

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

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

Phone (816) 513-1120  
 RD-114B, Rev 12/09

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

- I. CD or FTP site: [www.kcmo.org/w2](http://www.kcmo.org/w2)**
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 must be KCMOTAX. If a file consists of more than one CD, the file name KCMOTAX must contain a 3-digit numeric extension to indicate the sequence of the CD within the file (i.e. The first CD must be named KCMOTAX.001, the second -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**
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	Example for 2009, type in "09".
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.
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

**Example:**

Employee SSN	Tax Year	Employee Last Name	Employee First Name	Middle Init	Taxable Wages	Local Taxes Withheld	Employer Federal EIN	Local Wages	Medicare Wages	Employees Zip Code
999999999	09	SMITH (Blank spaces to the right of last name)	JOHN (Blank spaces to the right of first name)	A	00003000025	00000030025	999999999	00003000025	00003000025	64114-2803

**Due by February 28**

Please include form RD-113 (Employers Annual Reconciliation of Earnings Tax Withheld) and submit W-2 information via the on-line portal at [www.kcmo.org/w2](http://www.kcmo.org/w2) or mail to: **City of KCMO, Revenue Division, 414 East 12<sup>th</sup> Street, Kansas City, MO 64106.**

Visit our website at [www.kcmo.org/revenue](http://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 <sup>th</sup> Street	Kansas City	MO
S000000002	Allen	James A	300 Sandusky	Kansas City	KS
S000000003	Anderson	Carl	1229 E 69 <sup>th</sup> Terrace	Raytown	MO
S000000004	Albright	Felicia	100 E 135 <sup>th</sup> 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.