



# JORDAN TAX SERVICE, INC.

**Municipal • Business • Individual**

**102 Rahway Road • McMurray, PA 15317 • (724)731-2300**

## **ACT-32 Simplified CSV Electronic Filing Format Specifications (Single EIN only)**

### **Introduction**

This electronic filing format is intended for Employers who chose to file EIT withholdings using a Comma Separated Values (CSV) format to JTS. **Each file submitted may only contain one (1) Federal Employer Tax ID Number (FEIN) at a time. Separate files must be submitted if the Employer is reporting for multiple FEIN numbers. Unless submitting a Combined Filing (as defined in Act 32 of 2008) only Work Locations within a single Tax Collection District are permitted per file.**

Please examine the following record layouts and descriptions carefully. If you have any questions, please do not hesitate to contact us.

### **General Guidelines for the JTS Act 32 Simplified CSV Electronic Filing Format**

Unless otherwise specified:

- **DO NOT USE COMMAS WITHIN ANY DATA FIELD.** (e.g. "PUBLIC, JOHN Q") Doing so will result in file rejection and may subject the submitter to potential late filing fees in accordance with Act 32 of 2008.
- **DO NOT USE QUOTATION MARKS ANYWHERE WITHIN THE FILE.**
- All numeric/currency fields may contain numbers and decimal points only. No commas or currency symbols (e.g. "\$") are permitted. No commas or plus signs (+) are permitted in any numeric field.
- No hyphens are permitted in any SSN or EIN fields.
- No fictitious numbers are permitted in any SSN or EIN fields. (e.g. 111-11-1111, A0-0000001).
- Domestic addresses must follow "Postal Addressing Standards" as defined in Publication 28 from the US Postal Service.
- Name fields must not contain any titles. (e.g. Mr. Mrs., Dr...)
- All Employer locations must be registered with JTS prior to submitting them within this filing format.

Any field requiring a PSD Code must contain a valid PSD code and must be exactly 6 numeric digits and left-zero filled. A list of valid PSD codes can be downloaded directly from the Pennsylvania Department of Community and Economic Development (DCED) website at [http://www.newpa.com/webfm\\_send/1627](http://www.newpa.com/webfm_send/1627) (Please be aware that the preceding link contains an underscore character and not a space.)

## **General Guidelines for the JTS Act 32 Simplified CSV Electronic Filing Format (Continued)**

This format supports filing of quarterly and/or monthly EIT withholdings and year-end forms W-2 reconciliation filings. Please see the “Notes” column in the file format table for W-2 specific information/requirements.

The JTS Act 32 Simplified CSV Electronic Filing Format consists of two (2) different record types: header and detail. The first record in the file is a “header” record, or “Employer Submitter” record. There must be at least one of these records per file and it must be the first record on the file. This record represents the Employer’s main physical location (within JTS’ jurisdiction) and JTS account number for which you are reporting.

All subsequent records (until another Header/Employer Submitter record or end of file is reached) must be Employee withholding records (“detail”) where each of the Employees listed contains both the Work Location PSD and Employee Residence PSD codes. If there are invalid PSD codes, or PSD codes for Work Locations not previously registered with JTS, the file will be rejected and this may subject the submitter to potential late filing fees in accordance with Act 32 of 2008.

Although EIT, LST and Forms W-2 submissions may be reported using this file format, they cannot be mixed within the same file. Separate files must be submitted for each submission type, if applicable.

When reporting Employees that have moved within the reporting period, two detail records should be submitted for the Employee:

1. The first detail record should contain the previous Address (if possible) and previous PSD code (mandatory). It should also reflect the “moved date” in the “Report Period End” filed, if possible. If you are unable to supply the moved date, use the end of the reporting period in both detail records.
2. The second detail record should contain the new address (mandatory) and new PSD code (mandatory).

### **\*\* Special Notes for Excel Users \*\***

**If you are using Microsoft Excel to create this CSV file (via Excel’s “Save As” feature), please be aware of the following issues:**

- Excel re-formats CSV files when reading and/or writing them. What you see on the screen is not exactly what is contained on the file. Consider using Windows Notepad to look at your data file, instead of Excel.
- If you wish to prevent Excel from stripping leading zeros from numeric fields that must be a specific length, you must enter an apostrophe ['] at the beginning of the cell:
  - If reporting an SSN of [012-34-5678], you must enter ['012345678] into the cell, otherwise Excel will remove the leading zero and will write an 8-digit SSN to the file. NOTE: Brackets were used for clarity and are neither required nor permitted.
  - If reporting a 6-digit PSD code of [010101], you must enter ['010101] into the cell, otherwise Excel will remove the leading zero. NOTE: Brackets were used for clarity and are neither required nor permitted.
- If you Open a file into Excel just to look at it and don’t make any changes to it, but save it back to the disk, the data has been re-formatted. Consider using Windows Notepad to look at your data file, instead of Excel.

Header Record – Employer Submitter Record One Occurrence Per File – First Record of File			
Column	Field Name	Description	Notes
A	TaxType	Tax type being filed	Constant “E” for EIT Constant “L” for LST Constant “W” for W-2s
B	Employer EIN	Employer Tax ID Number	No hyphens, 9 digits
C	Account Nbr	JTS assigned account number (Primary/Main Location)	Numeric
D	Tax Year	Tax year being reported	4 digits required
E	Combined Filing Flag	Flag denoting if this submission is a “Combined Filing” (to multiple TCDs) as defined by Act 32 of 2008.	C = Combined, Blanks if not.
F	Report Period End	2-digit month representing the end of reporting period	2-digits Ex: 03 = March Use 12 for W-2s
G	Employer Name	Employer Name	No commas permitted
H	Submitter Contact Name	Person for JTS to contact if problems arise with this file submission	
I	Submitter Address 1	1 <sup>st</sup> address line of submitter’s address	No commas permitted
J	Submitter Address 2	2 <sup>nd</sup> address line of submitter’s address	No commas permitted
K	Submitter City	City of submitter’s address	No commas permitted
L	Submitter State	State of submitter’s address	2-character postal abbreviation required
M	Submitter Zip Code	Zip Code (1 <sup>st</sup> 5 digits) of submitter’s address	Must contain 5 digits
N	Submitter ZIP+4 Extension	Zip+4 Code (last 4 digits) of submitter’s address. Leave blank if unavailable.	Must contain 4 digits or all blanks
O	Submitter Telephone Number	Telephone number for JTS to contact if problems arise with this file submission	10 digits. No punctuation. e.g. 4125551212
P	Submitter Email Address	Email address for JTS to contact if problems arise with this file submission	Must contain valid email address.

**Example Header Record:**

E,012345678,987654,2012, ,03,JORDAN TAX SERVICE,JOHN PUBLIC,7100 BAPTIST RD,,BETHEL PARK,PA,15102,3908,7247312300,act@jts.com

Detail Record – Employee Withholding Record Multiple Occurrences per File			
Column	Field Name	Description	Notes
A	Social Security Number	Employee Social Security Number	No hyphens 9 digits required
B	Tax Year	Tax year being reported	4 digits required
C	Report Period End	2-digit month representing the end of reporting period	2-digits Ex: 03 = March Use 12 for W-2s
D	Employee Name	Employee Name	Last Name + space + First name + space + Middle Initial + space + Suffix Example: PUBLIC JOHN Q JR  No commas or titles (e.g. Mr. Dr.) permitted
E	Address 1	Employee 1 <sup>st</sup> address line	No commas permitted
F	Address 2	Employee 2 <sup>nd</sup> address line	No commas permitted
G	City	Employee City	No commas permitted
H	State	Employee State Abbreviation	2-character postal abbreviation required
I	Zip Code	Employee Zip Code (1 <sup>st</sup> 5 digits)	Must contain 5 digits
J	Zip+4 Extension	Employee Zip+4 Code (last 4 digits) Leave blank if unavailable.	Must contain 4 digits or all blanks
K	JTS Employer Location Account Number	Account Number assigned to Employer by JTS for this Work Location.	Leave blank if unable to supply the account number for this specific work location.
L	PSD code of Work Location	PSD Code for physical location of Employee's Work place.	Must contain 6 digits
M	PSD code of Employee's Residence	PSD Code for this Employee's physical residence.	Must contain 6 digits
N	Total Rate Withheld	Optional. Total EIT Rate Withheld for this Employee, if known. (Enter zero if reporting LST or W-2)	e.g. 0.01 = 1% withheld. 0 = Unknown or LST (Enter zeros if unknown or if reporting LST or W-2)
O	Employee Wages	Employee Wages for this reporting period	Numeric digits and decimal points only. No commas, parentheses or currency symbols (e.g. "\$") are permitted.
P	Local EIT or LST Withheld	Local EIT withheld for this employee for this reporting period. (LST withheld if this file contain LST submissions.)	Numeric digits and decimal points only. No commas, parentheses or currency symbols (e.g. "\$") are permitted.

**Example Detail Record:**

123456789,2012,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,987654,730201,631101,0,4000.00,400.00

## File Examples of the JTS Act 32 Simplified CSV Electronic Filing Format (Single EIN Only)

### Example 1 (Single location per file):

E,012345678,987654,2012, ,03,JORDAN TAX SERVICE,JOHN PUBLIC,7100 BAPTIST RD,,BETHEL PARK,PA,15102,3908,7247312300,act@jts.com  
123456789,2012,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,987654,730201,631101,,4000.00,40.00  
987654321,2012,03,PUBLIC JANE F,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,987654,730201,631101,,5000.00,50.00  
789456123,2012,03,DOE JOHN,321 OAK DR,,BETHEL PARK,PA,15102,, 987654,730201,730201,0.014,5000.00,70.00  
(NOTE: All work PSD codes are the same)

### Example 2 (Multiple locations per file):

E,012345678,987654,2012, ,03,JORDAN TAX SERVICE,JOHN PUBLIC,7100 BAPTIST RD,,BETHEL PARK,PA,15102,3908,7247312300,act@jts.com  
123456789,2012,03,PUBLIC JOHN Q JR,123 MAIN ST,APT 2,MCMURRAY,PA,15317,,987654,730201,631101,,4000.00,40.00  
987654321,2012,03,PUBLIC JANE F,123 MAIN ST,APT 2,MCMURRAY,PA,15317,, 00123456,731701,631101,,5000.00,50.00  
789456123,2012,03,DOE JOHN,321 OAK DR,,BETHEL PARK,PA,15102,,00123456,731701,730201,0.014,5000.00,70.00  
(NOTE: More than one work PSD exists on file)

**NOTE: Unless submitting a Combined Filing (as defined in Act 32 of 2008) only Work Locations within a single Tax Collection District are permitted.**