

Bulk Upload Instructions

Form W2- Recipient Information with form data

Tax year: 2024

Last updated: Version 1.2 (Dec 14, 2024)

General Instructions

- File Format:** Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported.
- File Size:** The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
- Row Limit:** Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
- Encoding:** Use UTF-8 encoding to avoid errors with special characters or unsupported languages.
- Mandatory Fields:** Fields marked as required or mandatory must be filled for every record.
- Empty Fields:** If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL."
- Special Characters in Values:** If any of the values contain special characters like commas, enclose them in double quotes (e.g., "O'Brien", "Smith & Co.", "Brown, Davis & Partners").
- Headers & Column Order:**
 - Headers can be edited as per the need since we are mapping based on the position.
 - Do not change the order of columns if the system maps data based on column position..
- Duplicate Records:** Remove duplicate rows to ensure each record is unique.
- Predefined Values:** For dropdown or fixed-choice fields, use values exactly as defined in the template instruction.
- Special Characters:**
 - Restricted characters: < > ; { } [] _ \ ! : ? = .
 - These characters will be removed before upload.
 - If any text has a dot followed by letters, a space will be added after the dot.

Field Name	Description	Maximum Length	Allowed Input Characters
Employee reference number	The employee reference number is a unique identifier assigned to each employee.	50	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
If the type of TIN is individual TIN (SSN, ITIN, ATIN and Other), First name and Last name fields are mandatory.			
Employees SSN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are XXX-XX-XXXX, XXXXXXXX	11	Numbers Allowed special characters are SSN, -
Employee first name*	First name of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Employee middle initial	Middle initial of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Employee last name*	The family or surname of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Employee suffix	Use this field to add generational titles to the employee's name for accurate identification.	6	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?= Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Employee DBA/trade name	A DBA/trade name is a registered name under which a business operates and conducts its affairs, distinct from its legal or registered name. It allows businesses to operate under a name different from the owner's legal name.	75	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?= If you have multiple trade names separate them with a comma.

Employee country*	Enter the Country or Country Code as per the IRS standards. Refer to IRS Country Codes	27	Alphabets Note: If left blank, it will be considered as "US".
Employee address line 1*	Enter the primary street address for employee residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee address line 2	Optional field for additional address details such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee city/town*	The city/town refers to the municipality or urban area where the taxpayer resides or conducts business.	50	Alphabets and Numbers Allowed special characters only . ' -
Employee state/province/territory*	It typically requires the taxpayer to indicate the state/province/territory in which they reside or have earned income subject to state taxation.	50	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee ZIP code/postal code*	If the employee is from the US, the zip code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/)
Employee email address	Enter employee's email address if you want to opt for online access for the employee. Online Access is a feature that allows employees to view or download the form copies online.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Employee phone number	Enter employee's phone number	15	Numbers Allowed special characters are + - () and spaces

Control number	Control number is a unique identifier used to distinguish the W2s filed for each employee.	9	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 1 Wages, tips, other compensation*	The total taxable wages, tips, and other compensation that employer paid to their employee during the year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 2 Federal income tax withheld*	The total federal income tax withheld from the employee's wages for the year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 3 Social security wages*	The total wages paid (before payroll deductions) subject to employee social security tax	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 4 Social security tax withheld*	The Social Security Tax Withheld indicates the amount of Social Security tax that has been deducted from an employee's wages during the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 5 Medicare wages and tips*	The Medicare Wages and Tips reports the total wages and tips subject to Medicare tax. This amount includes any compensation from your employer, such as salaries, bonuses, and tips, before any deductions.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 6 Medicare tax withheld*	The Medicare Tax Withheld indicates the amount of Medicare tax that has been deducted from an employee's wages during the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 7 Social security tips	The Social Security Tips records the total tips received by an employee that are subject to Social Security tax.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 8 Allocated tips	Allocated tips represents the amount of tips assigned to an employee by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 10 Dependent care benefits	Dependent Care Benefits refer to any payments made or benefits provided by an employer to assist employees in covering the costs of caring for dependents, such as children or disabled family members.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 11a Non qualified plans - section 457	Non-Qualified Plans - Section 457 refers to compensation deferred under a non-qualified deferred compensation plan governed by Section 457 of the Internal Revenue Code.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 11b Non qualified plans - non section 457	Non-Qualified Plans - Non-Section 457 typically refers to compensation or benefits provided to employees that do not meet the requirements for tax-favored treatment under qualified retirement plans or Section 457 plans.	12	Alphabets and Numbers Acceptable Special Characters are # / & () - ' , . space

<p>Box 12a Code</p>	<p>Report various types of compensation or benefits using specific codes</p>	<p>2</p>	<p>Alphabets and Numbers Acceptable Special Characters # / & () - ' , . space</p> <p>A Uncollected social security or RRTA tax on tips B Uncollected Medicare tax on tips (but not Additional Medicare Tax) C Taxable cost of group-term life insurance over \$50,000 D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) E Elective deferrals under a section 403(b) salary reduction agreement F Elective deferrals under a section 408(k)(6) salary reduction SEP G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan J Nontaxable sick pay K 20% excise tax on excess golden parachute payments L Substantiated employee business expense reimbursements M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only) N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only) P Excludable moving expense reimbursements paid directly to members of the Armed Forces Q Nontaxable combat pay</p>
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			<p>R Employer contributions to an Archer MSA</p> <p>S Employee salary reduction contributions under a section 408(p) SIMPLE plan</p> <p>T Adoption benefits</p> <p>V Income from exercise of nonstatutory stock option(s)</p> <p>W Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)</p> <p>Y Deferrals under a section 409A nonqualified deferred compensation plan</p> <p>Z Income under a nonqualified deferred compensation plan that fails to satisfy section 409A</p> <p>AA Designated Roth contributions under a section 401(k) plan</p> <p>BB Designated Roth contributions under a section 403(b) plan</p> <p>DD Cost of employer-sponsored health coverage</p> <p>EE Designated Roth contributions under a governmental section 457(b) plan</p> <p>FF Permitted benefits under a qualified small employer health reimbursement arrangement</p> <p>GG Income from qualified equity grants under section 83(i)</p> <p>HH Aggregate deferrals under section 83(i) elections as of the close of the calendar year</p> <p>II Medicaid waiver payments excluded from gross income under Notice 2014-7</p>
Box 12a Amount	Enter the total of all amounts reported.	12	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>

<p>Box 12b Code</p>	<p>Enter the appropriate code representing specific types of compensation or benefits as defined by the IRS.</p>	<p>2</p>	<p>Alphabets and Numbers Acceptable Special Characters # / & () - ' , . space</p> <p>A Uncollected social security or RRTA tax on tips B Uncollected Medicare tax on tips (but not Additional Medicare Tax) C Taxable cost of group-term life insurance over \$50,000 D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) E Elective deferrals under a section 403(b) salary reduction agreement F Elective deferrals under a section 408(k)(6) salary reduction SEP G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan J Nontaxable sick pay K 20% excise tax on excess golden parachute payments L Substantiated employee business expense reimbursements M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only) N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only) P Excludable moving expense reimbursements paid directly to members of the Armed Forces Q Nontaxable combat pay</p>
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Box 12b Amount	Report the dollar amount corresponding to the code entered in Box 12b.	12	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>

Box 12c Code	Enter additional IRS-defined codes to report specific compensation or benefit types.	2	<p>Alphabets and Numbers Acceptable Special Characters # / & () - ' , . space</p> <p>A Uncollected social security or RRTA tax on tips B Uncollected Medicare tax on tips (but not Additional Medicare Tax) C Taxable cost of group-term life insurance over \$50,000 D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) E Elective deferrals under a section 403(b) salary reduction agreement F Elective deferrals under a section 408(k)(6) salary reduction SEP G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan J Nontaxable sick pay K 20% excise tax on excess golden parachute payments L Substantiated employee business expense reimbursements M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only) N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only) P Excludable moving expense reimbursements paid directly to members of the Armed Forces Q Nontaxable combat pay</p>
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Box 12c Amount	Specify the dollar amount linked to the code in Box 12c.	12	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>

<p>Box 12d Code</p>	<p>Use IRS codes to identify other types of compensation or benefits not reported elsewhere.</p>	<p>2</p>	<p>Alphabets and Numbers Acceptable Special Characters # / & () - ' , . space</p> <p>A Uncollected social security or RRTA tax on tips B Uncollected Medicare tax on tips (but not Additional Medicare Tax) C Taxable cost of group-term life insurance over \$50,000 D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) E Elective deferrals under a section 403(b) salary reduction agreement F Elective deferrals under a section 408(k)(6) salary reduction SEP G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan J Nontaxable sick pay K 20% excise tax on excess golden parachute payments L Substantiated employee business expense reimbursements M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only) N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only) P Excludable moving expense reimbursements paid directly to members of the Armed Forces Q Nontaxable combat pay</p>
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Box 12d Amount	Report the value associated with the code in Box 12d.	13	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>

Box 13a Is statutory employee	Statutory Employee refers to an individual who meets specific criteria set by the IRS, allowing them to be treated as both an employee and an independent contractor for tax purposes.	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.
Box 13b Is retirement plan	The Retirement plan provides details about contributions made to an employee's retirement savings account by their employer during the tax year.	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.
Box 13c Third party sick pay	Third-Party Sick Pay refers to payments made by a third party, such as an insurance company or an employer's insurance plan, to an employee who is unable to work due to illness or injury.	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.
14 Other	The Other field in Form W-2 typically serves as a catch-all category for any additional, non-standard compensation or deductions that don't fit neatly into the predefined boxes on the form.	100	Alphabets and Numbers Acceptable Special Characters are & () - ' , . #
State 1			
Box 15a State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 15a Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16a State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 17a State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 18a Local wages 1	LocalWages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19a Local income tax 1	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20a Locality name 1	The LocalityName refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18a Local wages 2	LocalWages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19a Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers and Decimals (No Negative Amounts)
Box 20a Locality name 2	The LocalityName refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18a Local wages 3	LocalWages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 19a Local income tax 3	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20a Locality name 3	The LocalityName refers to the city or locality where the wages were earned.	10	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 18a Local wages 4	LocalWages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19a Local income tax 4	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20a Locality name 4	The LocalityName refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 18a Local wages 5	LocalWages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
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Box 20a Locality name 6	The LocalityName refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
State 2			
Box 15b State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 15b Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16b State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
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Box 20b Locality name 6	The LocalityName refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
State 3			
Box 15c State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 15c Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16c State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 17c State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
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Box 19c Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20c Locality name 2	The Locality Name on a W-2 form typically refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18c Local wages 3	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

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Box 19c Local income tax 5	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20c Locality name 5	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18c Local wages 6	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 19c Local income tax 6	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20c Locality name 6	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
State 4			
Box 15d State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 15d Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16d State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 17d State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 18d Local wages 1	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 1	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 1	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=

Box 18d Local wages 2	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 2	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18d Local wages 3	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 3	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 3	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18d Local wages 4	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 4	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 4	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=

Box 18d Local wages 5	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 5	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 5	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 18d Local wages 6	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19d Local income tax 6	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20d Locality name 6	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
State 5			
Box 15e State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 15e Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16e State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 17e State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 18e Local wages 1	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19e Local income tax 1	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20e Locality name 1	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 18e Local wages 2	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 19e Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers and Decimals (No Negative Amounts)
Box 20e Locality name 2	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 18e Local wages 3	Local Wages represent the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 19e Local income tax 3	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
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Box 20e Locality name 4	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
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Box 20e Locality name 6	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
State 6			
Box 15f State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=
Box 15f Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16f State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 17f State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
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Box 20f Locality name 1	The Locality Name refers to the city or locality where the wages were earned.	20	Alphabets and Numbers All special characters allowed except <>;{}[]_!\:?=

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State Specific Fields (Enter values only if you choose the below states)			
Indiana			
IN-County Name1		50	Alphabets, Numbers, and Special Characters
IN-County Name2		50	Alphabets, Numbers, and Special Characters
Ohio			
OH-School District Number1		4	Numbers (Should not be more than 4 digits)
OH-School District Number2		4	Numbers (Should not be more than 4 digits)
Maryland			

MD-Employee Withholding allowances	2	Numbers (Should not be more than 2 digits)
MD- State Pickup Amount	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Kansas		
KS-Employee Contribution to KPERs, KP&F, Judges	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Maine		
ME-MEPERS Contribution	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Massachusetts		
MA-MAPFML Contribution	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Michigan		
Detroit City Wages/Income tax	10	To report Detroit city wages and tax withheld, select 'C' from dropdown in Type of Tax field and enter 'Detroit' in Locality Name
Oregon		
OR-State Taxable wages for Statewide Transit Tax	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
OR-Statewide Transit Tax Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
OR-Date of 1st employed (Optional)	10	Alphabets and Numbers Acceptable Special Characters are / () - space

OR-Date of Separation (Optional)	10	Alphabets and Numbers Acceptable Special Characters are / () - space
New Jersey		
NJ-Private Family Leave Insurance Plan Number	14	Alphabets and Numbers All Special Characters
NJ-Family Leave Insurance Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-Private Disability Plan Number	14	Alphabets and Numbers All Special Characters
NJ-Disability Insurance Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-UI,Workforce Dvlpt Prog,health Subsidy Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-Emp an active participant in a retirement plan?	5	Allowed values are Yes/No or 1/0 or True/False or X=Yes (Checked) Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.
NJ-Deferred Compensation Amount	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Below are the accepted state ID Number Formats

State	State ID Number Format 1	State ID Number Format 2	State ID Number Format 3	State ID Number Format 4	State ID Number Format 5
Alabama (AL)	123456	R007999999	-	-	-
Arizona (AZ)	99-9999999	999999999	23-123456	-	-
Arkansas (AR)	99999999-ZZZ	999999999	-	-	-
California (CA)	999-9999-9	999999999	Z99999999	9999999999999	9999999999
Colorado (CO)	999999999	99-999999	99-999999-999	9999999999999	-
Connecticut (CT)	999999999-999	9999999999-999	99999999999-999	99-99999999	-
Delaware (DE)	9-999999999-99 9	-	-	-	-
District of Columbia (DC)	9999999999999	-	-	-	-
Georgia (GA)	99999999-AA	-	-	-	-
Hawaii (HI)	999999999-99	W999999999-99	GE-999-999-999 99-99	GE-999-999-99 99-99	-
Idaho (ID)	9999999999	-	-	-	-
Illinois (IL)	99-99999999	99-99999999 999	-	-	-
Indiana (IN)	99999999999 999	99999999999 999 9	-	-	-
Iowa (IA)	99-99999999999	99-99999999-999	-	-	-
Kansas (KS)	0369999999999F 99	036-Z999999999Z 99	999-Z999999999Z 99	-	-
Kentucky (KY)	9999999	-	-	-	-
Louisiana (LA)	99999999-999	99999999999	-	-	-
Maine (ME)	99-99999999AA	99-9999999999	-	-	-
Maryland (MD)	999999999	-	-	-	-
Massachusetts (MA)	99-99999999	999-999-999	999999999	WTH-999999999 -999	-
Michigan (MI)	ZZ-99999999	99-99999999	-	-	-
Minnesota (MN)	1234567	-	-	-	-
Mississippi (MS)	99-99999999	9999-9999	99-99999999-9	99-99999999 9	-

Missouri (MO)	99999998	-	-	-	-
Montana (MT)	9999999-999-W TH	-	-	-	-
Nebraska (NE)	9999999	99999999	999999999	21-999999999	-
New Jersey (NJ)	999999999/999	999-999-999/99 9	-	-	-
New Mexico (NM)	99-999999-99-9	99-999999-999	-	-	-
New York (NY)	999999999	99999999-9	-	-	-
North Carolina (NC)	999999999	-	-	-	-
North Dakota (ND)	12345678901	-	-	-	-
Ohio (OH)	99-999999	99 999999	59 999999	-	-
Oklahoma (OK)	99-9999999	WTH-99999999- 99	999999999	-	-
Oregon (OR)	9999999-9	-	-	-	-
Pennsylvania (PA)	9999 9999	99999999	-	-	-
Rhode Island (RI)	99-9999999	999999999	99999999999	-	-
South Carolina (SC)	999999999	99999999-9	-	-	-
Utah (UT)	12345678901WT H	99999999-999- WTH	-	-	-
Vermont (VT)	430999999999F 99	WHT12345678	-	-	-
Virginia (VA)	30V999999999F9 99	99-Z99999999F- 999	9999999999	-	-
West Virginia (WV)	99999999	-	-	-	-
Wisconsin (WI)	369999999999 9	036-9999999999 -99	-	-	-