

City of Saginaw W3 Formats

There are five acceptable formats for electronic or magnetic media filing.

W2s can now also be filed electronically at our employer withholding website, www.municonnect.com.

Federal Filing Format – EFW2

Information about the Federal EFW2 formats 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. Follow the standard specifications for filing with the state. The **record identifiers are necessary** (i.e. the RA, RE, RW, RS, RO, etc.) and must be included. Note: file layout for critical fields in both EFW2 and MMREF are the same.

Old Federal Formats – MMREF, 1A and A

The previous Federal formats will continue to be supported.

CityTax 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 additional critical fields, with the location in that format

		EFW2 MMREF	1A	A	CTP
Local Entity Code	Record	RS	2S	S	CTW
	Start Position	5	82	219	12
	Length	5	5	5	--
Local Withholding	Record	RS	2S	S	CTW
	Start Position	320	96	233	13
	Length	11	7	9	--
Local Taxable	Record	RS	2S	S	CTW
	Start Position	309	87	224	11
	Length	11	9	9	--

Local Entity Codes

Use the following entity codes for Michigan cities:

Albion	ALB	Highland Park	HP	PONTIAC	PNT
Battle Creek	BC	Hudson	HUD	PORT HURON	PH
Big Rapids	BR	IONIA	ION	PORTLAND	POR
Detroit	DET	JACKSON	JAC	SAGINAW	SAG
Flint	FL	LANSING	LAN	SPRINGFIELD	SPR
Grand Rapids	GR	LAPEER	LAP	WALKER	WALK
Grayling	GRA	MUSKEGON	MKG		
Hamtramck	HAM	MUSKEGON HEIGHTS	MH		

City of Saginaw W3 Formats Continued

CityTax 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 TaxIDs or Zip codes do not show, this is all right.

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 Zip code	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 Zip code	5 digits (or 6 characters if foreign country)
J. Employee Plus4	4 digits
K. Federal Wages	Box 1 (entered as normal number with decimal point)
L. Local Entity Code	See table above
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

How to Create CTP format using Microsoft Excel

Note: All dollar amounts should be entered as normal number with decimal point, such as 5100.50.

1. Open a new spreadsheet.
2. On the first line, enter the Employer data as specified above, entering one 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 CTW 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 City of Saginaw, Income Tax Office.