

**City of Pittsburgh
Employer's Summary of Tax Withheld
Forms: WTE-3 and W-2**

The only media accepted is CD-ROM or Diskette.

INSTRUCTIONS

- (1) Employers with 250 employees or more should file W-2 information using one of the media options listed.
- (2) Employers must complete and submit a Form WTE-3.
- (3) Submit W-2's and /or W-2 information for each employee with City residency and/or employees with withholdings paid to the City and School District.
- (4) Exclude non City Residents with the exception of nonresidents with Pittsburgh tax withheld.
- (5) Deadline for submission: February 28.

HARD COPY SUBMISSION (Less than 250 employees)

Burst, cut and collate all W-2's with the completed WTE-3 form.
Combine City and School total withheld and submit one W-2 per applicable employee.
If City and School amounts are submitted separately, each must be clearly labeled.
More than one W-2 per employee will be accepted when the multiple tax forms are stapled together.
Two sided W-2's will NOT be accepted.

COMPUTER PRINTOUT

We will no longer accept computer printouts of W-2 information please use one of the other options available.

MEDIA SUBMISSION (More than 250 employees)

A completed and signed WTE-3 form must be submitted with all media.

W-2 file media options:

CD-ROM	Diskette
Ascii txt File	3 1/2 " 1.44 MB Floppy DOS/PC Format ASCII Text

Please see reverse side for the specifications that must be used to compile this information on media.

City of Pittsburgh Requirements for W-2 Media		
Heading	Description	Format
Employer Record		
Employer Record Indicator	Has a value : E	Char(1)
Filler	Space	Char(1)
Employer's Account No	Account # with which the employer is registered with the City of Pittsburgh.	Char(9)
FID	Employer's FID number.	Char(9)
Tax Year	Tax Year for which the W-2s are being submitted.	Number(4)
Filler	Space	Char(203)
Employee/Wage Record		
Employee/Wage Record Indicator	Has a value : W	Char(1)
Filler	Space	Char(1)
SSN	Employee's SSN	Char(9)
Name	Employee's Name(in the format first, last & middle)	Char(40)
Street Address	Includes Street Number and Street Name	Char(40)
City	Employee's City Name - example Pittsburgh	Char(25)
State Code	Employee's State Name - Example PA	Char(2)
Zip	Employee's Zip Code	Char(5)
City Earnings	Amount of money earned by employee while resident of the City of Pittsburgh	Number(12,2)
City Tax Withheld	City of Pittsburgh tax withheld for each employee.	Number(12,2)
School Earnings	Amount of money earned by employee while resident of the School District of Pittsburgh	Number(12,2)
School Tax Withheld	School District of Pittsburgh tax withheld for each employee.	Number(12,2)
Non PA Earnings	Amount of money earned by employee who is a Non Resident of Pa but who worked at a City of Pittsburgh location.	Number(12,2)
Non PA Tax Withheld	Non Resident of Pa Tax withheld and paid to the City of Pittsburgh.	Number(12,2)
Total Earnings	Total earnings whether or not employee lived in the City of Pittsburgh full or part time. This should only be for employees who were liable for City of Pittsburgh or School District of Pittsburgh taxes sometime during the year.	Number(12,2)
Total Tax Withheld	Total amount of Tax Withheld and paid to the City of Pittsburgh. This should only be for those employees who have had taxes withheld for the City of Pittsburgh and School District of Pittsburgh.	Number(12,2)
Monetary fields not containing any data should contain zero amount instead of being filled with blanks.		
Monetary fields are of total size 13, including decimal.		
The cents in the amount should be separated from dollar value by a decimal. E.g.. 0000049122.50		
The tape can contain multiple Employer records, each followed by at least one Employee record.		
Total Employer Record Length: 24, with following 203 spaces.		
Total Employee/Wage Record Length: 227		
Employee Name to be formatted as First, Last and Middle.		
Each record should be on a separate new line.		