

BUSINESS INFORMATION GROUP, INC.

# Electronic Filing

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Working with PALITE and BIG BackOffice Users

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**BIG BackOffice Tax Support Services**

**Revised: December 2011**

This document provides information for employers submitting information electronically to PALITE member bureaus or to tax collection entities using the BIG BackOffice tax administration system.



## Welcome

Thank you for your interest in supporting local tax collection in Pennsylvania. This document will discuss electronic file formats used by collectors subscribing to the PALITE.ORG family of services and/or those that use the BIG BackOffice tax administration system.

## Collectors Able to Accept These Formats

The following collectors support the formats outlined in this document:

Beginning	Collector Name
Current	York Adams Tax Bureau (Adams & York Counties, including Hanover Area for TY 2012)
Current	West Shore Tax Bureau (Cumberland County, parts of York & Franklin counties) Note: Will become Cumberland County Tax Bureau effective 1/1/2012
Current	Blair County Tax Collection Bureau (Blair County)
Current via PALITE only	PAMS Pennsylvania Municipal Service Company (Various western PA municipalities)
2011 Q4	Williamsport Municipal & School Earned Income Tax Office (Lycoming County)
2012 Q1	Danville Area Earned Income Tax Office (Montour County)
2012 Q1	Forest County Earned Income Tax Office (Forest County)

## Format Overviews

The BIG BackOffice tax system and the PALITE.ORG online filing system accept either of two formats: EFW2 (also known as MMREF) and Microsoft Excel files (as well as formats supported by Excel, such as .csv or .txt). You can use either of the formats described herein to submit your employee details to any of the bureaus noted above (and perhaps others who have adopted these formats).

In each case, the same format can be used whether filing for a single employer account, or for multiple employer accounts. You must use account numbers provided by the tax bureaus.

When planning your file formats, remember these tips:

- For EFW2/MMREF files: The file must have separate RE records. Each new RE record encountered by the importing systems will be considered a new employer. However, the file may contain more than one RE record having the same EIN (that is, more than one set of detail records for the same employer).
- For EXCEL files: The file must contain an 'ACC' or 'ACCOUNT' column. Each new account number encountered by the importing systems will be considered a new employer. **The Federal EIN is not an acceptable account number.** Excel format can be used to submit EIT or LST details.
- All employer accounts MUST be pre-registered with the tax bureau you will submit to. These bureaus can also initiate your PALITE registration where appropriate.



## Excel Format Specification

The Excel file format specification is by far the most easily used by employers or preparers who do not have a fully featured system capable of producing the more established (but more complicated) MMREF/EFW2 file standard.

### Excel file facts

- Columns can be in any order.
- Formulas in cells are okay.
- Macros must NOT be included in the file.
- Blank columns or rows can cause file upload problems. Data should be contiguous.
- Only the visible “tab” in the workbook will be read when the file is processed.
  - We recommend providing only a single tab where possible.
- Can be used for EIT or LST filings.
  - Can only file EIT or LST in a single file. You may not file multiple tax types in a single file.

### Excel File Format

The Excel File format is very straightforward. **The first row of the spreadsheet must be column headings containing the text listed below.** The headings are not case sensitive. The system ignores any additional columns.

Acceptable Heading(s)	Description	Notes
ACC ACCOUNT	Account – The filing account assigned by the tax bureau. Federal EIN is not an acceptable account number.	This field is only required when filing for multiple accounts. Federal EIN is not an acceptable account number.
SSN	Social Security Number	
FIRST NAME FNAME	First Name	Include first name and middle initial if possible, and given suffix (SR., JR., III, etc.)
LAST NAME LNAME	Last Name	No middle initials or suffixes please
ADDRESS ADD	Street Address	No PO Boxes please
CITY	City	
STATE	State	2 character US state designation
ZIP	Zip Code	
GROSS WAGES	Gross wages being used for this filing.	Please include decimal. A negative number is acceptable in the event that wages were over-reported in a previous period.
WITHHELD	Tax Withheld for this filing.	Please include decimal. A negative number is acceptable in the event that withholdings were over-reported in a previous period.
PSD	Residential PSD – the Pennsylvania State PSD assigned to the municipality in which this individual resides.	Pennsylvania State PSD codes can be found at <a href="http://www.newpa.com">www.newpa.com</a> . Provide the leading zero if possible.
WORK	Work PSD – the Pennsylvania State PSD assigned to the municipality in which this individual works. Generally speaking, their “home office”.	Pennsylvania State PSD codes can be found at <a href="http://www.newpa.com">www.newpa.com</a> . Provide the leading zero if possible.



## MMREF / EFW2 file format

Files submitted using these formats must be submitted to BIG or PALITE following the Federal Government’s guidelines. These guidelines can be found in the Social Security Administration’s publication number 42-007, *Specifications for Filing Forms W2 Electronically*.

### MMREF File Format

- Can be used for EIT filings, not for LST filings.
- The codes “RE” and “RS” are the only codes required by the BIG and PALITE systems.
- The RE record should be implemented as specified in the SSA publication noted above.
- The RS record should be implemented as specified in the SSA publication noted above.
  - All RS fields should be provided.
  - These additional fields are required:

Position	Length	Field Name	Required Information
5-9	5	Tax Entity Code	See the table below
308	1	Tax Type Code	Must be “F”
309-319	11	Local Taxable Wages	Include two decimal positions but no decimal (\$1000.00 = 00000100000)
320-330	11	Local Income Tax Withheld	Include two decimal positions but no decimal (\$1000.00 = 00000100000)
338-343	6	Residential PSD	Must supply the PSD of the municipality where this individual lives.
413-418	6	Work PSD	Must supply the PSD of the municipality where this individual works.

Pennsylvania State PSD codes can be found at [www.newpa.com](http://www.newpa.com).

Tax Entity Codes	
Note: When uploading to PALITE, use the codes specified below	
Organization	Code
Blair County Tax Collection Bureau	BCTCB
West Shore Tax Bureau (Cumberland County Tax Bureau as of 1/1/2012)	WSTB or CCTB
York Adams Tax Bureau	YATB
Pennsylvania Municipal Service Company (PAMS)	PAMS
Williamsport Area Earned Income Tax Office	WATO or WASD
Danville Earned Income Tax Office	DATO or DANV
Forest County Earned Income Tax Office	FCTO or FCTB

## Technical Contact

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