

Earnings Tax Magnetic Media and Electronic Filing Specifications

ALL W-2 SUBMITTALS ARE DUE BY FEBRUARY 28

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 <http://www.socialsecurity.gov/employer/pub.htm>. You may upload files via the web portal at, www.kcmo.org/w2. The City of Kansas City, Missouri requires the following records and/or modifications to EFW2 files:

- RA** Must be the first record on each file
- RE** All fields one for each company in 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 (positions 309-319) and local tax withheld (positions 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 must be KCMOTAX.

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 zeros and no alpha characters such 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:

Visit our website at www.kcmo.org/revenue for more forms and instructions.

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	Use 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***		Blank

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 positions 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 employers use

Visit our website at www.kcmo.org/revenue for more forms and instructions

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 or word 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, an "RS" record which is necessary for our system to process the file. The "RW" record has Medicare information but is not necessary for system to process.

RA000015170XXXXX	1414	0	99	MARKET 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
RW000000001	BRADLEY	SCOTT	ELLISON		1940 W 138TH TER	LEAWOOD	KS662244242
RW000000002	BETH	ANN	CURASIO		2133 WINDING WOODS DR	LIBERTY	MO640689485
RS29	000000002	BETH	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
RW000000004	KRISTEN	NICOLE	CASELLATIS		720 COTTONWOOD CT	LIBERTY	MO640687413
RS29	000000004	KRISTEN	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 9 th Street	Kansas City	MO
S000000002	Allen	James A	300 Sandusky	Kansas City	KS
S000000003	Anderson	Carl	1229 E 69 th Terrace	Raytown	MO
S000000004	Albright	Felicia	100 E 135 th Terrace	Kansas City	MO

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

Excel-Comma delimited

000000000,08,KAREN	,RINEY	,A,00000057600,0000000576,460276203,00000057600,0000000000,64154
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.