



# JORDAN TAX SERVICE, INC.

**Municipal • Business • Individual**

**102 Rahway Road • McMurray, PA 15317 • (724)731-2300**

## ACT-32 Multi-EIN CSV Electronic Filing Format Specifications

### Introduction

This electronic filing format is intended for Employers who chose to file EIT withholdings using a Comma Separated Values (CSV) format to JTS.

Please examine the following record layouts and descriptions carefully. If you have any questions, please do not hesitate to contact us.

### General Guidelines for the JTS Act 32 Multi-EIN CSV Electronic Filing Format

Unless otherwise specified:

- **DO NOT USE COMMAS WITHIN ANY DATA FIELD.** (e.g. "PUBLIC, JOHN Q") Doing so will result in file rejection and may subject the submitter to potential late filing fees in accordance with Act 32 of 2008.
- **DO NOT USE QUOTATION MARKS ANYWHERE WITHIN THE FILE.**
- All numeric/currency fields may contain numbers and decimal points only. No commas, parentheses or currency symbols (e.g. "\$") are permitted. No commas or plus signs (+) are permitted in any numeric field.
- No hyphens are permitted in any SSN or EIN fields.
- No fictitious numbers are permitted in any SSN or EIN fields. (e.g. 111-11-1111, A0-0000001).
- Domestic addresses must follow "Postal Addressing Standards" as defined in Publication 28 from the US Postal Service.
- Name fields must not contain any titles. (e.g. Mr. Mrs., Dr...)

Any field requiring a PSD Code must contain a valid PSD code and must be exactly 6 numeric digits and left-zero filled. A list of valid PSD codes can be downloaded directly from the Pennsylvania Department of Community and Economic Development (DCED) website at [http://www.newpa.com/webfm\\_send/1627](http://www.newpa.com/webfm_send/1627) (Please be aware that the preceding link contains and underscore character and not a space.)

**\*\* Special Notes for Excel Users \*\***

**If you are using Microsoft Excel to create this CSV file (via Excel's "Save As" feature), please be aware of the following issues:**

- Excel re-formats CSV files when reading and/or writing them. What you see on the screen is not exactly what is contained on the file. Consider using Windows Notepad to look at your data file, instead of Excel.
- If you wish to prevent Excel from stripping leading zeros from numeric fields that must be a specific length, you must enter an apostrophe ['] at the beginning of the cell:
  - If reporting an SSN of [012-34-5678], you must enter ['012345678] into the cell, otherwise Excel will remove the leading zero and will write an 8-digit SSN to the file. NOTE: Brackets were used for clarity and are neither required nor permitted.
  - If reporting a 6-digit PSD code of [010101], you must enter ['010101] into the cell, otherwise Excel will remove the leading zero. NOTE: Brackets were used for clarity and are neither required nor permitted.
- If you Open a file into Excel just to look at it and don't make any changes to it, but save it back to the disk, the data has been re-formatted. Consider using Windows Notepad to look at your data file, instead of Excel.

## **General Guidelines for the JTS Act 32 Multi-EIN CSV Electronic Filing Format (continued)**

The JTS Act 32 Multi-EIN CSV Electronic Filing Format consists of two (2) different record types: header and detail. The first record in the file is a “header” record, or “Employer Location” record. There must be at least one of these records per file and it must be the first record on the file. This record represents the Employer physical location (“work PSD”) for which you are reporting.

All subsequent records (until another Header/Employer Location record or end of file is reached) must be Employee withholding records (“detail”) where each of the Employees listed works at the physical location listed in the most recent Header/Employer Location record on the file.

**If multiple Employer Locations are to be filed**, there are two permitted methods of filing with this Act 32 CSV Electronic Filing Format:

- A header/Employer Location record is required for each location being reported, immediately followed by detail/Employee Withholding records for each of the Employees working at that location. This pattern will repeat until all Employer Location records have been reported. (**Preferred Method**)
- Each location may be sent in a separate file with a single Header/Employer Location information (work PSD) as the first record and all subsequent records are Detail/Employee Withholding records for only those Employees that specifically work at that location.

When reporting Employees that have moved within the reporting period, two detail records should be submitted for the Employee:

1. The first detail record should contain the previous Address (if possible) and previous PSD code (mandatory). It should also reflect the “moved date” in the “Report Period End” filed, if possible. If you are unable to supply the moved date, use the end of the reporting period in both detail records.
2. The second detail record should contain the new address (mandatory) and new PSD code (mandatory).

This format supports filing of quarterly and/or monthly EIT withholdings and year-end forms W-2 reconciliation filings. Please see the “Notes” column in the file format table for W-2 specific information/requirements.

**NOTE: Unless submitting a Combined Filing (as defined in Act 32 of 2008) only Work Locations within a single Tax Collection District are permitted per file.**

Header Record – Employer Physical Location “H” Record - One Occurrence Per Employer Location			
Column	Field Name	Description	Notes
A	Record Type	Header Record Flag	Constant “H”
B	TaxType	Tax type being filed	Constant “E” for EIT Constant “W” for W-2s
C	Employer EIN	Employer Tax ID Number	No hyphens
D	Account Nbr	JTS assigned account number	Numeric
E	Tax Year	Tax year being reported	4 digits required
F	Reporting Frequency	Flag denoting if you are filing monthly or quarterly	M = monthly Q = quarterly (Use same code for W-2 filing)
G	Report Period End	2-digit month representing the end of reporting period	2-digits Ex: 03 = March Use 12 for W-2s
H	Employer Name	Employer Name	No commas permitted
I	Location Address 1	1 <sup>st</sup> address line of physical location being reported	No commas permitted
J	Location Address 2	2 <sup>nd</sup> address line of physical location being reported	No commas permitted
K	Location City	City of physical location being reported	No commas permitted
L	Location State	State of physical location being reported (s/b PA)	2-character postal abbreviation required
M	Location Zip Code	Zip Code (1 <sup>st</sup> 5 digits) of physical location being reported	Must contain 5 digits
N	Location ZIP+4 Extension	Zip+4 Code (last 4 digits) of physical location being reported. Leave blank if unavailable.	Must contain 4 digits or all blanks
O	Location PSD code	PSD Code for this physical location, branch or store.	Must contain 6 digits

**Example Header Record:**

H,E,012345678,987654,2012,Q,03,JORDAN TAX SERVICE,102 RAHWAY RD,,MCMURRAY,PA,15317,3349,631101

Detail Record – Employee Withholding Record “D” Record – Multiple Occurrences per Employer Location			
Column	Field Name	Description	Notes
A	Record Type	Detail Record Flag	Constant “D”
B	Social Security Number	Employee Social Security Number	No hyphens 9 digits required
C	Tax Year	Tax year being reported	4 digits required
D	Report Period Start	2-digit month representing the beginning of reporting period	2-digits Ex: 01 = January Use 01 for W-2s
E	Report Period End	2-digit month representing the end of reporting period	2-digits Ex: 03 = March Use 12 for W-2s
F	Employee Name	Employee Name	Last Name + space + First name + space + Middle Initial + space + Suffix Example: PUBLIC JOHN Q JR  No commas or titles (e.g. Mr. Dr.) permitted
G	Address 1	Employee 1 <sup>st</sup> address line	No commas permitted
H	Address 2	Employee 2 <sup>nd</sup> address line	No commas permitted
I	City	Employee City	No commas permitted
J	State	Employee State Abbreviation	2-character postal abbreviation required
K	Zip Code	Employee Zip Code (1 <sup>st</sup> 5 digits)	Must contain 5 digits
L	ZIP+4 Extension	Employee Zip+4 Code (last 4 digits) Leave blank if unavailable.	Must contain 4 digits or all blanks
M	PSD code of Employee’s Residence	PSD Code for this Employee’s physical residence.	Must contain 6 digits
N	Employee Wages	Employee Wages for this reporting period	Numeric digits and decimal points only. No commas, parentheses or currency symbols (e.g. “\$”) are permitted.
O	Local EIT Withheld	Local EIT withheld for this employee for this reporting period.	Numeric digits and decimal points only. No commas, parentheses or currency symbols (e.g. “\$”) are permitted.

**Example Detail Record:**

D,123456789,2012,01,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,631101,4000.00,400.00

## File Examples of the JTS Act 32 CSV Electronic Filing Format

### Example 1 (Single location per file):

H,E,012345678,987654,2012,Q,03,JORDAN TAX SERVICE,102 RAHWAY RD,,MCMURRAY,PA,15317,3349,631101  
D,123456789,2012,01,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,631101,4000.00,40.00  
D,234567890,2012,01,03,DOE JOHN,345 OAK ST,,CANNONSBURG,PA,15317,,631101,3200.00,32.00  
D,345678901,2012,01,03,DOE JANE,678 ELM ST,,BETHEL PARK,PA,15102,,730201,2331.00,23.31

### Example 2 (Multiple Locations in one file):

H,E,012345678,987654,2012,M,03,JORDAN TAX SERVICE,102 RAHWAY RD,,MCMURRAY,PA,15317,3349,631101  
D,123456789,2012,01,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,631101,4000.00,40.00  
H,E,012345678,987654,2012,M,03,JORDAN TAX SERVICE,7100 BAPTIST RD RD,,BETHEL PARK,PA,15102,,730201  
D,234567890,2012,01,03,DOE JOHN,345 OAK ST,,CANNONSBURG,PA,15317,,631101,3200.00,32.00  
D,345678901,2012,01,03,DOE JANE,678 ELM ST,,BETHEL PARK,PA,15102,,730201,2331.00,23.31