

This format needs comma-separated fields.

EMPLOYER INFORMATION (LINE 1)

COLUMN NUMBER	FIELD
1	"E"
2	Tax Year (2 digits only)
3	Tax Quarter (last month of the quarter, 03, 06, 09, 12)
4	Employer Federal ID (blank if unknown)
5	Employer/Other Collector Name
6	Employer/Collector Address
7	Employer/Collector City
8	Employer/Collector State
9	Employer/Collector Zip Code. Must be either 5 numeric digits OR 5 numeric digits + dash + 4 numeric digits. (Examples of valid values are "18018" and "18018-9999".)
10	Employer/Collector HAB ID (blank if unknown)
11	Employer HAB Juris number (blank if unknown)

EMPLOYEE INFORMATION (Line 2 and subsequent lines)

COLUMN NUMBER	FIELD
1	Employee Social Security Number (Numeric digits only – no dashes. Enter the letter "L" if unknown.)
2	Employee Name
3	Employee Address
4	Employee City
5	Employee State
6	Employee Zip Code. Must be either 5 numeric digits OR 5 numeric digits + dash + 4 numeric digits. (Examples of valid values are "18018" and "18018-9999".)
7	Tax Year (2 digits)
8	Tax Quarter (last month of the quarter, 03, 06, 09, 12)
9	Employee Wages (Decimal point required if not whole dollars; otherwise, numeric digits only – no quotes, dollar signs, commas, etc.)
10	Employee Taxes (Decimal point required if not whole dollars; otherwise, numeric digits only – no quotes, dollar signs, commas, etc.)
11	Employee HAB Juris number (blank if unknown)