

W-2 Data via Magnetic Media
Annual Payroll Reconciliation

- FORMAT:** MMREF-1 (See SSA Pub 42-007)
- MEDIA:** Floppy Diskette, CD-ROM, DVD-ROM
- FILE NAME:** CCIT_W2.txt (suggested)
- LABEL:** Affix a label to the disk or diskette which includes the name of the employer, EIN, the tax year, the date the file was created, and the file name.
- FORMS:** A completed *Annual Payroll Reconciliation* must accompany the W-2 data.

Code RE Employer Record: All MMREF-1 fields required.

Code RW Employee Wage Record: All MMREF-1 fields required.

Code RS State Record: See Below for the Required MMREF-1 fields.

Code RS State Record: MMREF-1 Format

| | | | |
|----------------|--|------------|--|
| 1-304 | All MMREF-1 fields in this range are required. | 304 | See the MMREF-1 Format (SSA Pub 42-007) for details. Employees who earned wages in multiple cities would have multiple RS records reporting city tax information. The information in characters 1 through 304 would be the same in all records reporting city tax information. |
| 305-307 | City Code | 3 | Blank |
| 308 | Type of Tax Withheld | 1 | Enter the appropriate code for entries in fields 309-333: * C = EMPLOYMENT city income tax. * R = RESIDENCE city income tax. |
| 309-319 | Local Taxable Wages. | 11 | Right justify and zero fill. |
| 320-330 | Local Income Tax Withheld. | 11 | Right justify and zero fill. |
| 338-359 | City Name for Taxes Withheld. | 22 | Left justify and fill with blanks. |