

Keystone Collections Group

Employer Upload – PA Standard File Format

General information about the data field

- Your file name should have an extension of .txt or .csv
- If you are uploading your file to our KSL site, other file naming conventions may apply.
- Alpha/numeric fields should be left-justified and right-padded with spaces. Always use upper case.
- Numeric/currency fields should have only numbers. Fields must be Right-justified and left-padded with zeroes (0). Include both dollars and cents with the decimal point assumed (example: \$56.29 = 00000005629).
- If you have no data for a field, fill with spaces.
- Records submitted must use carriage return line feed characters to terminate each line of data.
- EIN/SSN should only have numeric characters. Hyphens should be omitted.
- When entering names do NOT include any titles (ex: Mr., Mrs., Dr., etc.).
- When reversing an amount previously submitted, enter a negative (-) before the dollar amount.

Zero Dollar Quarterly Filing

- Employers are required to file a report every quarter even if no local tax is withheld.
- To file a zero dollar withholding include an RE record, NO RS record, an RT and RF.

Record Layouts and Description

Submitter Record (RA) - Required

- Must be the first data record on each file.

Employer Record (RE) - Required

- The first Employer Record (RE) must follow the Submitter Record (RA).
- Following the last State Wage Record (RS) for an employer, create a Totals Record (RT) and then create one of the following:
 - Employer Record (RE) for the next employer in the submission; or
 - Final Record (RF) if this is the last report in the submission.
- When the same employer information applies to multiple State Wage Records (RS), group them together under a single Employer Record (RE) except where filing for different locations. Unnecessary RE Records can cause serious processing errors or delays.

State Wage Record (RS) - Required

- One or more State Wage Records (RS) must follow the Employer Record (RE).

Total Records (RT) - Required

- A Total Record (RT) must be generated for each Employer Record (RE)
- The RT must immediately follow the last State Wage Record (RS) for that employer.
- The RT must contain the totals for all State Wage Records (RS) reported under each Employer Record (RE).

Final Record (RF) - Required

- Must be the last record on the file and must appear only once on each file.
- The RF must contain the total number of all State Wage Records (RS) reported in the file.
- No data should be recorded after the Final Record (RF).

Submitter Record (RA)

Position	Field Name	Length	Field Specification	Example
1 - 2	Record Identifier	2	CONSTANT 'RA'	Ex: RA
3 - 11	Submitter's Employer Id no (EIN)	9	Required	Ex: 251834567
12 - 37	Filler	26	Not Required	Ex: Fill with spaces
38 - 94	Company Name	57	Required	Ex: PAYROLL SERVICES INC
95 - 116	Location Address	22	Optional (if available)	
117 - 138	Delivery Address	22	Required	Ex: 100 MAIN ST
139 - 160	City	22	Required	Ex: GREENSBURG
161 - 162	State Abbreviation	2	Required	Ex: PA
163 - 167	ZIP Code	5	Required	Ex: 15601
168 - 171	ZIP Code Extension	4	Optional	Ex: 1234
172 - 395	Filler	224	Not Required Fill with spaces	
396 - 422	Contact Name	27	Required.	Ex: STEVEN VELLA
423 - 437	Contact Phone Number	15	Required	Ex: 000004128345678
438 - 442	Contact Phone Extension	5	Optional (if available)	Ex: 00001
443 - 445	Blank	3	Fill with spaces	
446 - 485	Contact E-Mail/ Internet	40	Optional (if available)	Ex: SERVEN@EMAIL.COM
486 - 488	Blank	3	Fill with spaces	
489 - 498	Contact Fax	10	Optional (if available)	Ex: 4128349630
499 - 512	Filler	14	Not Required Fill with spaces	

Employer Record (RE)

Location	Field	Length	Specification	Example
1 - 2	Record Identifier	2	CONSTANT 'RE'	Ex: RE
3 - 6	Tax Year	4	Required	Ex: 2010
7	Tax Quarter	1	Required	Ex: 1, 2, 3 or 4
8 - 16	Employer Identification Number (EIN)	9	Required	Ex: 257418529
17 - 28	Employer Tax Account Number	12	Not Required Fill with spaces	
29 - 39	Filler	11	Not Required Fill with spaces	
40 - 96	Employer Name	57	Required	Ex: NEWCO
97 - 118	Location Address	22	Optional (if available)	Ex: STE 1000
119 - 140	Delivery Address	22	Required	Ex: 546 WENDEL ROAD
141 - 162	City	22	Required	Ex: IRWIN
163 - 164	State Abbreviation	2	Required	Ex: PA
165 - 169	ZIP Code	5	Required	Ex: 15642
170 - 173	ZIP Code Extension	4	Optional (if available)	Ex: 1234
174	Record Change Notice	1	0 for new or no change. 1 to indicate a change to Name, Address or Jurisdiction	
175 - 178	Filler	4	Not Required Fill with spaces	
179 - 201	Foreign State / Province	23	If applicable, otherwise blanks. Left justify	
202 - 216	Foreign Postal Code	15	If applicable, otherwise blanks. Left justify	
217 - 218	Country code	2	If applicable, otherwise blanks. Left justify	
219 - 221	Filler	3	Not Required Fill with spaces	
222 - 227	Employer's PSD Code	6	Required for EIT and LST. This PSD code identifies the jurisdiction for which taxes are filed. A 6 digit number	Ex: 650693
228	Monthly Filing Indicator	1	Optional	"M" if filing Monthly "Q" if filing Quarterly
229 - 234	Reporting Period	6	Required Period Ending Date. 4 digit year and 2 digit month to identify the last day of the filing period for this report.	Ex: 201203 Ex for W2: YYYY12
235	Tax Type	1	Required: E = EIT; L = LST or W = W2	Ex: E
236 - 246	Employer Total School District Only Payments	11	Required for LST. Otherwise fill with spaces.	Ex: Right justify and zero fill. No decimal point. If there is no School District Only Payment, then zero fill.
247 - 253	Employer Total Number of Exemptions	7	Required for LST. Otherwise fill with spaces.	Ex: Right justify and zero fill. No decimal point.
254 - 512	Filler	259	Not Required Fill with spaces	

Employee Wage Record (RS)

Location	Field	Length	Specification	Example
1 - 2	Record Identifier	2	CONSTANT 'RS'	Ex: RS
3 - 9	Filler	7	Not required Fill with spaces	
10 - 18	Social Security Number (SSN)	9	Required	Ex: 195123456
19 - 33	Employee First Name	15	Required	Ex: MARK
34 - 48	Employee Middle Name or Initial	15	Optional (if available)	Ex: L
49 - 68	Employee Last Name	20	Required	Ex: ROSS
69 - 72	Suffix	4	Optional (if available)	Ex: JR
73 - 94	Employee Location Address	22	Optional (if available)	Ex: APT 12
95 - 116	Employee Delivery Address	22	Required	Ex: 1500 FIRST ST
117 - 138	City	22	Required	Ex: GREENSBURG
139 - 140	State Abbreviation	2	Required	Ex: PA
141 - 145	ZIP Code	5	Required	Ex: 15601
146 - 149	ZIP Code Extension	4	Optional (if available)	Ex: 1234
150 - 154	Filler	5	Not Required Fill with spaces	
155 - 177	Foreign State / Province	23	If applicable, otherwise blanks. Left justify	
178 - 192	Foreign Postal Code	15	If applicable, otherwise blanks. Left justify	
193 - 194	Country code	2	If applicable, otherwise blanks. Left justify	
195	Filler	1	Not Required Fill with spaces	
196	Record Change Notice	1	0 for new or no change. 1 to indicate a change to Name, Address or Jurisdiction	Ex: 0
197 - 202	Reporting Period	6	Required	Ex: 032010 for Jan-Mar of 2010 Ex for W2: 12YYYY
203 - 273	Filler	71	Not Required.	Ex: Fill with spaces
274 - 275	State Code	2	Optional	
276 - 286	State Taxable Wages	11	Optional	
287 - 297	State Income Tax Withheld	11	Optional	
298 - 307	Filler	10	Not Required.	Ex: Fill with spaces
308	Tax Type	1	Required. "E" = EIT; "L" = LST or "W" = W-2	Ex: E
309 - 319	Local Taxable Wages	11	Required	Ex: Right justify and zero fill. No decimal point.
320 - 330	Local Income Tax Withheld	11	Required	Ex: Right justify and zero fill. No decimal point.
331 - 337	State Control Number	7	Optional	
338 - 343	Employee's Taxing Jurisdiction (PSD Code)	6	Enter employee's jurisdiction	Ex: Right justify and zero fill.
344 - 354	School District Only Payment	11	Required for LST. Otherwise fill with spaces.	Ex: Right justify and zero fill. No decimal point. If there is no School District Only Payment, fill with zero.
355 - 512	Filler	158	Not required.	Ex: Fill with spaces

Totals Record (RT)

Location	Field	Length	Specification	Example
1 - 2	Record Identifier	2	CONSTANT 'RT'	Ex: RT
3 - 9	Number of RS Records for preceding Employer	7	Required	Ex: Right justify, fill with zeros and no decimals
10 - 24	Total Local Wages, Tips and Other Compensation	15	Required	Ex: Right justify, fill with zeros and no decimals
25 - 39	Total Local Income Tax Withheld	15	Required	Ex: Right justify, fill with zeros and no decimals
40 - 512	Filler	473	Not required	Ex: Fill with spaces

Final Record (RF)

Location	Field	Length	Specification	Example
1 - 2	Record Identifier	2	CONSTANT 'RF'	Ex: RF
3 - 7	Filler	5	Not required	Ex: Fill with spaces
8 - 16	Number of RS Records	9	Required	Ex: Right justify, fill with zeros and no decimals
17 - 31	Total Taxable Wages	15	Required	Ex: Right justify, fill with zeros and no decimals
32 - 46	Total Tax Withheld	15	Required	Ex: Right justify and zero fill. No decimal point.
47 - 512	Filler	466	Not required Fill with spaces	