

**EMPLOYER'S QUARTERLY EARNED INCOME TAX RETURN
MAGNETIC MEDIA FILE LAYOUT**

File **MUST** be ASCII format, Comma (,) delimited with one (1) record per line
Microsoft Excel can be used to create the file for your magnetic media reporting
 Save File with the name as "Your Tax ID#" (ie. 1234567.csv or 12-3456789.csv)

Must be *.csv file

Media to be a 3 1/2 inch High Density 1.44 MB capacity diskette or CD

You can email the file to miffcotaxservice1@outlook.com

Subject line of Email must include Company Name

	REQUIRED	FIELD	LENGTH *5	FORMAT
A	Yes	Social Security Number (NO dashes)	9	000000000 in Text
B	Yes	Last Name	Up to 15	Text
C	Yes	First Name	Up to 15	Text
D	Yes	Middle Name or Initial	Up to 15	Text
E	Yes if employee has	Appellation (i.e. JR, SR, III)	Up to 5	Text
F	Yes	Address 1	Up to 30	Text
G	See Note # 6	Address 2	Up to 30	Text
H	Yes	City	Up to 25	Text
I	Yes	State	2	Text
J	Yes	Zip Code first 5 digits	5	00000 in Text
K	See Note # 6	Zip Code last 4 digits	4	0000 in Text
L	Yes	Tax Year	4	0000 in Text
M	Yes	Tax Quarter	1	0 in Text
N	Yes	Tax Amount Withheld this Quarter	Up to 9.2 decimals	000000000.00
O	Yes	Wages Paid This Quarter	Up to 9.2 decimals	000000000.00
P	See Note # 4	Employee PSD Code	6	000000 in Text
Q	See Note # 5	Employer PSD Code	6	000000 in Text

Notes:

- 1 - All **NUMERIC** fields (Withheld and Gross Wages) **MUST** contain decimal point.
 If using Excel format as number with two (2) decimals.
- 2- All other fields must be **TEXT** with leading zeros in Social Security, Zip, Year, Quarter and PSD Code Field/Column(s).
- 3 - If using Excel there **MUST** be a separate Column for each Field.
 Data must **NOT** be combined in one Column and Comma delimited in that Column.
 Excel will insert the commas for you when you go to "File" and use the "Save As" and select the "Save as type:" in "CSV (Comma delimited)".
- 4 - Pennsylvania Act 32 requires **Employee** Residence PSD Code **MUST** be used. Mifflin County School District Codes are listed on back of Quarterly form and Internet Web address is provided to determine all non Mifflin County School District codes. This Code is to be based on Municipality where employee resides.
- 5 - Pennsylvania Act 32 requires **Employer** Location PSD Code **MUST** be used. Mifflin County School District Codes are listed on back of Quarterly form and Internet Web address is provided to determine all non Mifflin County School District codes. This Code is to be based on Municipality where employee is **employed**.
- 6 - If there is no data available for this Field/Column you **MUST** provide a blank Field/Column.

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