# W3 Formats

There are two acceptable formats for filing electronically with the Village of Bluffton.

1. **Federal Filing Format - MMREF and EFW2**
Information about the Federal MMREF and EFW2 formats are available on the Social Security Administration website at: <u>www.ssa.gov/employer</u>. Both formats are very similar and can both be read. See page 5 for Ohio House Bill 5 related modifications to these standards.

Note that the record with local information is not required for filing federally. However, the RS record must be included to provide city information.

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. More details can be found on the following pages.

The following table lists critical fields, with the location in the format.

| | | MMREF | IA | A | CTP |
|---|---|---|---|---|---|
| Local Entity Code: BLUFF | Record | RS | 2S | S | CTW |
| | Sta11 Position | 5 | 82 | 219 | 12 |
| | Length | 5 | 5 | 5 | -- |
| Local Withholding | Record | RS | 2S | S | CTW |
| | Sta11 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 | -- |

Notes:      Pages 2, 4 and 13 have been intentionally omitted.

**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. | TaxYear | 4 digits |
| D. | Employer Name | |
| E. | Corporate | C if a corporation, blank otherwise |
| F. | Employer Street Address | No commas or punctuation |
| 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 Add | 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 I |
| L. | Local Entity Code | BLUFF |
| M. | Local Withholding | Entered as normal number with decimal point |
| N. | Social Security ages | 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 a normal number with decimal point, such as 15100.50

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. Ensure all entries are upper case. To start, enter 'CTE' in the first column.
3. For each employee, enter another line. Enter CTE in first column (A) and enter 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)'
5. Then enter a file name and click Save.
6. Copy this file to a thumb drive and deliver it to the Bluffton Income Tax office located at 154 N. Main St., Bluffton, OH 45817. You may also send the file by email but please make sure the email is encrypted.

**Optional Changes Specific to Ohio House Bill 5 changes: 2016**

**Paper and Electronic Media W-2 Reporting Requirements**

 A W-3 Reconciliation and W-2's are required to be filed on or before the last day of February following any calendar year in which employee withholding has been made by an employer.  The form must accompany all W-2 copies, computer paper listings, or electronic media.

A 1099 transmittal sheet is required to be filed on or before the last day of February following any calendar year in which an employee receives 1099-MISC, rents, other income, non-employee compensation, or excess golden parachute payments.

**File Specifications**

For general information about employer wage reporting, visit SSA's employer website at: www.socialsecurity.gov/employer.

Employer W-2 submission specifications changed as the result of House Bill 5, enacted by the Ohio General Assembly. Employers are now required to report for each employee - the specific municipality or municipalities for which tax is withheld or should be withheld. This requirement has updated certain fields for the magnetic reporting of W2s (EFW2) specifications as bulleted below.

CityTax uses Position 5-9 of the RS record, referred to as the "Taxing Entity Code" field as defined by SSA. Expected Codes for Ohio Cities are listed on pages 8-12 of this document.  Refer to the RS record example listed further down in this document.

Use Position 338-412 of the RS record, referred to as the "Supplemental Data 1" field as defined by SSA to report the full name of the municipality name for which tax was or was required to be withheld.

In cases where an employer withholds for more than one location or for both workplace and residence tax, a separate RS record should be used for each municipality.

All electronic media reporting for W-2 Copy A information must conform to the Social Security Administration's electronic media reporting and filing guidelines (EFW2).

A copy of the SSA EFW2 guidelines can be printed using the Social Security Administration website at: www.ssa.gov/employer.

Employers with 10 or more W-2 Copy A forms must report on electronic media using EFW2 guidelines.

Employers with less than 10 W-2 Copy A forms may report on electronic media but must use the EFW2 guidelines.

All electronic media must be affixed with an external label showing: (A) Submitters Name (B) Submitters Address (C) Submitters 10-digit Telephone Number and (D) Submitters information must agree with internal code "RA" record data.

**Required Record Standard**

- Code RA submitter record (required) all EFW2 fields

- Code RE employer record (required) fields listed

| Pos | Field | Length | Specifications |
|---|---|---|---|
| 1-2 | RECORD IDENTIFIER | 2 | RE |
| 3-6 | TAX YEAR | 4 | |
| 8-16 | EMPLOYER IDENTIFICATION | 9 | EIN NUMBER |
| 31-39 | OTHER IDENTIFICATION NUMBER | 9 | BLANK UNLESS DIFFERENT NUMBER FILING THAN 8-16 |
| 40-96 | EMPLOYER NAME | 57 | |
| 27-118 | LOCATION ADDRESS | 22 | |
| 119-140 | DELIVERY ADDRESS | 22 | |
| 141-162 | MUNICIPALITY | 22 | |
| 163-164 | STATE (POSTAL ABBREV) | 2 | OHIO = OH |
| 165-169 | ZIP CODE | 5 | |
| 170-173 | ZIP CODE EXTENSION | 4 | BLANK IF N/A |

Code RW employee wage record (required) all (EFW2) fields
Code RO employee wage record (optional) all (EFW2) fields
Code RS state/municipality record (required) all (EFW2) fields plus required fields

| Pos | Field | Length | Specifications |
|---|---|---|---|
| 1-2 | RECORD IDENTIFIER | 2 | RS |
| 3-4 | STATE CODE | 2 | OHIO = 39 |
| 5-9 | MUNICIPALITY CODE | 5 | BLUFF = Bluffton or see the Municipality Code List on pages 8 - 12 |
| 309-319 | LOCAL TAXABLE WAGES | 11 | RIGHT JUSTIFY AND ZERO FILL |
| 320-330 | LOCAL INCOME TAX WITHHELD | 11 | RIGHT JUSTIFY AND ZERO FILL |
| 331-337 | BLANK | 7 | BLANK |
| 338-412 | CITYNAME | 75 | BLUFFTON or see the Municipality Code List on pages 8 – 12 |
| 413-512 | BLANK | 75 | BLANK |

Code RT total record (required) all (EFW2) fields
Code RU total record (required if any RO records) all (EFW2) fields
Code RF final record (required) all (EFW2) fields


**Examples of RS Records**

The Local Taxable wages and Local Income Tax withheld should reflect the wages earned and Tax Paid for each individual.

**EXAMPLE 1 - Reporting multiple workplace locations.**

Multiple RS records are used to report the state and local wages. If the Employee Earned Wages in the following municipalities:

$10,000.55 in Brecksville
$15,456.28 in Middleburg Heights
$20,000.00 in Hudson

There would be (3) RS Records:

(A) Information in positions 1 thru 4 and 10 thru 308 would be the same in all 3 Records.

(B) The unique information is as follows:

| POS | VALUE |
|---|---|
| | BRECKSVILLE |
| 5-9 | BRECK |
| 309-319 | 00001000055 |
| 320-330 | 00000020001  (2% tax) |
| 338-412 | BRECKSVILLE |
| | Middleburg Heights |
| 5-9 | MIDBG |
| 309-319 | 00001545628 |
| 320-330 | 00000030913  (2% tax) |
| 338-412 | MIDDLEBURG HEIGHTS |
| | HUDSO |
| 5-9 | HUDSO |
| 309-319 | 00002000000 |
| 320-330 | 00000040000(2%tax) |
| 338-412 | HUDSON |

**EXAMPLE 2 - Reporting Workplace and Residence Tax Withheld.**

Wages should not be repeated for the residence tax withheld. If the employee earned wages in their work municipality of Strongsville and lives in North Royalton, two RS records are used.

(A) Information in characters 1 thru 4 and 10 thru 307 would be the same in both records.

| Pos | Value |
|---|---|
| | Strongsville (Work Municipality) |
| 5-9 | STRONG |
| 309-319 | 00001000055 |
| 320-330 | 00000020001 (2%tax) |
| 338-412 | STRONGSVILLE |
| | North Royalton (Residence Municipality) |
| 5-9 | NROYA |
| 309-319 | 00000000000 (Do not repeat wages) |
| 320-330 | 00000010001 (2% tax- tax credit) |
| 338-412 | NORTH ROYALTON |

| CODE | NAME | CODE | NAME | CODE | NAME |
|---|---|---|---|---|---|
| ABERD | ABERDEEN | | TOWNSHIP JEDD | CARDI | CARDINGTON |
| ADA | ADA | BETTS | BETTSVILLE | CAREY | CAREY |
| ADDYS | ADDYSTON | BEVER | BEVERLY | CARLI | CARLISLE |
| ADELP | ADELPHI | BEXLE | BEXLEY | CARRO | CARROLLTON |
| AKRON | AKRON | | BLENDON TOWNSHIP | CECIL | CECIL |
| ALGER | ALGER | BLETJ | JEDZ | CEDAR | CEDARVILLE |
| ALLIA | ALLIANCE | BLMDL | BLOOMDALE | CELIN | CELINA |
| AMBER | AMBERLEY | BLMND | BLOOMINGDALE | CNTBG | CENTERBURG |
| AMHER | AMHERST | BLUEA | BLUE ASH | CNTVL | CENTERVILLE |
| ANDOV | ANDOVER | BLUFF | BLUFFTON | CHAGR | CHAGRIN FALLS |
| ANSON | ANSONIA | BOLIV | BOLIVAR | CHARD | CHARDON |
| ANTWE | ANTWERP | BOSHT | BOSTON HEIGHTS | CHILL | CHILLICOTHE |
| APPLE | APPLE CREEK | | BOSTON TOWNSHIP / | CINCI | CINCINNATI |
| ARCAN | ARCANUM | BOSTJ | PENINSULA JEDD | CIRCL | CIRCLEVILLE |
| ARCHB | ARCHBOLD | BOTKI | BOTKINS | | CLAYTON TOWNSHIP |
| ARLHT | ARLINGTON HEIGHTS | BOWER | BOWERSTON | CLATJ | JEDD |
| ASHLA | ASHLAND | BOWGR | BOWLING GREEN | CLEVE | CLEVELAND |
| ASHTA | ASHTABULA | BRADF | BRADFORD | CLVHT | CLEVELAND HEIGHTS |
| | ASHTABULA | BRADN | BRADNER | CLINT | CLINTON |
| ASHTP | TOWNSHIP JEDD | BRDLK | BRADY LAKE | | CLINTON GRANDVIEW |
| ASHVI | ASHVILLE | BRATE | BRATENAHL | CLIGJ | HEIGHTS JEDZ |
| ATHEN | ATHENS | BRECK | BRECKSVILLE | CLYDE | CLYDE |
| AUROR | AURORA | BREME | BREMEN | COALG | COAL GROVE |
| AUSCJ | AUSTIN CENTER JEDD | BREWS | BREWSTER | COLDW | COLDWATER |
| AVON | AVON | BRIMF | BRIMFIELD-KENT JEDD | | COLUMBIA TOWNSHIP |
| AVNLK | AVON LAKE | BRMKJ | BRIMFIELD-KENT JEDD | COLTJ | JEDZ |
| | BAINBRIDGE-SOLON | | BRIMFIELD- | COLNA | COLUMBIANA |
| BAINJ | JEDD | BRMTJ | TALLMADGE JEDD | COLBS | COLUMBUS |
| BALTC | BALTIC | BRDHT | BROADVIEW HEIGHTS | COLBG | COLUMBUS GROVE |
| BALTM | BALTIMORE | BRKPK | BROOK PARK | COMPT | COMMERCIAL POINT |
| BARBE | BARBERTON | BRKLN | BROOKLYN | CONNE | CONNEAUT |
| BARNE | BARNESVILLE | BRKVL | BROOKVILLE | CONVO | CONVOY |
| BATAV | BATAVIA | BRUNS | BRUNSWICK | COPAJ | COPLEY-AKRON JEDD |
| | BATH-AKRON- | BRYAN | BRYAN | CORWI | CORWIN |
| BATHJ | FAIRLAWN JEDD | BUCKL | BUCKLAND | COSHO | COSHOCTON |
| BAYVI | BAY VILLAGE | BUCYR | BUCYRUS | | COVENTRY-AKRON |
| BCHCT | BEACH CITY | BURTO | BURTON | COVAJ | JEDD |
| BCHWD | BEACHWOOD | BUTLE | BUTLER | COVIN | COVINGTON |
| | BEACHWOOD EAST | | BUTLER TOWNSHIP | CRSTL | CRESTLINE |
| BEAEJ | JEDD | BUTTJ | JEDD | CRSTN | CRESTON |
| | BEACHWOOD WEST | | BUTLER TOWNSHIP | CUYFL | CUYAHOGA FALLS |
| BEAWJ | JEDD | BUTTJ | JEDZ | CUYHT | CUYAHOGA HEIGHTS |
| BEAVR | BEAVERDAM | BYESV | BYESVILLE | CYGNE | CYGNET |
| BEDFO | BEDFORD | CADIZ | CADIZ | DALTO | DALTON |
| BEDFH | BEDFORD HEIGHTS | CAIRO | CAIRO | DANVI | DANVILLE |
| BELLA | BELLAIRE | CALDW | CALDWELL | DAYTO | DAYTON |
| BELCN | BELLE CENTER | CAMBR | CAMBRIDGE | DEERP | DEER PARK |
| BELFN | BELLEFONTAINE | CAMDE | CAMDEN | DEFIA | DEFIANCE |
| BELVU | BELLEVUE | CAMPB | CAMPBELL | DELAW | DELAWARE |
| BELPR | BELPRE | CNLFU | CANAL FULTON | DELTA | DELTA |
| BENTL | BENTLEYVILLE | CNLWN | CANAL WINCHESTER | DENNI | DENNISON |
| BEREA | BEREA | CANFI | CANFIELD | DESHL | DESHLER |
| BERKJ | BERKSHIRE | CANTO | CANTON | | |

| CODE | NAME | CODE | NAME | CODE | NAME |
|---|---|---|---|---|---|
| DOVER | DOVER | | REVENUE SHARING | HUNVL | HUNTSVILLE |
| DOYLE | DOYLESTOWN | GENEV | GENEVA | HURON | HURON |
| DRESD | DRESDEN | GENLK | GENEVA-ON-THE-LAKE | INDEP | INDEPENDENCE |
| DUBLI | DUBLIN | GENOA | GENOA | INDHL | INDIAN HILL |
| DUNKI | DUNKIRK | GEORG | GEORGETOWN | IRONT | IRONTON |
| ECANT | EAST CANTON | GERMA | GERMANTOWN | | IX CENTER - REVENUE |
| ECLEV | EAST CLEVELAND | GIBSO | GIBSONBURG | IXCRS | SHARING |
| ELIVR | EAST LIVERPOOL | GIRAR | GIRARD | JACCN | JACKSON CENTER |
| ELAKE | EASTLAKE | GLAND | GLANDORF | JEFSN | JEFFERSON |
| EATON | EATON | GLENW | GLENWILLOW | JEFVL | JEFFERSONVILLE |
| EATNJ | EATON JEDD | GNADE | GNADENHUTTEN | JEROM | JEROMESVILLE |
| EDGER | EDGERTON | GOLFM | GOLF MANOR | JERRY | JERRY CITY |
| EDISO | EDISON | GRAFT | GRAFTON | JEWET | JEWETT |
| EDON | EDON | GRDRP | GRAND RAPIDS | JOHNS | JOHNSTOWN |
| ELIDA | ELIDA | GRDVW | GRANDVIEW | KALID | KALIDA |
| ELMOR | ELMORE | GRDHT | GRANDVIEW HEIGHTS | KENT | KENT |
| ELMWD | ELMWOOD PLACE | GRNVL | GRANVILLE | KENTJ | KENT FRANKLIN JEDD |
| ELYRI | ELYRIA | GRATI | GRATIS | KENTN | KENTON |
| ELYRJ | ELYRIA JEDD | GREEN | GREEN | KETTE | KETTERING |
| | EMERALD PARK - | GRSPR | GREEN SPRINGS | KILLB | KILLBUCK |
| EMERS | REVENUE SHARING | GRFLD | GREENFIELD | KIRBY | KIRBY |
| ENGLE | ENGLEWOOD | GRHIL | GREENHILLS | KIRTL | KIRTLAND |
| ETNJ1 | ETNA JEDZ1 - NORTH | GRVIL | GREENVILLE | LAGRA | LAGRANGE |
| ETNJ2 | ETNA JEDZ2 - SOUTH | GROVE | GROVE CITY | LAKLN | LAKELINE |
| EUCLI | EUCLID | GRVPT | GROVEPORT | LAKMR | LAKEMORE |
| EVEND | EVENDALE | HAMIL | HAMILTON | LAKVW | LAKEVIEW |
| FRBRN | FAIRBORN | | HAMILTON/FAIRFIELD | LAKWD | LAKEWOOD |
| FRFAX | FAIRFAX | HAMJ1 | TOWNSHIP JEDD I | LANCA | LANCASTER |
| FRFLD | FAIRFIELD | | HAMILTON/FAIRFIELD | LEBAN | LEBANON |
| FRLWN | FAIRLAWN | HAMJ2 | TOWNSHIP JEDD II | LEESB | LEESBURG |
| FRVPK | FAIRVIEW PARK | HAMLE | HAMLER | LEETO | LEETONIA |
| FARMV | FARMERSVILLE | HARBG | HARRISBURG | LEIPS | LEIPSIC |
| FAYET | FAYETTE | HARSN | HARRISON | LEWIS | LEWISBURG |
| FELIC | FELICITY | | HARRISON TOWNSHIP | LEXIN | LEXINGTON |
| FINDL | FINDLAY | HARTJ | JEDD | LIBER | LIBERTY CENTER |
| FORES | FOREST | HARRO | HARROD | | LIBERTY CENTER |
| FORPK | FOREST PARK | HARTV | HARTVILLE | LIBCJ | JEDD |
| FTJEN | FORT JENNINGS | HASKI | HASKINS | | LIBERTY TOWNSHIP |
| FOSTO | FOSTORIA | HEATH | HEATH | LIBTJ | JEDD I |
| FRANK | FRANKLIN | HEBRO | HEBRON | LIMA | LIMA |
| FRAZE | FRAZEYSBURG | HICKS | HICKSVILLE | LINHT | LINCOLN HEIGHTS |
| FRDBG | FREDERICKSBURG | HLDHT | HIGHLAND HEIGHTS | LISBO | LISBON |
| FRDTN | FREDERICKTOWN | HLDHL | HIGHLAND HILLS | LITHO | LITHOPOLIS |
| FREMO | FREMONT | HIGHJ | HIGHLAND HILLS JEDZ | LOKBN | LOCKBOURNE |
| GAHAN | GAHANNA | HILLI | HILLIARD | LOKLD | LOCKLAND |
| GALEN | GALENA | HIRAM | HIRAM | LOGAN | LOGAN |
| GALIO | GALION | HOLGA | HOLGATE | LONDO | LONDON |
| GALLI | GALLIPOLIS | | HOLLAND | LORAI | LORAIN |
| GAMBI | GAMBIER | | SPRINGFIELD TWP | LORDS | LORDSTOWN |
| GARHT | GARFIELD HEIGHTS | HOLTJ | JEDZ | LOUDO | LOUDONVILLE |
| GARRE | GARRETTSVILLE | HOPED | HOPEDALE | LOUIS | LOUISVILLE |
| GATES | GATES MILLS | HUBBA | HUBBARD | LOVEL | LOVELAND |
| | GATEWAY OR OTHER | HUBHT | HUBER HEIGHTS | LOWEL | LOWELLVILLE |
| GATRS | SPECIFIC CO - | HUDSO | HUDSON | LUCKE | LUCKEY |
| | | HUNVY | HUNTING VALLEY | | |

| CODE | NAME | CODE | NAME | CODE | NAME |
|---|---|---|---|---|---|
| LYNDH | LYNDHURST | MILJ3 | MILFORD CITY JEDD III | NEWCO | NEWCOMERSTOWN |
| MACED | MACEDONIA | MILJ4 | MILFORD CITY JEDD IV | NEWTF | NEWTON FALLS |
| | MACEDONIA | MILLB | MILLBURY | NEWTO | NEWTOWN |
| | NORTHFIELD CENTER | MILCT | MILLER CITY | NILES | NILES |
| MACEJ | TOWNSHIP JEDD | MILBG | MILLERSBURG | NBALT | NORTH BALTIMORE |
| MADEI | MADEIRA | MINCT | MINERAL CITY | | NORTH BALTIMORE |
| MADIS | MADISON | MINVA | MINERVA | NBALJ | HENRY JEDD |
| MAIN | MAINEVILLE | MINPK | MINERVA PARK | NCANT | NORTH CANTON |
| MAILI | MALINTA | MINGO | MINGO JUNCTION | NCOLL | NORTH COLLEGE HILL |
| MALTA | MALTA | MINST | MINSTER | NKING | NORTH KINGSVILLE |
| MALVE | MALVERN | MISC0 | Miscellaneous 0% | NLEWI | NORTH LEWISBURG |
| MANCH | MANCHESTER | MOGAD | MOGADORE | NOLMS | NORTH OLMSTED |
| MANSF | MANSFIELD | | MONCLOVA-MAUMEE- | NPERR | NORTH PERRY |
| MANTU | MANTUA | MNMTJ | TOLEDO JEDZ | | NORTH PICKAWAY |
| MAPHT | MAPLE HEIGHTS | MONRO | MONROE | NPICJ | COUNTY JEDD |
| MARBL | MARBLE CLIFF | MONVL | MONROEVILLE | NRAND | NORTH RANDALL |
| MARMT | MARIEMONT | MONTG | MONTGOMERY | NRIDG | NORTH RIDGEVILLE |
| MARTA | MARIETTA | MONTP | MONTPELIER | NROYA | NORTH ROYALTON |
| MARIO | MARION | MORLD | MORELAND HILLS | NRTFD | NORTHFIELD |
| MARSH | MARSHALLVILLE | MORRA | MORRAL | NRTWD | NORTHWOOD |
| MARTI | MARTINS FERRY | MORRO | MORROW | NORTO | NORTON |
| MARYS | MARYSVILLE | MOSCO | MOSCOW | NORWA | NORWALK |
| MASON | MASON | MTEAT | MOUNT EATON | NORWO | NORWOOD |
| MASSI | MASSILLON | MTGIL | MOUNT GILEAD | OAKHB | OAK HARBOR |
| MAUME | MAUMEE | MTHEA | MOUNT HEALTHY | OAKWD | OAKWOOD |
| MAYFD | MAYFIELD | MTORA | MOUNT ORAB | OBERL | OBERLIN |
| MAYHT | MAYFIELD HEIGHTS | MTSTE | MOUNT STERLING | OBETZ | OBETZ |
| MCCLU | MCCLURE | MTVER | MOUNT VERNON | OCTA | OCTA |
| MCCOM | MCCOMB | MTVIC | MOUNT VICTORY | OHIOC | OHIO CITY |
| MCCON | MCCONNELSVILLE | MUNRO | MUNROE FALLS | OLMFL | OLMSTED FALLS |
| MCDON | MCDONALD | NAPOL | NAPOLEON | ONTAR | ONTARIO |
| MCGUF | MCGUFFEY | NAVAR | NAVARRE | ORANG | ORANGE |
| MECHA | MECHANICSBURG | NELSO | NELSONVILLE | | ORANGE CHAGRIN |
| MEDIN | MEDINA | NWALB | NEW ALBANY | ORANJ | HIGHLANDS JEDD |
| | MEDINA MONTVILLE | NWBAV | NEW BAVARIA | OREGO | OREGON |
| MEDMJ | JEDD | NWBLO | NEW BLOOMINGTON | ORRVI | ORRVILLE |
| MELRO | MELROSE | NWBOS | NEW BOSTON | ORWEL | ORWELL |
| MENTO | MENTOR | NWBRE | NEW BREMEN | OSGOO | OSGOOD |
| MENLK | MENTOR-ON-THE-LAKE | NWCAR | NEW CARLISLE | OT05 | OTHER 0.5 |
| METAM | METAMORA | NWFRA | NEW FRANKLIN | OT10 | OTHER 1.0 |
| | MIAMI TOWNSHIP | NWKNO | NEW KNOXVILLE | OT125 | OTHER 1.25 |
| MIATJ | DAYTON MALL JEDD | NWLEB | NEW LEBANON | OT15 | OTHER 1.5 |
| MIAMI | MIAMISBURG | NWLEX | NEW LEXINGTON | OT175 | OTHER 1.75 |
| MDPNT | MIDDLE POINT | NWLON | NEW LONDON | OT18 | OTHER 1.8 |
| MIDBG | MIDDLEBURG HEIGHTS | NWMAD | NEW MADISON | OT20 | OTHER 2.0 |
| MIDFD | MIDDLEFIELD | NWMIA | NEW MIAMI | OT225 | OTHER 2.25 |
| MDPRT | MIDDLEPORT | NWPAR | NEW PARIS | OTTAW | OTTAWA |
| MIDTN | MIDDLETOWN | NWPHI | NEW PHILADELPHIA | OTTHL | OTTAWA HILLS |
| MIDVA | MIDVALE | NWRIC | NEW RICHMOND | OTTOV | OTTOVILLE |
| MIFFL | MIFFLIN | NWRIE | NEW RIEGEL | OWENS | OWENSVILLE |
| MILAN | MILAN | NWWAS | NEW WASHINGTON | OXFOR | OXFORD |
| MILFO | MILFORD | NWWAT | NEW WATERFORD | PAINE | PAINESVILLE |
| MILCN | MILFORD CENTER | NEWAR | NEWARK | | PAINESVILLE |
| MILJ1 | MILFORD CITY JEDD | NBGHT | NEWBURGH HEIGHTS | PAINJ | CONCORD JEDD |
| MILJ2 | MILFORD CITY JEDD II | | | PANDO | PANDORA |

**Page 10**

| CODE | NAME | CODE | NAME | CODE | NAME |
|------|------|------|------|------|------|
| PARMA | PARMA | ROWSE | ROSWELL | STREE | STREETSBORO |
| PARHT | PARMA HEIGHTS | | RUSH TOWNSHIP | STRON | STRONGSVILLE |
| PATAS | PATASKALA | RUSHJ | UHRICHSVILLE JEDD | STRUT | STRUTHERS |
| PATAJ | PATASKALA JEDD | RUSSE | RUSSELLS POINT | STRYK | STRYKER |
| PAULD | PAULDING | RUSSI | RUSSIA | SUGGR | SUGAR GROVE |
| PEMBE | PEMBERVILLE | SABIN | SABINA | SUGCK | SUGARCREEK |
| PENIN | PENINSULA | SALEM | SALEM | SUNBU | SUNBURY |
| PEPPE | PEPPER PIKE | SALIN | SALINEVILLE | SWANT | SWANTON |
| PERRY | PERRY | SANDU | SANDUSKY | SYCAM | SYCAMORE |
| PERRJ | PERRY JEDD | SARDI | SARDINIA | | SYCAMORE TOWNSHIP |
| PERBG | PERRYSBURG | | SAYBROOK TOWNSHIP | SYTCJ | CENTRAL JEDZ |
| | PERRYSBURG/TOLEDO | SAYTJ | JEDD | | SYCAMORE TOWNSHIP |
| PERTJ | JEDZ | SCIO | SCIO | SYTEJ | EAST JEDZ |
| PERVL | PERRYSVILLE | | SCIOTO TOWNSHIP | | SYCAMORE TOWNSHIP |
| PHILL | PHILLIPSBURG | SCITJ | JEDD | SYTNJ | NORTHWEST JEDZ |
| PICKE | PICKERINGTON | SEBRI | SEBRING | | SYCAMORE TOWNSHIP |
| PIKET | PIKETON | SEVEN | SEVEN HILLS | SYTSJ | SOUTHWEST JEDZ |
| PIONE | PIONEER | SEVIL | SEVILLE | SYLVA | SYLVANIA |
| PIQUA | PIQUA | SHAKE | SHAKER HEIGHTS | TALLM | TALLMADGE |
| PLAIN | PLAIN CITY | | SHAKER SQUARE - | THURS | THURSTON |
| PLESH | PLEASANT HILL | SHKRS | REVENUE SHARING | TIFFI | TIFFIN |
| PLESV | PLEASANTVILLE | SHARO | SHARONVILLE | TIMBE | TIMBERLAKE |
| PLYMO | PLYMOUTH | SHAWN | SHAWNEE HILLS | TIPCT | TIPP CITY |
| POMER | POMEROY | SHEFF | SHEFFIELD | TIRO | TIRO |
| PTCLI | PORT CLINTON | SHELB | SHELBY | TOLED | TOLEDO |
| PTWAS | PORT WASHINGTON | SHERR | SHERRODSVILLE | TONTO | TONTOGANY |
| PORTA | PORTAGE | SHERW | SHERWOOD | TORON | TORONTO |
| PORTS | PORTSMOUTH | SHREV | SHREVE | TREMO | TREMONT CITY |
| POWEL | POWELL | SIDNE | SIDNEY | TRENT | TRENTON |
| POWHA | POWHATAN POINT | SLVLK | SILVER LAKE | TROTW | TROTWOOD |
| PRAOJ | PRAIRIE OBETZ JEDZ | SLVTN | SILVERTON | TROY | TROY |
| | PRAIRIE-TOWNSHIP | SMITH | SMITHVILLE | TUSCA | TUSCARAWAS |
| PARTJ | JEDD | SOLON | SOLON | TWINS | TWINSBURG |
| QUINC | QUINCY | SAMHE | SOUTH AMHERST | UHRIC | UHRICHSVILLE |
| RAVEN | RAVENNA | SBLOO | SOUTH BLOOMFIELD | UNION | UNION |
| READI | READING | SEUCL | SOUTH EUCLID | UNCTY | UNION CITY |
| REMIN | REMINDERVILLE | SLEBA | SOUTH LEBANON | UNIHT | UNIVERSITY HEIGHTS |
| | REMINDERVILLE | SRUSS | SOUTH RUSSELL | UPARL | UPPER ARLINGTON |
| | TWINSBURG | SZANE | SOUTH ZANESVILLE | UPSAN | UPPER SANDUSKY |
| REMTJ | TOWNSHIP JEDD | SPENC | SPENCERVILLE | URBAN | URBANA |
| REYNO | REYNOLDSBURG | SPBOR | SPRINGBORO | URBCR | URBANCREST |
| | REYNOLDSBURG CITY | SPDAL | SPRINGDALE | UTICA | UTICA |
| REYEZ | E-ZONE | SPFLD | SPRINGFIELD | VALHI | VALLEY HI |
| RCHFD | RICHFIELD | | SPRINGFIELD | VALVW | VALLEY VIEW |
| RCHHT | RICHMOND HEIGHTS | | BECKLEY MUNI | VANWE | VAN WERT |
| RCHWD | RICHWOOD | SPRBJ | AIRPARK JEDD | VANDA | VANDALIA |
| RIDGE | RIDGEWAY | | SPRINGFIELD | VERMI | VERMILION |
| RIOGR | RIO GRANDE | SPRTJ | TOWNSHIP JEDZ | VERSA | VERSAILLES |
| RIPLE | RIPLEY | | SPRINGFIELD-AKRON | WADSW | WADSWORTH |
| RITTM | RITTMAN | SPRAJ | JEDD | WAKEM | WAKEMAN |
| RIVER | RIVERSIDE | STEUB | STEUBENVILLE | WALBR | WALBRIDGE |
| ROCCK | ROCK CREEK | STONC | STONE CREEK | WALTO | WALTON HILLS |
| ROCFD | ROCKFORD | STOW | STOW | | WALTON HILLS- |
| ROCRV | ROCKY RIVER | STRAS | STRASBURG | | SAGAMORE HILLS |
| ROSSF | ROSSFORD | STRAT | STRATTON | WALTJ | TOWNSHIP JEDD |

| CODE | NAME | CODE | NAME | CODE | NAME |
|---|---|---|---|---|---|
| WARRE | WARREN | | GIRARD JEDZ | | |
| WARHT | WARRENSVILLE HEIGHTS | ZANES | ZANESVILLE | | |
| WARHJ | WARRENSVILLE HEIGHTS JEDZ | | | | |
| WASHI | WASHINGTON | | | | |
| WATER | WATERVILLE | | | | |
| WAUSE | WAUSEON | | | | |
| WAVER | WAVERLY CITY | | | | |
| WAYNF | WAYNESFIELD | | | | |
| WAYNV | WAYNESVILLE | | | | |
| WELLI | WELLINGTON | | | | |
| WELST | WELLSTON | | | | |
| WELSV | WELLSVILLE | | | | |
| WALEX | WEST ALEXANDRIA | | | | |
| WCARR | WEST CARROLLTON CITY | | | | |
| WCHEJ | WEST CHESTER JEDD 1 | | | | |
| WELKT | WEST ELKTON | | | | |
| WJEFF | WEST JEFFERSON | | | | |
| WLAFA | WEST LAFAYETTE | | | | |
| WLIBE | WEST LIBERTY | | | | |
| WMANS | WEST MANSFIELD | | | | |
| WMILT | WEST MILTON | | | | |
| WSALE | WEST SALEM | | | | |
| WUNIO | WEST UNION | | | | |
| WUNIT | WEST UNITY | | | | |
| WSTVL | WESTERVILLE | | | | |
| WFDCN | WESTFIELD CENTER | | | | |
| WSTLK | WESTLAKE | | | | |
| WSTON | WESTON | | | | |
| WHHAL | WHITEHALL | | | | |
| WHHOU | WHITEHOUSE | | | | |
| WICKL | WICKLIFFE | | | | |
| WILLA | WILLARD | | | | |
| WILLM | WILLIAMSBURG | | | | |
| WILBY | WILLOUGHBY | | | | |
| WILBH | WILLOUGHBY HILLS | | | | |
| WILLO | WILLOWICK | | | | |
| WILSH | WILLSHIRE | | | | |
| WILMO | WILMOT | | | | |
| WINDH | WINDHAM | | | | |
| WINTE | WINTERSVILLE | | | | |
| WDLAW | WOODLAWN | | | | |
| WDMER | WOODMERE | | | | |
| WDSFD | WOODSFIELD | | | | |
| WDSTK | WOODSTOCK | | | | |
| WOOST | WOOSTER | | | | |
| WORTH | WORTHINGTON | | | | |
| WYOMI | WYOMING | | | | |
| XENIA | XENIA | | | | |
| YELLO | YELLOW SPRINGS | | | | |
| YOUNG | YOUNGSTOWN | | | | |
| YOUGJ | YOUNGSTOWN | | | | |

**{{City Name}} = BLUFFTON**
**Submitting W2s electronically**

**The following formats are acceptable for filing W2 information electronically.**

**Federal Filing Format-MMREF-1 or EFW2**
Information about the Federal MMREF and EFW2 formats are 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.  However, the RS record must be included to provide city information.

**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 shown below.

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

|  |  | MMREF | CTP |
|---|---|---|---|
| Local Entity Code: BLUFF | Record | RS | CTW |
|  | Start Position | 5 | 12 |
|  | Length | 5 | -- |
|  | Value (Entity Code) | BLUFF | BLUFF |
| Local Withholding | Record | RS | CTW |
|  | Start Position | 320 | 13 |
|  | Length | 11 | -- |
| Local Taxable | Record | RS | CTW |
|  | Start Position | 309 | 11 |
|  | Length | 11 | -- |

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**Using Excel to Submit W2s electronically**
All text must be in upper case. If leading zeros on Social Security Numbers or Zip Codes do not show, this is all right. All dollar amounts should be entered as a normal number with a 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. Ensure all entries are in upper case. To start, enter 'CTE' in the first column.
3. For each employee, enter another line. Enter CTW in first column (A) & enter 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 to set the 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 thumb drive and deliver it to the Bluffton Income Tax office located at 154 N. Main St. Bluffton, OH 45817.

First Line: Employer
| | | |
|---|---|---|
| A. | CTE | Text exactly as shown |
| B. | Employer FEIN or TaxID | 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 Zip Code | 5 digits (or 6 characters if foreign country) |
| J. | Employer Plus4 | 4 digits |

Remaining Lines: One per Employee per City
| | | |
|---|---|---|
| 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 | From Box 1: should only appear on 1st record |
| L. | Local Entity Code | **{{City Code}} = BLUFF** |
| M. | Local Withholding | |
| N. | Social Security Wages | from Box 3 |
| 0. | Medicare Wages | from Box 5 |
| P. | Local Wages | from Box 18 |
| Q. | Total Deferred | Included in Box 12 |

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