

W-2 REPORTING SPECS FOR DVDS, CDS & DISKETTES

We are making every effort to simplify the employer's task of reporting annual W-2 wage information to the City of Akron Income Tax Division. As a convenience to you and to us, we ask that you consider submitting your W-2 data on either CD or diskette and in either text file or spreadsheet format. (Even though we do not need all of the information that is required by the Social Security Administration, if you find it more convenient, you may also choose to send us a copy of your EFW2 formatted data (fka MMREF), as long as the local wage and local tax withheld figures are included.)

IMPORTANT: Do not send PDFs of your W-2s on the CD.

The CD or diskette should be clearly marked on the outside with the company's name and tax account number (either Akron or specific JEDD). Akron W-2 records and records for each JEDD should be contained in separate files. These files can be submitted on the same CD or diskette, but Akron and JEDD records cannot be combined within the same file.

Here are the only fields your employee records must include:

Social Security Number

Last Name

First Name

Middle Initial

Street Address

City

State

Zip Code

Medicare Wage

Akron Wage

Akron Tax Withheld

(Above is the preferred ordering sequence, but it is not a required format.)

You may format text files as either "fixed width" or "comma delimited". Please enclose a "file layout" if you submit a text file format or consider sending an EXCEL compatible spreadsheet in columns with named headers.