line, entering CTE in the first column (A) and entering one field per column.
4. Click on the Save button (or select Save from the File menu). At the bottom is a drop down box for Save as type. Click on this drop-down and select

'CSV (Comma delimited)(* .csv)'

Then enter a file name and click save.

5. Copy this file to a diskette or compact disc and send to the Income Tax office.

Mailing the formats to Employers

The following page mirrors the information above, and is intended to be sent to Employers when desired. It does not include the older formats that should not be used any longer.

There are certain options that each site should modify before sending:

The Local Entity should be set to the site abbreviation (maximum of five letters), such as 'ERAPD' for Eaton Rapids. Set this in the table on the front page, and in the CTP instructions on the second page.

For CTP:

Columns N through Q are optional, and should be removed if the site does not use the extra wage information.

Fairfield
Submitting W2s electronically

The following formats are acceptable for filing W2 information electronically.

Federal Filing Format - MMREF-1 or EFW2

Information about the Federal MMREF and EFW2 formats are available on the Social Security Administration website at: www.ssa.gov/employer

Note that the record with local information is not required for filing federally. The RS record must be included to provide city information.

CityTax Proprietary Format (CTP)

This is a simple format for a single employer. It may be created using Microsoft Excel. It is a Comma Delimited format. Details are shown below.

The following table lists critical fields with local information, with the location in that format

		MMREF	CTP
Local Entity Code	Record	RS	CTW
	Start Position	5	12
	Length	5	--
	Value	FFD	FFD
Local Withholding	Record	RS	CTW
	Start Position	320	13
	Length	11	--
Local Taxable	Record	RS	CTW
	Start Position	309	11
	Length	11	--

Fairfield

Using Excel to Submit W2s electronically

All text must be in upper case.

If leading zeros on Social Security Numbers or Zip codes do not show, this is all right.

All dollar amounts should be entered as normal number with decimal point, such as 15100.50

Do not leave blank lines between information.

1. Open a new spreadsheet.
2. On the first line, enter the Employer data as specified below, entering one value per column. The letter shown at the start of each line must match the letter at the top of the column in Excel. Skip the column if blank. Insure all entries are upper case. To start, enter 'CTE' in the first column.
3. For each employee, enter another line, entering CTW in the first column (A) and entering one field per column.
4. Click on the Save button (or select Save from the File menu). At the bottom is a drop down box for Save as type. Click on this drop-down and select 'CSV (Comma delimited)(* .csv)'
Then enter a file name and click save.
5. Copy this file to a diskette or compact disc and send to the Income Tax office.

First Line: Employer

A.	CTE	text exactly as shown
B.	Employer FEIN or TaxID	9 digits no spaces or punctuation
C.	TaxYear	4 digits
D.	Employer name	
E.	Corporate	C if a corporation, blank otherwise
F.	Employer street address	No commas
G.	Employer City	
H.	Employer State	2 characters
I.	Employer Zip code	5 digits (or 6 characters if foreign country)
J.	Employer Plus4	4 digits

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
G.	Employee City	
H.	Employee State	2 characters
I.	Employee Zip code	5 digits (or 6 characters if foreign country)
J.	Employee Plus4	4 digits
K.	Federal Wages	from Box 1
L.	Local Entity Code	FFD
M.	Local Withholding	
N.	Social Security Wages	from Box 3
O.	Medicare Wages	from Box 5
P.	Local Wages	from Box 18
Q.	Total Deferred	Included in Box 12