

W-2 Submission Requirements for 2018

Transmittal Form: The Annual Wage Tax Reconciliation return is the only form that is transmitted with the W2's. No other transmittal form is required.

Filing Deadline: February 28, 2019

Submitting W2s: The W2's must be submitted electronically via our secure FTP site. The link to the secure FTP is: <https://ework.phila.gov/revenue/>. On the left side of this page, scroll to the bottom and you will see the section that says "Upload your W2 and 1099 forms".

When you upload your file, please include in your file name the following: the name of your company, the year, and your 7-digit City account number. After you successfully upload the W2 file, send the contact information to w2.1099@phila.gov.

The City will no longer accept CDs and other electronic media through the mail. Employers with more than 250 W2's cannot remit on paper. Employers with less than 250 employees are strongly encouraged to remit electronic files and not use paper resources.

Online filing of the 2018 Annual Wage Tax Reconciliation: If you file the 2018 Annual Wage Tax Reconciliation online, you must prepare an electronic W2 file and submit via the City's secure FTP site.

Record Format for W2 electronic file: Only the EFW2 (formerly MMREF-1) format is acceptable. This is the same format transmitted to the Social Security Administration, as stated in SSA Publication - Magnetic Media Reporting and Electronic Filing for 2018. PDF files are not acceptable.

The **RA**, **RE**, **RW** and **RS** records must be included. It is extremely important to follow exactly all Social Security Administration rules for displaying data. The following information must be included:

RE record (employer information):

Positions 222-248 – Employer Contact Name

Positions 249-263 – Employer Contact Phone Number

Positions 264-268 – Employer Contact Phone Extension

Positions 269-278 – Employer Contact Fax Number (If applicable enter the employers fax number including area code. Otherwise fill with blanks)

Positions 279-318 – Employer Contact E-Mail/Internet

RS record (employee information for State and Local levels):

If the employer is withholding Philadelphia Wage Tax on the employee, then the following positions are required (only include **Philadelphia** data - do not include data for other jurisdictions):

“**Tax Type Code**” – This code **must** equal “**C**” (position 308).

“**Local Taxable Wages**” – Positions 309 to 319 **must** equal Philadelphia Taxable Wages.

“**Local Income Tax Withheld**” – Positions 320 to 330 **must** equal Philadelphia Wage Tax Withheld.

“**State Control Number**” – Positions 331 to 337 **must** include the 7-digit Philadelphia Business Tax Account number.

File name specifications: When you upload the electronic W2 file to the City's website, please make sure that the file name includes the name of your company (or payroll service) and the tax year.

Questions: For inquiries concerning filing of W2's, send e-mail to revenue@phila.gov. Our current website for information on all taxes is: <https://beta.phila.gov/departments/department-of-revenue/>