

Beginning January 1, 2021, all employer withholding reporting requirements, including W-2 records, must be submitted electronically. Failure to file electronically may result in filing penalties.

Acceptable electronic formats include EFW2 and CSV files. All files must include local wages and local tax withheld. W-2 records must be submitted via Quick Tax at kcmo.gov/quicktax.

W-2 ELECTRONIC FILING SPECIFICATIONS

ALL W-2 SUBMITTALS ARE DUE BY JANUARY 31

We accept the Social Security Administration's electronic filing format. **However, files MUST include local wages and local tax withheld.** Specifications for filing forms W-2 Electronically (EFW2), Publication No. 42-007 can be found at socialsecurity.gov/employer. Files must be uploaded via the online Quick Tax portal at kcmo.gov/quicktax. The Revenue Division accepts EFW2 or CSV file formats. The following records are required:

RA	Must be the first record on each file
RE	All fields, one for each company in the file followed by RW and RS records
RW	Name/address wages and Medicare wages
RS	Name/address and state wages, local wages and tax information Local wages (position 309-319) and local tax withheld (position 320-330) These fields are REQUIRED FOR KCMO, although OPTIONAL for SSA and IRS
RT	Final Record

EFW2 FORMATTING REQUIREMENTS

EFW2 (512 byte format)

The file must include the "RA", "RE", "RS" and "RW" records. An example of a correctly formatted EFW2 file is below.

RA000015170XXXXX	1414	0	99MARKET CORPORATION	MAILSTOP NCD-0280	PO BOX 9401	MINNEAPOLIS	
RE2008	000015170	0	MARKET CORPORATION	MAILSTOP NCD-0280	PO BOX 9401	MINNEAPOLIS	
RW0000000000	ROSE	MARIE	DISENS	9808 N FARLEY AVE	KANSAS CITY	MO641577636	
RS29	002561700	ROSE	MARIE	DISENS	9808 N FARLEY AVE	KANSAS CITY	MO641577636
RW0000000001	BRADLEY	SCOTT	ELLISON	1940 W 138TH TER	LEAWOOD	KS662244242	
RW0000000002	BETH	ANN	CURASIO	2133 WINDING WOODS DR	LIBERTY	MO640689485	
RS29	0000000002	BETH	ANN	CURASIO	2133 WINDING WOODS DR	LIBERTY	MO640689485
RW010000003	JAMES	SCOTT	HOULETT	13902 GRANDBORO LN	APTGRANDVIEW	MO640303922	
RS29	010000003	JAMES	SCOTT	HOULETT	13902 GRANDBORO LN	APTGRANDVIEW	MO640303922
RW0000000004	KRISTEN	NICOLE	CASSELLATIS	720 COTTONWOOD CT	LIBERTY	MO640687413	
RS29	0000000004	KRISTEN	NICOLE	CASSELLATIS	720 COTTONWOOD CT	LIBERTY	MO640687413

Please note the following:

- The EFW2 file must have a .txt extension;
- Data must be recorded in standard ASCII code;
- Records must be a fixed length of 512 bytes for EFW2 (see SSA Publication no. 42-007): do not use delimiter character commas;
- File name should include name of employer or the name of the payroll company/accounting firm if the file contains more than one employer.

CSV FORMATTING REQUIREMENTS

Files must be uploaded via the online Quick Tax portal at kcmo.gov/quicktax.

- Data must be created/formatted as a CSV file in Microsoft Excel;
- Delimiter character commas (,) must not be used. DO NOT USE COMMAS IN ANY FIELD;
- All CSV files must have a .csv extension.
- File name should include the employer's name or the name of the payroll company/accounting firm if the file contains more than one employer.

An example of a correctly formatted CSV file is below. The header row is for demonstration purposes only (do not include a header row in your file). To watch a short video on how to create a CSV file go to kcmo.gov/tax.

Employee SSN	Tax Year	Employee Last Name	Employee First Name	Middle Initial	Taxable Wages	Local Taxes Withheld	Employer Federal EIN	Local Wages	Medicare Wages	Employees Zip Code
999999999	21	TAXPAYER	JANE	A	3000000	30000	123456789	3000000	3000000	64106

Please note the following:

- Only files formatted correctly will be accepted;
- All money fields must be dollars and cents (2 digits on right are cents);
- Do not include alpha or special characters.

Please see the field formatting requirements below.

Field	Length	Requirements
Employee SSN	9	Numeric only. No hyphens. If not available, enter "1" Example: 999999999
Tax Year	2	Example: For 2021, enter "21"
Employee Last Name	11	N/A
Employee First Name	9	N/A
Employee Middle Init	1	All caps
Taxable Wages	N/A	The last two digits on the right are cents Example: For \$30,000.00, enter 3000000
Local Taxes Withheld	N/A	The last two digits on the right are cents Example: For \$300.00, enter 30000
Employee Federal EIN	9	Numeric only. No hyphens. Example: 123456789
Local Wages	N/A	The last two digits on the right are cents Example: \$30,000.00 would appear as 3000000
Medicare Wages	N/A	The last two digits on the right are cents Example: \$30,000.00 would appear as 3000000
Employee Zip Code	10	Only the first five digits are required. If you enter the complete zip code you must use a hyphen. Example: 64106-0000