

W2 Upload Instructions

Employee Data with Form Fields

Document Overview:

Tax Year	Template Version	Last Updated on	New Updates
2025	W2_Recipient_1.0	Nov, 2025	Social Security Wage Base increased to \$176,100 ; tax rate remains 6.2% (up to \$10,918.20). Household wages coverage threshold set at \$2,800 .
2024	W2_Recipient_1.0	Sep, 2024	No new updates
2023	W2_Recipient_1.0	Aug, 2023	No new updates

General Instructions

File Specifications

- **File Format:** Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported. [See how to convert other file formats to CSV.](#)
- **File Size:** The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
- **Row Limit:** Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
- **Encoding:** Use UTF-8 encoding to avoid errors with special characters or unsupported languages.

Data and Input Specifications

- **Mandatory Fields:** Fields marked as required or mandatory must be filled for every record.
- **Empty Fields:** If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL."

- **Comma in Values:** If any of the values contain commas, enclose them in double quotes (EX. "Brown, Davis & Partners").
- **Headers & Column Order:**
 - You can edit the column headers as needed.
 - **Do not change the order of columns**, as the system maps data based on column position. Ensure data is entered into the corresponding columns without changing positions.
- **Duplicate Records:** Duplicates can cause errors or inconsistencies in the submission process. Therefore, ensure that each record is unique by removing any duplicate rows.
- **Predefined Values:** For fields with fixed-choice options, ensure you use values exactly as defined in the template instructions.
- **Special Characters:** All special characters are allowed except < > ; { } [] _ \ ! : ? =
- If the entered data contains any disallowed characters, they will be removed during processing. Additionally, if any text includes a dot followed by letters, a space will be added after the dot.

Field Name	Description	Maximum Length	Allowed Input Characters
Employee reference number	The employee reference number is a unique identifier assigned to each employee.	100	Alphabets and Numbers All special characters allowed
If the type of TIN is individual TIN (SSN, ITIN, and ATIN), First name and Last name fields are mandatory.			
Employee SSN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are XX-XXXXXXX, XXX-XX-XXXX, XXXXXXXXX	11	Numbers Allowed special characters are -
Employee first name*	First name of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =

Employee middle initial	Middle initial of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee last name*	The family or surname of the individual receiving the payment.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee suffix	Use this field to add generational titles to the employee's name for accurate identification.	6	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Employee country*	Enter the Country or Country Code as per the IRS standards. Refer to IRS Country Codes	27	Alphabets Note: If left blank, it will be considered as "US".
Employee address line 1*	Enter the primary street address for employee residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee address line 2	For additional address details such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee city/town*	The city/town refers to the municipality or urban area where the taxpayer resides or conducts business.	50	Alphabets and Numbers Allowed special characters only . ' -
Employee state/province/territory*	It typically requires the taxpayer to indicate the state/province/territory in which they reside or have earned income subject to state taxation.	50	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Employee ZIP code/postal code*	If the employee is from the US, the ZIP code must be filled out. Otherwise,	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format).

	the postal code should be provided.		Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/)
Employee email address	Enter the employee's email address if you want to opt for recipient portal access for the employee. Recipient portal access is a feature that allows employees to view or download the form copies online.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Employee phone number	Enter employee's phone number	15	Numbers Allowed special characters are + - () and spaces
Control number	Control number is a unique identifier used to distinguish the W2s filed for each employee.	9	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 1 Wages, tips, other compensation*	The total taxable wages, tips, and other compensation that employer paid to their employee during the year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 2 Federal income tax withheld*	The total federal income tax withheld from the employee's wages for the year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 3 Social security wages*	The total wages paid (before payroll deductions) subject to employee social security tax	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 4 Social security tax withheld*	The Social Security Tax Withheld indicates the amount of Social Security tax that has been deducted from an employee's wages during the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 5 Medicare wages and tips*	The Medicare Wages and Tips reports the total wages and tips subject to Medicare tax. This amount includes any compensation from your employer, such as salaries, bonuses, and tips, before any deductions.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 6 Medicare tax withheld*	The Medicare Tax Withheld indicates the amount of Medicare tax that has been deducted from an employee's wages during the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 7 Social security tips	The Social Security Tips records the total tips received by an employee that are subject to Social Security tax.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 8 Allocated tips	Allocated tips represents the amount of tips assigned to an employee by their employer.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

<p>Box 10 Dependent care benefits</p>	<p>Dependent Care Benefits refer to any payments made or benefits provided by an employer to assist employees in covering the costs of caring for dependents, such as children or disabled family members.</p>	<p>12</p>	<p>Numbers including decimals Note: Do not enter amounts with positive/negative signs</p>
<p>Box 11a Non-qualified plans - section 457</p>	<p>Non-Qualified Plans - Section 457 refers to compensation deferred under a non-qualified deferred compensation plan governed by Section 457 of the Internal Revenue Code.</p>	<p>12</p>	<p>Numbers including decimals Note: Do not enter amounts with positive/negative signs</p>
<p>Box 11b Non-qualified plans - non section 457</p>	<p>Non-Qualified Plans - Non-Section 457 typically refers to compensation or benefits provided to employees that do not meet the requirements for tax-favored treatment under qualified retirement plans or Section 457 plans.</p>	<p>12</p>	<p>Alphabets and Numbers Acceptable Special Characters are # / & () - ' , . space</p>

<p>Box 12a Code</p>	<p>Report various types of compensation or benefits using specific codes</p>	<p>2</p>	<p>Allowed characters are A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z, AA, BB, CC, DD, EE, FF, GG, HH, II.</p> <p>A Uncollected social security or RRTA tax on tips</p> <p>B Uncollected Medicare tax on tips (but not Additional Medicare Tax)</p> <p>C Taxable cost of group-term life insurance over \$50,000</p> <p>D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)</p> <p>E Elective deferrals under a section 403(b) salary reduction agreement</p> <p>F Elective deferrals under a section 408(k)(6) salary reduction SEP</p> <p>G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan</p> <p>H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan</p> <p>J Nontaxable sick pay</p>
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		<p>K 20% excise tax on excess golden parachute payments</p> <p>L Substantiated employee business expense reimbursements</p> <p>M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only)</p> <p>N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only)</p> <p>P Excludable moving expense reimbursements paid directly to members of the Armed Forces</p> <p>Q Nontaxable combat pay</p> <p>R Employer contributions to an Archer MSA</p> <p>S Employee salary reduction contributions under a section 408(p) SIMPLE plan</p> <p>T Adoption benefits</p> <p>V Income from exercise of nonstatutory stock option(s)</p> <p>W Employer contributions (including employee contributions through a cafeteria plan) to an</p>
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			<p>employee's health savings account (HSA)</p> <p>Y Deferrals under a section 409A nonqualified deferred compensation plan</p> <p>Z Income under a nonqualified deferred compensation plan that fails to satisfy section 409A</p> <p>AA Designated Roth contributions under a section 401(k) plan</p> <p>BB Designated Roth contributions under a section 403(b) plan</p> <p>DD Cost of employer-sponsored health coverage</p> <p>EE Designated Roth contributions under a governmental section 457(b) plan</p> <p>FF Permitted benefits under a qualified small employer health reimbursement arrangement</p> <p>GG Income from qualified equity grants under section 83(i)</p> <p>HH Aggregate deferrals under section 83(i) elections as of the close of the calendar year</p>
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			II Medicaid waiver payments excluded from gross income under Notice 2014-7
Box 12a Amount	Enter the total of all amounts reported.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 12b Code	Enter the appropriate code representing specific types of compensation or benefits as defined by the IRS.	2	Allowed characters are A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z, AA, BB, CC, DD, EE, FF, GG, HH, II. A Uncollected social security or RRTA tax on tips B Uncollected Medicare tax on tips (but not Additional Medicare Tax) C Taxable cost of group-term life insurance over \$50,000 D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) E Elective deferrals under a section 403(b) salary reduction agreement F Elective deferrals under a section 408(k)(6) salary reduction SEP G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b)

			<p>deferred compensation plan</p> <p>H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan</p> <p>J Nontaxable sick pay K 20% excise tax on excess golden parachute payments</p> <p>L Substantiated employee business expense reimbursements</p> <p>M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only)</p> <p>N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only)</p> <p>P Excludable moving expense reimbursements paid directly to members of the Armed Forces</p> <p>Q Nontaxable combat pay</p> <p>R Employer contributions to an Archer MSA</p> <p>S Employee salary reduction contributions under a section 408(p) SIMPLE plan</p>
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			<p>T Adoption benefits</p> <p>V Income from exercise of nonstatutory stock option(s)</p> <p>W Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)</p> <p>Y Deferrals under a section 409A nonqualified deferred compensation plan</p> <p>Z Income under a nonqualified deferred compensation plan that fails to satisfy section 409A</p> <p>AA Designated Roth contributions under a section 401(k) plan</p> <p>BB Designated Roth contributions under a section 403(b) plan</p> <p>DD Cost of employer-sponsored health coverage</p> <p>EE Designated Roth contributions under a governmental section 457(b) plan</p> <p>FF Permitted benefits under a qualified small employer health</p>
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			reimbursement arrangement GG Income from qualified equity grants under section 83(i) HH Aggregate deferrals under section 83(i) elections as of the close of the calendar year II Medicaid waiver payments excluded from gross income under Notice 2014-7
Box 12b Amount	Report the dollar amount corresponding to the code entered in Box 12b.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

<p>Box 12c Code</p>	<p>Enter additional IRS-defined codes to report specific compensation or benefit types.</p>	<p>2</p>	<p>Allowed characters are A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z, AA, BB, CC, DD, EE, FF, GG, HH, II.</p> <p>A Uncollected social security or RRTA tax on tips</p> <p>B Uncollected Medicare tax on tips (but not Additional Medicare Tax)</p> <p>C Taxable cost of group-term life insurance over \$50,000</p> <p>D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)</p> <p>E Elective deferrals under a section 403(b) salary reduction agreement</p> <p>F Elective deferrals under a section 408(k)(6) salary reduction SEP</p> <p>G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan</p> <p>H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan</p> <p>J Nontaxable sick pay</p>
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			<p>K 20% excise tax on excess golden parachute payments</p> <p>L Substantiated employee business expense reimbursements</p> <p>M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only)</p> <p>N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only)</p> <p>P Excludable moving expense reimbursements paid directly to members of the Armed Forces</p> <p>Q Nontaxable combat pay</p> <p>R Employer contributions to an Archer MSA</p> <p>S Employee salary reduction contributions under a section 408(p) SIMPLE plan</p> <p>T Adoption benefits</p> <p>V Income from exercise of nonstatutory stock option(s)</p> <p>W Employer contributions (including employee contributions through a</p>
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			<p>cafeteria plan) to an employee's health savings account (HSA)</p> <p>Y Deferrals under a section 409A nonqualified deferred compensation plan</p> <p>Z Income under a nonqualified deferred compensation plan that fails to satisfy section 409A</p> <p>AA Designated Roth contributions under a section 401(k) plan</p> <p>BB Designated Roth contributions under a section 403(b) plan</p> <p>DD Cost of employer-sponsored health coverage</p> <p>EE Designated Roth contributions under a governmental section 457(b) plan</p> <p>FF Permitted benefits under a qualified small employer health reimbursement arrangement</p> <p>GG Income from qualified equity grants under section 83(i)</p> <p>HH Aggregate deferrals under section 83(i) elections as of</p>
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			<p>the close of the calendar year</p> <p>II Medicaid waiver payments excluded from gross income under Notice 2014-7</p>
Box 12c Amount	Specify the dollar amount linked to the code in Box 12c.	12	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>
Box 12d Code	Use IRS codes to identify other types of compensation or benefits not reported elsewhere.	2	<p>Allowed characters are A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z, AA, BB, CC, DD, EE, FF, GG, HH, II.</p> <p>A Uncollected social security or RRTA tax on tips</p> <p>B Uncollected Medicare tax on tips (but not Additional Medicare Tax)</p> <p>C Taxable cost of group-term life insurance over \$50,000</p> <p>D Elective deferrals under a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)</p> <p>E Elective deferrals under a section 403(b) salary reduction agreement</p> <p>F Elective deferrals under a section 408(k)(6) salary reduction SEP</p> <p>G Elective deferrals and employer contributions (including nonelective</p>

			<p>deferrals) to a section 457(b) deferred compensation plan</p> <p>H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan</p> <p>J Nontaxable sick pay</p> <p>K 20% excise tax on excess golden parachute payments</p> <p>L Substantiated employee business expense reimbursements</p> <p>M Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only)</p> <p>N Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (former employees only)</p> <p>P Excludable moving expense reimbursements paid directly to members of the Armed Forces</p> <p>Q Nontaxable combat pay</p> <p>R Employer contributions to an Archer MSA</p> <p>S Employee salary reduction contributions under a section</p>
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			<p>408(p) SIMPLE plan</p> <p>T Adoption benefits</p> <p>V Income from exercise of nonstatutory stock option(s)</p> <p>W Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)</p> <p>Y Deferrals under a section 409A nonqualified deferred compensation plan</p> <p>Z Income under a nonqualified deferred compensation plan that fails to satisfy section 409A</p> <p>AA Designated Roth contributions under a section 401(k) plan</p> <p>BB Designated Roth contributions under a section 403(b) plan</p> <p>DD Cost of employer-sponsored health coverage</p> <p>EE Designated Roth contributions under a governmental section 457(b) plan</p>
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			<p>FF Permitted benefits under a qualified small employer health reimbursement arrangement</p> <p>GG Income from qualified equity grants under section 83(i)</p> <p>HH Aggregate deferrals under section 83(i) elections as of the close of the calendar year</p> <p>II Medicaid waiver payments excluded from gross income under Notice 2014-7</p>
Box 12d Amount	Report the value associated with the code in Box 12d.	13	<p>Numbers including decimals</p> <p>Note: Do not enter amounts with positive/negative signs</p>
Box 13a Is statutory employee	Statutory Employee refers to an individual who meets specific criteria set by the IRS, allowing them to be treated as both an employee and an independent contractor for tax purposes.	5	<p>Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked)</p> <p>Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.</p>
Box 13b Is retirement plan	The Retirement plan provides details about contributions made to an employee's retirement savings account by their employer during the tax year.	5	<p>Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked)</p> <p>Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.</p>
Box 13c Third party sick pay	Third-Party Sick Pay refers to payments made by a third party, such as an insurance company or an employer's insurance	5	<p>Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked)</p>

	plan, to an employee who is unable to work due to illness or injury.		Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.
Box 14 Other	The Other field in Form W-2 typically serves as a catch-all category for any additional, non-standard compensation or deductions that don't fit neatly into the predefined boxes on the form.	100	Alphabets and Numbers Acceptable Special Characters are & () - ' , . #
State 1			
Box 15a State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 15a Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16a State wages, tips, etc 1	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 17a State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs

Box 18a Type of tax 1	Type of tax refers to the type of local tax withheld, such as city, county, or school district taxes, for accurate reporting to the local tax authority.	26	Allowed values - C, D, E, F. C - City income tax, D - Country income tax, E - School district income tax, F - Other income tax.
Box 19a Local wages, tips, etc 1	Local wages, tips, etc shows the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20a Local income tax 1	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 21a Locality name 1	The Locality Name refers to the city or locality where the wages were earned.	10	Alphabets and Numbers All special characters allowed
Box 18a Type of tax 2	Type of tax refers to the type of local tax withheld, such as city, county, or school district taxes, for accurate reporting to the local tax authority.	26	Allowed values - C, D, E, F. C - City income tax, D - Country income tax, E - School district income tax, F - Other income tax.
Box 19a Local wages, tips, etc 2	Local wages, tips, etc shows the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation	12	Numbers and Decimals (No Negative Amounts)

	earned within a specific local tax jurisdiction.		
Box 20a Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 21a Locality name 2	The Locality Name refers to the city or locality where the wages were earned.	10	Alphabets and Numbers All special characters allowed
State 2			
Box 15b State	Enter the U.S. State Name or State Code.	27	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 15b Employer state ID number	This refers to the state identification number of the payer.	20	Alphabets and Numbers Allowed special characters are / - space
Box 16b State wages	State Wages represents the total amount of wages subject to state income tax withholding for the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 17b State income tax	This indicates the total amount of state income tax that has been withheld from payments made to the employee over the tax year.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 18b Type of tax 1	Type of tax refers to the type of local tax withheld, such as city, county, or school district taxes, for accurate reporting to the local tax authority.	26	Allowed values - C, D, E, F. C - City income tax, D - Country income tax, E - School district income tax, F - Other income tax.

Box 19b Local wages, tips, etc 1	Local wages, tips, etc shows the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20b Local income tax 1	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =
Box 21b Locality name 1	The Locality Name refers to the city or locality where the wages were earned.	10	Alphabets and Numbers All special characters allowed
Box 18b Type of tax 2	Type of tax refers to the type of local tax withheld, such as city, county, or school district taxes, for accurate reporting to the local tax authority.	26	Allowed values - C, D, E, F. C - City income tax, D - Country income tax, E - School district income tax, F - Other income tax.
Box 19b Local wages, tips, etc 2	Local wages, tips, etc shows the total amount of wages subject to local taxes, as reported by an employer for an employee's compensation earned within a specific local tax jurisdiction.	12	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Box 20b Local income tax 2	Local Income Tax refers to the amount of local income tax withheld from an employee's wages by their employer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [] _ \ ! : ? =

Box 21b Locality name 2	The Locality Name refers to the city or locality where the wages were earned.	10	Alphabets and Numbers All special characters allowed
State Specific Fields (Enter values only if you choose the below states)			
Indiana			
IN-County Name1		50	Alphabets, Numbers, and Special Characters
IN-County Name2		50	Alphabets, Numbers, and Special Characters
Ohio			
OH-School District Number1		4	Numbers (Should not be more than 4 digits)
OH-School District Number2		4	Numbers (Should not be more than 4 digits)
Maryland			
MD-Employee Withholding allowances		2	Numbers (Should not be more than 2 digits)
MD- State Pickup Amount		10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Kansas			
KS-Employee Contribution to KPERS, KP&F, Judges		10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Maine			
ME-MEPERS Contribution		10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Massachusetts			

MA-MAPFML Contribution	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
Michigan		Do not enter values in the type of tax field.
Oregon		
OR-State Taxable wages for Statewide Transit Tax	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
OR-Statewide Transit Tax Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
OR-Date of 1st employed (Optional)	10	Alphabets and Numbers Acceptable Special Characters are / () - space
OR-Date of Separation (Optional)	10	Alphabets and Numbers Acceptable Special Characters are / () - space
New Jersey		
NJ-Private Family Leave Insurance Plan Number	14	Alphabets and Numbers All Special Characters
NJ-Family Leave Insurance Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-Private Disability Plan Number	14	Alphabets and Numbers All Special Characters
NJ-Disability Insurance Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs

NJ-UI, Workforce Dvlpt Prog, health Subsidy Withheld	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-Deferred Compensation Amount	10	Numbers including decimals Note: Do not enter amounts with positive/negative signs
NJ-Emp an active participant (for any part of the year) in a retirement plan?	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the employee.

Mississippi (MS)	99-9999999	9999-9999	99-9999999-9	99-9999999 9	-
Missouri (MO)	99999998	-	-	-	-
Montana (MT)	9999999-999-WTH	-	-	-	-
Nebraska (NE)	9999999	99999999	999999999	21-999999999	-
New Jersey (NJ)	999999999/999	999-999-999/999	-	-	-
New Mexico (NM)	99-999999-99-9	99-999999-999	-	-	-
New York (NY)	999999999	99999999-9	-	-	-
North Carolina (NC)	999999999	-	-	-	-
North Dakota (ND)	12345678901	-	-	-	-
Ohio (OH)	99-999999	99 999999	59 999999	-	-
Oklahoma (OK)	99-9999999	WTH-99999999-99	999999999	-	-
Oregon (OR)	9999999-9	-	-	-	-
Pennsylvania (PA)	9999 9999	999999999	-	-	-
Rhode Island (RI)	99-9999999	999999999	99999999999	-	-
South Carolina (SC)	999999999	99999999-9	-	-	-
Utah (UT)	12345678901WTH	99999999-999-WTH	-	-	-
Vermont (VT)	4309999999999F99	WHT12345678	-	-	-
Virginia (VA)	30V999999999F999	99-Z999999999F-999	99999999999	-	-
West Virginia (WV)	99999999	-	-	-	-
Wisconsin (WI)	369999999999999	036-9999999999-99	-	-	-

Error Handling

Once the data is uploaded, you can review the import summary. If there are any errors in the imported data, you can fix the errors by clicking **'Fix Error'** under the **'Action'** column. You'll also have the option to skip the errors and proceed with the success records.

If there are multiple errors, follow these steps to export and fix the errors.

1. To export the entries as a CSV file, click **'Export'** on the **'Import Summary'** page and download the file.

2. After fixing the errors, upload the file again and proceed with filing.

We recommend you follow the instructions carefully and double-check the information before uploading to avoid errors.