

Electronic W2 Filing Formats for the City of Bowling Green

Submitting W2s electronically

Either of the following formats (EFW2 or CTP) is acceptable for filing W2 information electronically.

1. Federal Filing Format – EFW2

Information about the Federal EFW2 format 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. For city filing purposes, **the RS record must be included.**

2. 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 show below.

The following lists critical fields with local information, with the location in that format

| | | EFW2 | CTP |
|-------------------|----------------|-------------|------------|
| Local Entity Code | Record | RS | CTW |
| | Start Position | 5 | 12 |
| | Length | 5 | -- |
| | Value | BOWLI | BOWLI |
| Local Taxable | Record | RS | CTW |
| | Start Position | 309 | 11 |
| | Length | 11 | -- |
| Local Withholding | Record | RS | CTW |
| | Start Position | 320 | 13 |
| | Length | 11 | -- |

Using Excel to Submit W2s electronically

All text must be in upper case.

If leading zeros on Social Security Numbers or Zipcodes do not show, this is all right.

All dollar amounts should be entered as normal number with decimal point, such as 15100.50

Do not leave blank lines between information.

1. Open a new spreadsheet.
2. On the first line, enter the Employer data as specified below, 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 the 'CTE' in the first column.
3. For each employee, enter another line, entering CTW in the first column (A) and entering one filed 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 compact disc and send to the **CITDIV, City of Bowling Green, 304 N Church St, Bowling Green OH 43402.**

First Line: Employer

| | | |
|----|-------------------------|---|
| A. | CTE | text exactly as shown |
| B. | Employer FEIN or Tax ID | 9 digits no spaces or punctuation |
| C. | TaxYear | 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 Zipcode | 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 Zipcode | 5 digits (or 6 characters if foreign country) |
| J. | EmployeePlus4 | 4 digits |
| K. | Federal Wages | from W2 Box 1 |
| L. | Local Entity Code | BOWL |
| M. | Local Withholding | |
| N. | Social Security Wages | from W2 Box 3 |
| O. | Medicare Wages | from W2 Box 5 |
| P. | Local Wages | from W2 Box 18 |
| Q. | Total Deferred | Included in W2 Box 12 |