

City of Port Huron CD Technical Requirements (revised 10/17)

Each CD must be identified externally with a stick-on label listing name and federal employer identification number (FEIN) of submitter, type of document represented (W2), and tax year.

We will accept files recorded in ASCII fixed length text format. Each CD must contain the eight-character entry W2REPORT as the filename. The CD must not contain any files other than W2REPORT. We are able to process CDs with the following options:

Recording Mode: ASCII.
Filename: W2REPORT.
Record Length: 512 characters.

See record layout for data required on each CD submitted. If the CD contains records or data other than that listed, we will ignore them. Record data in upper case letters only.

W2 employee name and address and city tax information must be reported in the Code RS record (RS records are defined in the federal specifications but are optional for federal filing.)

If your transmittal CD indicates any unacceptable specifications, it will be returned to you. If your CD is returned to you for this reason, it is your responsibility to resubmit it in an acceptable format.

Files may also be e-mailed. Recording mode, filename and record length remain the same as specified for a CD. For secure transmission, we recommend using the program 7Zip to zip the files and attach a password. Submit the e-mail with the attached W2REPORT file to cphp2@porthuron.org Submit any passwords under separate email to the same address.

Mailing Information

The CD must arrive in good condition. CDs must be placed in protective envelopes or cartons. The packages should be labeled as containing magnetic media and should be marked "fragile."

Ship packaged magnetic media with your completed transmittal form to:

**City of Port Huron
Income Tax Division
100 McMorran Boulevard
Port Huron, MI 48060**

If you have questions regarding these specifications, please call the city's Information Technology Department at **(810) 984-9729**. All other questions should be directed to the city's Income Tax Division at **(810) 984-9741**.

<u>Location</u>	<u>Field Name</u>	<u>Length</u>	<u>Description/Remarks</u>
Code "RA" Submitter Record			
1 - 2	Record Identifier	2	Constant "RA"
3 - 11	Submitter's FEIN	9	9-digit number only, omit hyphens
12 - 216	Blanks	205	Enter blanks, unused fields*
217 - 273	Submitter's Name	57	Enter name, left justify and fill with blanks
274 - 295	Blanks	22	Enter blanks, unused fields*
296 - 317	Street Address	22	Enter address, left justify and fill with blanks
318 - 339	City	22	Enter city, left justify and fill with blanks
340 - 341	State	2	Use standard FIPS postal abbreviation
342 - 346	Zip Code	5	Enter a valid Zip Code
347 - 350	Zip Code Extension	4	Enter 4 digit, if not applicable leave blank
351 - 512	Blanks	162	Enter blanks, unused field*
Code "RE" Employer Record			
1 - 2	Record Identifier	2	Constant "RE"
3 - 6	Payment Year	4	Current year for report. Update yearly
7 - 7	Blank	1	Enter blank, unused field*
8 - 16	Employer's FEIN	9	9-digit number only, omit hyphens
17 - 39	Blanks	23	Enter blanks, unused field*
40 - 96	Employer's Name	57	Enter name, left justify and fill with blanks
97 - 118	Blanks	22	Enter blanks, unused field*
119 - 140	Street Address	22	Enter address, left justify and fill with blanks
141 - 162	City	22	Enter city, left justify and fill with blanks
163 - 164	State	2	Use standard FIPS postal abbreviation, fill with blanks
165 - 169	Zip Code	5	Enter valid Zip Code
170 - 173	Zip Code Extension	4	Enter 4 digit, if not applicable leave blank
174 - 512	Blanks	339	Enter blanks, unused field*
Code "RS" Employee Record			
1 - 2	Record Identifier	2	Constant "RS"
3 - 9	Blanks	7	Enter blanks, unused fields*
10 - 18	Social Security No.	9	9-digit number only, omit hyphens
19 - 33	Employee First Name	15	Enter first name, left justify and fill with blanks
34 - 48	Middle name or initial	15	Enter middle name or initial, left justify and fill with blanks
49 - 68	Employee Last Name	20	Enter last name, left justify and fill with blanks
69 - 94	Blanks	26	Enter blanks, unused fields*
95 - 116	Street Address	22	Enter address, left justify and fill with blanks
117 - 138	City	22	Enter city, left justify and fill with blanks
139 - 140	State	2	Use standard FIPS postal abbreviation, fill with blanks
141 - 145	Zip Code	5	Enter a valid Zip Code
146 - 149	ZIP Code Extension	4	Enter 4 digit, if not applicable leave blank
150 - 308	Blanks	159	Enter blanks, unused field
309 - 319	City Taxable Wages	11	Enter City of Port Huron taxable wages, right justified, and zero filled, omit decimal points
320 - 330	City Tax Withheld	11	Enter City of Port Huron tax withheld, right justified and zero filled, omit decimal points
331 - 512	Blanks	182	Enter blanks, unused field*

*We will ignore any data entered in these fields.