

City of Mansfield, Income Tax Division

P.O. Box 577
Mansfield, OH 44901
419-755-9711

Magnetic Media for W2 Reporting

This information is being provided to assist Mansfield employers in preparation of magnetic media for W2 reporting to the Mansfield Income Tax Division. City ordinance requires Mansfield employers with 100 or more employees to file W2s using magnetic media. Beginning with tax year 2001, the Social Security Administration has defined a new format, MMREF-1, for W2 reporting. The City of Mansfield will accept the new MMREF-1 format, but will also continue to accept the old TIB-4 formats. The City of Mansfield is continuing to support the TIB-4 formats as a convenience to those employers who in prior years had to customize their payroll packages to be in compliance with the Mansfield ordinance. Also, please note below that the City will accept any of the three record formats on 3.5" floppy disk. If you have any questions, please call the Income Tax Division at the number listed above.

9 Track Reel Tape

Width: _ inch
Character set: EBCDIC or ASCII
Density: 1600 or 6250 bpi
Record length: MMREF-1(512 bytes) or TIB-4(275 bytes)

Tape Cartridge

Device: IBM 3490E or IBM 3570
Character set: EBCDIC or ASCII
Density: 3490E, 3480, 3570
Record length: MMREF-1(512 bytes) or TIB-4(275 bytes)

Diskette Specifications

Size: 3.5" floppy disk
Character set: ASCII
Density: Double or high density
Record length: MMREF-1(512 bytes) or TIB-4(275 bytes) or TIB-4(128 bytes)
O/S: MS-DOS

General Information

File name: W2REPORT Do not compress the file.
Alphanumeric fields should be left justified and filled with blanks to the right.
Use upper case for letters A through Z..
Numeric fields should be right justified and zero filled to the left.
Numeric fields should contain only the characters 0 through 9.
Dollar amounts are assumed to have 2 decimal positions.
In numeric fields, the following are NOT allowed: dollar signs, decimal points, commas,
negative amounts or packed numbers..

In addition to employee info (ssn, name, address, etc), please be aware of the required fields for taxing entity, tax type code, city wages and city tax withheld. If an employee's wages are reportable to Mansfield, we recommend that you use "MANSF" for taxing entity. You must use code "C" for tax type.

SSA Publication	MMREF-1	TIB-4 tape	TIB-4 disk
Record length	512	275	128
Record Type	"RS"	"S"	"2S"
Taxing Entity="MANSF"	posn 5-9	posn 219-223	posn 88-92
Tax Type Code = "C"	posn 308	posn 218	posn 87
Mansfield Wages	posn 309-319	posn 224-232	posn 93-101
Mansfield Tax Withheld	posn 320-330	posn 233-239	posn 102-108

Complete specifications for MMREF-1 can be found online at <http://www.ssa.gov/employer>

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MMREF-1 Format for Mansfield, Ohio
for Tax Year 2004

Below are the minimum record requirements for the City of Mansfield to process your employee W2s using the MMREF-1 format as defined by the Social Security Administration. Complete specifications for the MMREF-1 format can be found online at <http://www.ssa.gov/employer>.

Required and optional records

Code RA	Submitter Record	Optional
Code RE	Employer Record	Required
Code RW	Employee Wage Record	Optional
Code RO	Employee Wage Record	Optional
Code RS	City Record	Required
Code RT	Total Record	Required
Code RU	Total Record	Optional
Code RF	Final Record	Required

Code RE - Employer Record

LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "RE".
3-6	Tax Year	4	Tax year, 4 digits.
7	Not required	1	Blanks.
8-16	Employer's EIN	9	Employer's EIN.
17-39	Not required	23	Blanks.
40-96	Employer's Name	57	Employer's name.
97-512	Not required	416	Blanks.

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Code RS - City Record

LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "RS".
3-4	Not required	2	Blanks.
5-9	Taxing Entity Code	5	Constant "MANSF".
10-18	SSN	9	Employee's social security number.
19-33	First Name	15	Employee's first name.
34-48	Middle Name	15	Employee's middle.
49-68	Last Name	20	Employee's last name.
69-72	Suffix	4	Employee's suffix, e.g. SR, JR.
73-94	Location Address	22	Employee's location address.
95-116	Delivery Address	22	Employee's delivery address.
117-138	City	22	Employee's city.
139-140	State Abbreviation	2	Employee's state.
141-145	Zip Code	5	Employee's zip code.
146-149	Zip Code Extension	4	Employee's 4 digit extension to zip code.
150-307	Not required	158	Blanks.
308	Tax Type Code	1	Constant "C" (for city tax).
309-319	City Taxable Wages	11	Mansfield taxable wages.
320-330	City Income Tax Withheld	11	Mansfield income tax withheld.
331-512	Not required	182	Blanks.

CODE RT - Total Record

LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "RT".
3-512	Not required	510	Blanks

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CODE RF - Final Record

LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "RF".
3-512	Not required	510	Blanks

Examples of record sequence

EXAMPLE 1: Submitter with 38 employees

```

RA...ACE TRUCKERS
RE...ACE TRUCKERS      }
RS                      }
| 38 Code RS records   } RE, RS, RT & RF required
RS                      }
RT                      }
RF                      }

```

EXAMPLE 2: Submitter with 3 employers

```

RA...DATA SERVICES
RE...ABC PIZZA          }
RS                      }
| 125 Code RS Records   }
RS                      }
RT                      }
RE...MICRO SUPPLY      }
RS                      }
| 165 Code RS Records   } RE, RS & RT required for each
RS                      } employer
RT                      }
RE...ROCKY GRAVEL      }
RS                      }
| 278 Code RS Records   }
RS                      }
RT                      }
RF                      } RF required at end

```