

Cumberland County Tax Bureau

Excel File Layout

For PA Act 32 compliant submissions

All files must be submitted as an XLS or an XLSX.

EIT and LST can be combined into one file. Please read the notes on columns P and R.

The file must contain a header row, but the header cells can include any text.

The columns must be in the order listed below, and formatted as indicated (Text or Number).

The file can contain a total row though one is not required.

The file must contain no filters.

Column	Field Name	Field Type	Notes
A	Submitter's EIN	Text	Required
B	Local Account Number	Text	Required if a local account number is issued by the TCD.
C	Work PSD	Text	NEW PSD code of work location
D	Tax Year	Number	Required – Must be a 4 digit year, i.e. 2013
E	Period	Number	Required
F	Social Security Number	Text	Required
G	Employee Last Name	Text	Required
H	Employee First Name	Text	Required
I	Employee Middle Initial	Text	Required
J	Address 1	Text	Required – Must be a physical location not a PO Box.
K	Address 2	Text	Content Optional – This column must exist in the file.
L	City	Text	Required
M	State Abbreviation	Text	Required – Use Postal Abbreviation, i.e. PA
N	Zip Code	Text	Required
O	Taxable Wages	Number	Enter Local Wages
P	EIT or LST Tax Withheld	Number	Required – Local Withholding. If EIT only or LST only submission, this field will be populated with EIT or LST respectfully. If EIT_LST submission this column must be the EIT Withholding amount.
Q	Residence PSD	Text	NEW PSD code of employees residence (Domicile)
R	LST Tax Withheld	Number	Required – Local Withholding. If EIT only or LST only submission, this field must be left blank. If EIT_LST submission this column must be the LST Withholding amount.

RBA Professional Data Systems, Inc.

Extended EFW2 File Layout

For PA Act 32 compliant submissions

EFW2 Code Records Layout

- All records must be 512 bytes in length
- Alpha/numeric fields should be left-justified.
- Numeric/currency fields should be right-justified with zero filled to the left.
- If you have no local data for a field, leave the field blank.
- "RA", "RE", "RS", "RT" and "RF" records are mandatory.

Complete EFW2 details may be obtained from the Social Security Administration at <http://www.ssa.gov/employer/pub.htm>.

This format is compatible with the PA state e-tides system for state reporting with the exception that the "RT" & "RF" records need to total up local wages instead of state wages.

Code RA - Submitter Record

Location	Field Name	Length	Notes
1-2	Record Identifier	2	Must be "RA"
3-11	Submitter's EIN	9	Required
12-23	Variety	12	Optional
24	Year-End Reconciliation Indicator	1	Optional 1 = Year-End Reconciliation 0 = Monthly or Quarterly File
25-216	Variety	192	Optional
217-273	Submitter Name	57	Required
274-295	Location Address	22	Required
296-317	Delivery Address	22	Required
318-339	City	22	Required
340-341	State Abbreviation	2	Use Postal Abbreviation
342-346	ZIP Code	5	Required
347-350	ZIP Code Extension	4	Required
351-395	Variety	45	Optional
396-422	Contact Name	27	Required
423-437	Contact Phone Number	15	Required
438-442	Contact Phone Extension	5	Required
443-445	Blank	3	Fill with blanks
446-485	Contact E-mail	40	Optional
486-488	Blank	3	Fill with blanks
489-498	Contact Fax	10	Optional
499-512	Variety	14	Optional

RBA Professional Data Systems, Inc.

Extended EFW2 File Layout

Code RE - Employer Record

Location	Field name	Length	Notes
1-2	Record Identifier	2	Must be "RE"
3-6	Tax Year	4	Required
7	Agent Indicator	1	Optional
8-16	Employer EIN	9	Required
17-28	Variety	12	Optional
29	Type of Tax	1	E=EIT, L=LST, W=W2
30-39	Variety	10	Optional
40-96	Employer Name	57	Required
97-118	Location Address	22	Required
119-140	Delivery Address	22	Required
141-162	City	22	Required
163-164	State Abbreviation	2	Required
165-169	Zip Code	5	Required
170-173	Zip Code Extension	4	Required
174	Record Change Notice	1	Optional: 0 for no change, 1 for change
175-220	Variety	46	Optional
221	Period Type	1	Required: M for Monthly, Q for Quarterly, Y for Yearend Reconciliation
222-223	Period	2	Required: 1-12 for Monthly, 1-4 for Quarterly, 5 or 13 for Yearend Reconciliation
224-253	Local Account Number	30	Optional Local Account #, required for employers with multiple accounts for a single EIN
254-504	Blank	251	Fill with blanks
505-512	PA eight-digit Account Number (as displayed on each payment coupon)	8	Required by PA, but not for local

- A RE Code record must be listed for each physical work location.

Code RW -- Employee Wage Record -- Federal Tax Data, optional

Location	Field Name	Length	Notes
1-2	Record Identifier	2	If present, must be 'RW'
3-512	Variety	510	Optional

Code RO -- Employee Wage Record -- optional

Location	Field Name	Length	Notes
1-2	Record Identifier	2	If present, must be 'RO'
3-512	Variety	510	Optional

RBA Professional Data Systems, Inc.

Extended EFW2 File Layout

Code RS – State Record

Location	Field Name	Length	Notes
1-2	Record Identifier	2	Must be "RS"
3-4	State Code	2	Must be 42 for PA State Wages and Withholding
5-9	Taxing Entity Code	5	Optional
10-18	Social Security Number	9	Required
19-33	Employee First Name	15	Required
34-48	Employee Middle Name/Initial	15	Required
49-68	Employee Last Name	20	Required
69-72	Suffix	4	Required
73-94	Location Address	22	Required
95-116	Delivery Address	22	Required
117-138	City	22	Required
139-140	State Abbreviation	2	Required
141-145	Zip Code	5	Required
146-149	Zip Code Abbreviation	4	Required
150-195	Variety	46	Optional
196	Record Change Notice	1	Optional; 0 for no change, 1 for change
197-267	Variety	71	Optional
268-273	Blank	6	Leave blank
274-275	State Code	2	Optional
276-286	State Taxable Wages	11	Enter PA Wages as applicable
287-297	State Income Tax Withheld	11	Enter PA Withholding as applicable
298-308	Blank	11	Leave blank
309-319	Local Taxable Wages	11	Enter Local Wages subject to EIT (should be the same as PA Wages)
320-330	Local Income Tax Withheld	11	Enter Local Withholding; Required.
331-337	State Control Number	7	Leave blank
338-343	Residence PSD Code	6	PSD code of employees residence list
344-349	Work PSD Code	6	PSD code of work location
350-352	Local Tax Type	3	Required. See below table.
353-487	Variety	135	Optional
488-512	Blank	25	Leave blank

- The Code RS Record must be preceded by at one valid RE Record.
- The employees listed in RS records must have all worked at the location of the preceding RE record.

Local Tax Type	Code
EIT	Earned Income Tax(Resident)
ENR	Earned Income Tax(Non-Resident Rate)
LST	Local Services Tax

RBA Professional Data Systems, Inc.

Extended EFW2 File Layout

Code RT -- Total Record

Location	Field Name	Length	Description and Edits
1-2	Record Identifier	2	Must be "RT"
3-339	Variety	337	Optional
340-475	Blank	136	Leave blank
476-482	Number of Code RS Records	7	Required
483-497	Total Local Taxable Wages	15	Required
498-512	Total Local Tax Withheld	15	Required

- A Code RT Record must be present for each RS Code RE Employer Record.
- The Code RT Record must be preceded by at least one valid RS Record.
- The Code RT Record contains the totals for all valid Code RS Records reported under the preceding Code RE Record.
- Each Code RE Record must have its own Code RT Record.

Code RU -- Total Record - Optional

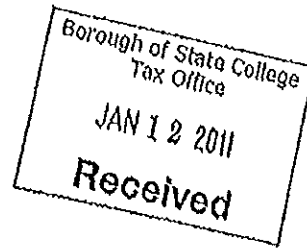
Location	Field Name	Length	Description and Edits
1-2	Record Identifier	2	If present, must be 'RU'
3-512	Variety	510	Optional

Code RF -- Final Record

Location	Field Name	Length	Description and Edits
1-2	Record Identifier	2	Must be 'RF'
3-7	Blank	5	Leave blank
8-475	Variety	468	Optional
476-482	Number of RS Records	7	Required
483-497	Total Local Taxable Wages	15	Required
498-512	Total Local Tax Withheld	15	Required

Code RF totals are the accumulated totals of all Code RT Records submitted.

berkheimer
tax administrator
59 North Seventh Street • Bangor, PA 18013



Dear Tax Collector:

Under Act 32 the DCED has established a 6-digit code for each Political Subdivision located in Pennsylvania. As we begin Act 32 collections, we have made changes to our Posted Payment electronic files to include the use of these new PSD codes.

Enclosed, please find the updated file format specs showing the new fields and their positions in the electronic files.

Please note these changes will be reflected in the payment file we send to you on or after February 1.

If you have any question, please feel free to contact our office at 610-588-0965, Ext 2394.

Thank you,

Agency Accounting Dept.
Berkheimer Tax Administrator

Enclosure

Fixed Rate Format for Posted Payment Report

POSITIONS	FIELD DESCRIPTION	LENGTH	SPECIFICATION
1-2	Record Identifier	2	Constant "EE"
3-6	Payment Tax Month / Year	4	Enter last month of quarter and year. Ex: 1st qtr 2012 = 0312 (March, 2012)
7-15	Employer Identification Number (EIN)	9	Numeric
16-24	State / Local number	9	Not Used
25-74	Employer Name	50	Left Justify
75-114	Street Address	40	Left Justify
115-128	Blank	14	Not Used

POSITIONS	FIELD DESCRIPTION	LENGTH	SPECIFICATION
1-2	Record Identifier	2	Constant "ZE"
3-27	City	25	Left Justify
28-29	State	2	Standard FIPS postal state abbreviation
30-37	Blank	8	Not Used
38-42	Zip Code Extension	5	Left justify and fill with blanks
43-47	Zip Code / Foreign Postal Code	5	Zip Code (first 5 positions)
48-57	Blank	10	Not Used
58-66	Other EIN (LST)	9	Numeric - only needed if not same as EIN in "LE" record
67-73	Employer Account Number	7	Numeric - Last 7 digits of HAE assigned number on EL. Ex: 00011 NO 0123456
74-78	Employer Tax Jurisdiction	5	Numeric - First 5 digits of HAE assigned number on EL. Ex: 00011 NO 0123456
79-84	Employer PSD Jurisdiction	6	Numeric
85-128	Blank	44	Not Used

POSITIONS	FIELD DESCRIPTION	LENGTH	SPECIFICATION
1-2	Record Identifier	2	Constant "1S"
3-11	Social Security Number	9	Numeric
12-38	Employee Name	27	Left Justify
39-78	Street Address	40	Left Justify
79-105	City	25	Left Justify
104-105	State	2	Use standard FIPS postal state abbreviations
106-113	BLANK	8	Not Used
114-118	Zip Code Extension	5	Left Justify and fill with blanks. First position is hyphen "-"
119-123	Zip Code Extension	5	Zip Code (first 5 positions)
124-128	Blank	5	Not Used

POSITIONS	FIELD DESCRIPTION
1-2	Record Identifier

LENGTH	SPECIFICATION
2	Constant "2S"

3 - 14	Blank	12	Not Used
15 - 18	Reporting Period	4	Last month of quarter and year. Ex: 1st qtr of 2012 = 0312 (March 2012)
19 - 86	Blank	68	Not Used
87 - 95	Local taxable Wages	9	Right justify, 999999999
96 - 102	Local Tax Withheld	7	Right justify, 99999999 .
103	Combine income indicator	1	Blank or C. C indicates combine income in this record with previous record income.
104 - 109	PSD jurisdiction number	6	Numeric, PSD Resident jurisdiction number.
110 - 114	HAB jurisdiction number	5	Numeric, HAB assigned Resident jurisdiction number.
115 - 120	HAB Employer jurisdiction	5	Numeric, HAB assigned Employer jurisdiction number.
121 - 126	PSD Employer jurisdiction	5	Numeric, PSD Employer jurisdiction number.
127 - 128	Blank	2	Not Used