

Electronic (EFW2) and Paper W-2 Reporting Requirements

- A reconciliation of tax withheld (Form 17) and related W-2s are required to be filed on or before the last day of February following any calendar year in which municipal income taxes have been withheld from employees. Unless submitted electronically, FORM 17 - RECONCILIATION OF INCOME TAX WITHHELD AND W-2/1099 TRANSMITTAL must accompany all W-2 forms or paper listings.
- A 1099 transmittal sheet is required to be filed on or before the last day of February following any calendar year in which 1099-NEC (replacing 1099-MISC in 2020 for non-employee compensation) forms are issued.
- For assistance call a RITA representative at the phone number listed above.

Changes in SSA Specifications

There are no record layout changes for tax year 2020.

For general information about employer wage reporting, visit SSA's employer website at ***www.socialsecurity.gov/employer***.

RITA Specifications

For employees that worked or lived in at least one RITA municipality, employers are required to report for each employee every municipality for which tax was withheld or should have been withheld.

- RITA uses Position 5-9 of the RS record, referred to as the "Taxing Entity Code" field as defined by SSA. Since this field's length is 5 and the current municipality code is three numeric characters, prefix the municipality code with "R" (RITA) and a zero. Refer to the RS record example listed further down in this document.
 - **Note: This is a recent change. The prior layout used the letters "RO". The new layout is alpha and numeric, "R0".**
- RITA uses Position 338-412 of the RS record, referred to as the "Supplemental Data 1" field as defined by SSA. This field's length is 75 characters and should be the municipality name for which tax was withheld or was required to be withheld and should be left justified.
- RITA uses Position 413-487 of the RS record, referred to as the "Supplemental Data 2" field as defined by SSA. This field's length is 75 characters and should be the State name for which tax was withheld or was required to be withheld and should left justified.
- A separate RS record should be used for each municipality when an employer withholds for more than one municipality or for both workplace and residence tax.

Media Return Policy

- RITA will not return media. All media submitted will be immediately destroyed.

Telephone Contacts for Help or Additional Information

- Business Compliance Manager 440.526.0900 Ext. 3216
- Chief of Taxation 440.526.0900 Ext. 3207
- Information Services Help Desk 440.526.0900 Ext. 5010

Paper Reporting

- **Employer W-2 submission specifications changed as required by Ohio Revised section (ORC) 718**, which updated certain requirements for the paper reporting of W-2s as described below.
- Businesses issuing 249 or less W-2 wage and tax statement forms should supply W-2 Copy 1 - For State, City, or Local Tax Department for each employee in which tax is withheld or should have been withheld for a RITA municipality. For each of these employees also provide the amount and name of every other municipality for which tax was withheld or should have been withheld from such employee if applicable. These businesses have the option of completing RITA's [Paper W-2 Reporting Layout](#) to meet the W-2 submission requirements.
- Any exception in lieu of the standard accepted W-2 form or RITA's [Paper W-2 Reporting Layout](#) must receive prior permission from RITA's Business Compliance Manager before submission of such lists.

Electronic Reporting

- All electronic reporting for W-2 Copy A information must conform to the Social Security Administration's electronic media reporting and filing guidelines (EFW2).
- A copy of the SSA EFW2 guidelines can be printed from the Social Security Administration website at www.ssa.gov/employer.
- **Employers with 250 or more W-2 Copy A forms must report using EFW2 guidelines. Login to [MyAccount](#) to test and upload W-2 EFW2 file. After the verification is complete, you can electronically submit your W-2's securely through this online application.**
- Employers with 250 or more W-2 Copy A forms who wish to report on paper W-2's must receive prior permission from RITA's Business Compliance Manager.
- Employers with less than 250 W-2 Copy A forms may report electronically, but must use the EFW2 guidelines.
- RITA does not accept submissions on CDs or USB drives. All CDs and USBs submitted will be immediately destroyed. Please login to [MyAccount](#) to test and upload your W-2 EFW2 file.

EFW2 Required Record Standard

NOTE: You may be required to report on Non-RITA municipalities, as indicated on the RITA Specifications and Paper Reporting sections. When reporting municipalities that are not members of RITA, positions 5-9 should be filled with zeros.

- Code RA submitter record (required) all EFW2 fields
- Code RE employer record (required) all EFW2 fields. RITA uses the following fields:

| POS | FIELD | LENGTH | SPECIFICATIONS |
|---------|-----------------------------|--------|---|
| 1-2 | RECORD IDENTIFIER | 2 | RE |
| 3-6 | TAX YEAR | 4 | |
| 8-16 | EMPLOYER IDENTIFICATION | 9 | EIN NUMBER |
| 31-39 | OTHER IDENTIFICATION NUMBER | 9 | BLANKS UNLESS DIFFERENT NUMBER FILING THAN 8-16 |
| 40-96 | EMPLOYER NAME | 57 | |
| 97-118 | LOCATION ADDRESS | 22 | |
| 119-140 | DELIVERY ADDRESS | 22 | |
| 141-162 | MUNICIPALITY | 22 | |
| 163-164 | STATE (POSTAL ABBREV) | 2 | OHIO = OH |
| 165-169 | ZIP CODE | 5 | |
| 170-173 | ZIP CODE EXTENSION | 4 | BLANK IF N/A |

- Code RW employee wage record (required) all (EFW2) fields
- Code RO employee wage record (optional) all (EFW2) fields
- Code RS state/municipality record (required) all (EFW2) fields. RITA uses the following fields:

| POS | FIELD | LENGTH | SPECIFICATIONS |
|---------|---------------------------------|--------|---|
| 1-2 | RECORD IDENTIFIER | 2 | RS |
| 3-4 | STATE CODE NUMERIC | 2 | OHIO = 39 |
| 5-9 | MUNICIPALITY CODE* | 5 | R + MUNI CODE - (Right justify and zero fill the muni code to 4 positions). |
| 10-18 | EMPLOYEE SOCIAL SECURITY NUMBER | 9 | AS ON SS CARD |
| 19-33 | EMPLOYEE FIRST NAME | 15 | AS ON SS CARD |
| 34-48 | EMPLOYEE MIDDLE NAME OR INITIAL | 15 | AS ON SS CARD |
| 49-68 | EMPLOYEE LAST NAME | 20 | AS ON SS CARD |
| 69-72 | LAST NAME SUFFIX | 4 | JR. OR SR. |
| 73-94 | LOCATION ADDRESS | 22 | SUITE# OR ROOM# |
| 95-116 | DELIVERY ADDRESS | 22 | |
| 117-138 | MUNICIPALITY | 22 | |
| 139-140 | STATE (POSTAL ALPHA) | 2 | |
| 141-145 | ZIP CODE | 5 | |

| | | | |
|---------|---------------------------|----|--|
| 146-149 | ZIP CODE EXTENSION | 4 | BLANK IF N/A. |
| 276-286 | STATE TAXABLE WAGES | 11 | |
| 287-297 | STATE INCOME TAX WITHHELD | 11 | |
| 308 | TYPE OF TAX WITHHELD | 1 | C=EMPLOYMENT MUNICIPALITY R= RESIDENCE MUNICIPALITY |
| 309-319 | LOCAL TAXABLE WAGES | 11 | RIGHT JUSTIFY AND ZERO FILL |
| 320-330 | LOCAL INCOME TAX WITHHELD | 11 | RIGHT JUSTIFY AND ZERO FILL |
| 338-412 | SUPPLEMENTAL DATA 1 | 75 | MUNICIPALITY NAME |
| 413-487 | SUPPLEMENTAL DATA 2 | 75 | STATE NAME |

*** When reporting municipalities that are not members of RITA, positions 5-9 should be filled with zeros.**

- Code RT total record (required) all (EFW2) fields
- Code RU total record (required) all (EFW2) fields
- Code RF final record (required) all (EFW2) fields

Examples of RS Records

The Local Taxable wages and Local Income Tax withheld should reflect the wages earned and Tax Paid for each individual.

EXAMPLE 1 - Reporting multiple workplace locations.

Multiple RS records are used to report the state and local wages.

If the Employee Earned Wages in the following municipalities:

\$10,000.55 in Brecksville
 \$15,456.28 in Middleburg Heights
 \$20,000.00 in Cleveland (Non-RITA Municipality)

There would be (3) RS Records:

(A) Information in characters 1 thru 4 and 10 thru 307 would be the same in all 3 Records.

(B) For Brecksville, the unique information is as follows:

| | |
|---------------|-------------------------------|
| Pos 5-9 | R0130 |
| Pos 308 | C |
| Pos 309 – 319 | 00001000055 |
| Pos 320 – 330 | 00000020001 (Reflects 2% Tax) |
| Pos 338 – 412 | BRECKSVILLE (Left Justified) |
| Pos 413 – 487 | OHIO (Left Justified) |

(C) For Middleburg Heights, the unique information is as follows:

| | |
|---------------|-------------------------------------|
| Pos 5-9 | R0500 |
| Pos 308 | C |
| Pos 309 – 319 | 00001545628 |
| Pos 320 – 330 | 00000030913 (Reflects 2% Tax) |
| Pos 338 – 412 | MIDDLEBURG HEIGHTS (Left Justified) |
| Pos 413 – 487 | OHIO (Left Justified) |

(D) For Cleveland, the unique information is as follows:

| | |
|---------------|---------------------------------|
| Pos 5-9 | 00000 |
| Pos 308 | C |
| Pos 309 – 319 | 00002000000 |
| Pos 320 – 330 | 00000050000 (Reflects 2.5% Tax) |
| Pos 338 – 412 | CLEVELAND (Left Justified) |
| Pos 413 – 487 | OHIO (Left Justified) |

EXAMPLE 2 - Reporting Workplace and Residence Tax Withheld.

NOTE : Wages should not be repeated for the residence tax withheld.

If the employee earned wages in their work municipality of Strongsville and lives in North Royalton, two RS records are used.

(A) Information in characters 1 thru 4 and 10 thru 307 would be the same in both records.

(B) For Strongsville (Work Municipality), the first RS record, the unique information is as follows:

| | | |
|---------------|--------------|----------------------|
| Pos 5-9 | R0780 | (Taxing Entity Code) |
| Pos 308 | C | (Tax type Code) |
| Pos 309 – 319 | 00001000055 | (Wages) |
| Pos 320 – 330 | 00000020001 | (Reflects 2% Tax) |
| Pos 338 – 412 | STRONGSVILLE | |
| Pos 413 – 487 | OHIO | |

(C) For North Royalton (Residence Municipality) the unique information is as follows:

| | | |
|---------------|----------------|------------------------------------|
| Pos 5-9 | R0570 | (Taxing Entity Code) |
| Pos 308 | R | (Tax type Code) |
| Pos 309 – 319 | 00000000000 | (Do not repeat the Wages) |
| Pos 320 – 330 | 00000007500 | (Reflects 2% Tax minus tax credit) |
| Pos 338 – 412 | NORTH ROYALTON | |
| Pos 413 – 487 | OHIO | |

Electronic Filing Requirements for 1099-MISC/NEC Information

- Employers with 250 or more 1099-MISC/NEC forms.
- Employers currently filing 100 or more 1099- MISC/NEC forms electronically with SSA.
- Employers not required to file electronic 1099- MISC/NEC forms must file paper copies with RITA.
- Employers that want to file any amount of 1099- MISC/NEC forms electronically, may do so.
- RITA does not accept submissions on CDs or USB drives. All CDs and USBs submitted will be immediately destroyed.

Required Records for 1099-MISC Electronic Reporting

Record specifications are found in IRS publication 1220.

- Record A all fields that are required in pub 1220.
- Record B all fields that are required in pub 1220.
- Record C all fields that are required in pub 1220.
- Record K all fields that are required in pub 1220.
- Record F all fields that are required in pub 1220.

Payer “A” Record RITA Required Codes

| <u>POS</u> | <u>FIELD</u> | <u>LENGTH</u> | <u>CODE</u> |
|-------------------|---------------------|----------------------|---|
| 26-27 | TYPE OF RETURN | 2 | A= 1099-MISC (left justify and fill unused positions with blanks) |
| 28 | AMOUNT CODE | 1 | 1 = RENTS |
| 30 | AMOUNT CODE | 1 | 3= OTHER INCOME |
| 36 | AMOUNT CODE | 1 | B= EXCESS GOLDEN PARACHUTE PAYMENT |
| 40 | AMOUNT CODE | 1 | G= PRIOR YEAR NONEMPLOYEE COMPENSATION (NEC) (TY2019 AND EARLIER) |
| 40- 43 | AMOUNT CODE | 3 | (3) BLANK SPACES |

Payee “B” Record RITA Required Amount Fields

| <u>POS</u> | <u>FIELD</u> | <u>LENGTH</u> | <u>CODE</u> |
|-------------------|---------------------|----------------------|--|
| 55-66 | PAYMENT AMOUNT 1 | 12 | RENTS |
| 79-90 | PAYMENT AMOUNT 3 | 12 | OTHER INCOME |
| 175-186 | PAYMENT AMOUNT B | 12 | EXCESS GOLDEN PARACHUTE PAYMENT |
| 235-246 | PAYMENT AMOUNT G | 12 | PRIOR YEAR NONEMPLOYEE COMPENSATION (NEC) (TY2019 AND EARLIER) |

- End of payer “A” record (fields as required by IRS)
- End of payer “B” record (fields as required by IRS)
- End of transmission “F” record (fields as required by IRS)

Required Records for 1099- NEC Electronic Reporting

Record specifications are found in IRS publication 1220.

- Record A all fields that are required in pub 1220.
- Record B all fields that are required in pub 1220.
- Record C all fields that are required in pub 1220.
- Record F all fields that are required in pub 1220.

Payer “A” Record RITA Required Codes

| <u>POS</u> | <u>FIELD</u> | <u>LENGTH</u> | <u>CODE</u> |
|-------------------|---------------------|----------------------|------------------------------|
| 26-27 | TYPE OF RETURN | 2 | <u>NE = 1099 NEC</u> |
| 28 | AMOUNT CODE | 1 | 1 = NONEMPLOYEE COMPENSATION |
| 29- 43 | AMOUNT CODE | 15 | (15) BLANK SPACES |

Payee “B” Record RITA Required Amount Fields

| <u>POS</u> | <u>FIELD</u> | <u>LENGTH</u> | <u>AMOUNT FIELD</u> |
|-------------------|---------------------|----------------------|---|
| 55-66 | PAYMENT AMOUNT 1 | 12 | NONEMPLOYEE COMPENSATION |
| 67-246 | PAYMENT AMOUNTS | 180 | UNUSED FIELDS - FILL WITH ZEROS PER IRS PUB.1220 |

- End of payer “A” record (fields as required by IRS)
- End of payer “B” record (fields as required by IRS)
- End of transmission “F” record (fields as required by IRS)