How do I upload an Excel file containing my employee detail return?

1. First, create the Excel file and save it on your computer. Follow specs at ▶ below. You may choose to edit a copy of the Excel file you saved when you filed last period.

2. In the online filing system, click the **File a Tax Return** option (under TAX FUNCTIONS).

3. Choose an option button to indicate whether you are filing a payment with the employee detail return OR filing employee details only.

4. Click Start. The wizard will walk you through the following steps.

5. The wizard will walk you through the following steps.

6. Read the overview of the filing procedure, then select the proper tax collection account already set up with the tax collector.

7. Choose the type of tax return you are filing (EIT or LST).

8. Select the type (i.e., occurrence) of the Filing:

   a. Choose "Annual" when submitting your W-2 details.

   b. Choose Quarterly, Monthly, or Weekly if the employee details accompany your regularly scheduled payment.

9. For an annual filing, choose the Tax Year. For all other occurrences, choose the Tax Year and appropriate Quarter to which your filing applies.

10. Choose the Entry Method: Upload Electronic File.

11. Click Continue.

12. Then choose Format: Local Excel Format.

13. Click the Browse button and select the Excel file you created on your computer.

14. Click the Upload File button. Wait while the system sends your file to the secure server. If any formatting errors are found, messages will display below the Upload File button. If necessary, fix errors.

15. After successfully uploading an Excel file, check the summary data shown on the Upload Confirmation page.

    ▪ If you agree with the summary (including total tax withheld) as shown, click the Submit button. Your employee detail filing is complete. You may save an Excel file as a "receipt" on the next page.

    ▪ If you disagree with the summary, there is a data error in your file. Click the Delete button to discard the inaccurate file. Open the file on your computer, and make the needed correction. Then, repeat the above steps to upload the corrected file.

DO NOT DUPLICATE ON PAPER FORMS ANY INFORMATION FILED ONLINE

▶ Local format specification for Excel file containing EIT data

You may be able to export records from your accounting package into a Microsoft Excel file. Or use Microsoft Excel to create your file of employee data.

The worksheet must include local Earned Income Tax (EIT) withholding data for a single Tax Year. At a minimum, the worksheet must include the required columns listed below. The columns may appear in any order. The upload process will search the first row of your worksheet to find the correct columns by matching the phrases shown below. If the optional columns are included in the worksheet, they will be checked and saved as part of your return.

EIT Field	Column Heading (Row 1) Contains the Text:	Required?
Account Number	ACC, ACT (This is the EIT account with the local collector or tax bureau, NOT the federal EIN.)	Not required for an employer. Is required for a payroll processor.
SSN	SSN, SOC, or SEC	Yes
First Name	FIR or FN	Yes
Middle Initial	MI or MN	No
Last Name	LAS, LN, or NAM	Yes
Street Address	ADD or STRE (The first column on which these characters are found will be treated as Address Line 1. If these characters are found on a subsequent column, it will be treated as Address Line 2.)	Yes
City	CIT	Yes
State	STATE	Yes
Zip	ZI	Yes
PSD	PSD (Political subdivision, a 6-digit code from the tax collector) used to indicate the municipality and school district where the employee RESIDES.*	No
Gross Wages	GRO or WAG	Yes
Tax Withheld	WITHHELD or WITH	Yes
Work PSD	WORK or WRK – A PSD code, 6 digits in length, which identifies the municipality in which the employee WORKS. Use the code from your tax collector.*	Optional until TY 2012

Other columns may be included in the worksheet you upload, but the online filing system will ignore additional columns.

*IMPORTANT NOTE: Some PSD codes begin with a zero. The submitted PSD code must be 6 characters in length, and include the leading zero when applicable. To retain the leading zero, change the Format of the Excel cells to "TEXT" rather than General or Number.

▶ Local format specification for Excel file containing LST data

Local Services Tax (LST) detail reporting should be submitted by the beginning of each new quarter.

You may be able to export records from your accounting package into a Microsoft Excel file. Or use Microsoft Excel to create your file of employee LST data.

The table must include data for a single Tax Year. The worksheet must include the following columns, at a minimum. The columns may appear in any order. The upload process will search the first row of your table to find the correct columns by matching the phrases shown below.

Required LST Field	Column Heading (Row 1) Contains the Text:
Account Number	ACC, ACT (This is your account with the Local Collector or Tax Bureau, NOT your Federal EIN)
SSN	SSN, SOC or SEC
Last Name	LAS, LN or NAM
First Name	FIR or FN
Middle Initial	MI or MN
Street Address	ADD or STRE (The first column on which these characters are found will be treated as Address Line 1. If these characters are found subsequent column, it will be treated as Address Line 2)
City	CIT
State	STATE
Zip	ZI
Tax Withheld	TAX

Period	PD or PER (This is quarter that you are reporting; 1,2,3, or 4 are the valid values)

The following additional field may be required by some bureaus.

District	DIS (A code, 6 digits long, identifying the municipality in which the employee works.) This is the political subdivision code, or PSD. Contact your tax collector for more information.*

Other columns may be included in the worksheet you upload, but the online filing system will ignore additional columns.

* **IMPORTANT NOTE:** Some PSD (District) codes begin with a zero. The submitted PSD code must be 6 characters in length, and include the leading zero when applicable. To retain the leading zero, change the Format of the Excel cells to "TEXT" rather than General or Number.

▶ Local format specification for Excel file from a payroll processor

A payroll processor is set up with a special login for online filing, and may upload a single Microsoft Excel file containing withholding information for several different employers. The Excel file must contain data for a single type of tax (EIT or LST). The file must contain data for a single tax year. **Each row must be labeled with the appropriate employer <u>account number</u> with the Local Collector or Tax Bureau (NOT the federal EIN).** Use the same format specs outlined above for employers.

▶ Fixing errors in a file that failed to upload

If error messages are displayed after you click the Upload File button, you must:

1. Open the Excel file on your computer and make corrections in the original file. (You can keep the online filing system open or minimized while you make corrections.)

2. Save and close the corrected file.

3. Then, go back to the Upload Your Return page and Browse for your corrected file.

4. Click the Upload File button to try again.

Note: If you discover that you missed an employee in an uploaded file, you should delete the unsubmitted return from the online filing system, add the information to the Excel file on your computer, and start the upload process again.