

Earnings Tax Excel Spreadsheet Specifications
ALL W-2 SUBMITTALS ARE DUE ON FEBRUARY 28

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

Phone (816) 513-1092
RD-114B, Rev 10/07

414 East 12th Street
Kansas City, Missouri 64106-2786

- I. MINI/MICRO DISKETTE OR CD**
1. Diskette must be 3-1/2" and created using MS DOS or PC DOS.
 2. Data must be sent in a Microsoft Excel Spreadsheet.
 3. See record layout below.
 4. **Delimiter character commas (,) must not be used. DO NOT USE COMMAS IN ANY FIELD!**
 5. File name must be KCMOTAX. If a file consists of more than one diskette or CD, the file name KCMOTAX must contain a 3-digit numeric extension to indicate the sequence of the diskettes or CD within the file (i.e., first diskette or CD must be named KCMOTAX.001, the second diskette or CD must be named KCMOTAX.002, etc.).
 6. **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 (Applicable to both diskette and CD)**
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.

Field	Length	Requirements
Employee SSN	9	Numeric only. No hyphens. If not available, enter "I". Example: 999999999
Tax Year	2	Constant '02'.
Employee Last Name	11	Left Justify. All caps, trailing blanks. Example: SMITHbbbbbb (where b=blanks).
Employee First Name	9	Left Justify. All caps, trailing blanks. Example: JOHNbbbbbb (where b=blanks).
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: \$30.25 would appear as 00000003025.
Employer 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

Please attach all tapes to the RD-113 (Annual Reconciliation) return. **After February 28 of each year**, please send all W-2 submittals to City of KCMO, Revenue Division, Attn: Granketha Major, 414 East 12th Street, 2nd Floor-East, Kansas City, MO 64106.