CITY OF IONIA
Submitting W2s Electronically

The following formats are acceptable for filing W2 information electronically.

Federal Filing Format - EFW2

Information about the Federal EFW2 format is 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.

City Tax 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 local information, with the location
in that format

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

City Tax 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 Social Security Numbers or Zipcodes 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 above, entering on 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.

First Line: Employer
     A.   CTE   text exactly as shown
     B.   Employer FEIN or TaxID   9 digits no spaces or punctuation
     C.   Tax Year   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 Zipcode   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 Zipcode   5 digits (or 6 characters if foreign country)
     J.   Employee Plus4   4 digits
     K. Federal Wages   Box 1
     L.   Local Entity Code   **ION**
     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