



## Lancaster County Tax Collection Bureau (LCTCB)

### 2010 EFW2 INSTRUCTIONS FOR EMPLOYER RECONCILIATION FILING

**Important Facts:**

- All records MUST be 512 bytes in length.
- “RE” and “RS” records are mandatory for local filing purposes. (Required fields listed below).
- “RA and “RF” records are optional.
- Submit your data via <http://employer.lctcb.org>, for 2010 we will accept CD-ROM or 3-1/2” Disk via mail.
- Each disk must be labeled with the Employer Name or Names, Federal E.I.N., Tax Year, Contact Name, Telephone Number and be accompanied by a completed Employer Annual Reconciliation Form for each employer.

Complete EFW2 details may be obtained from the Social Security Administration at [www.ssa.gov/employer/pub.htm](http://www.ssa.gov/employer/pub.htm)

The positions listed below are the required fields to be included when using the EFW2 format to file annual employer reconciliation information with our Bureau. *The fields shown in the “RS” Record are very important and must be included in their entirety for local tax reporting.*

Additional fields required by the Social Security Administration may remain as part of the file, but will not be used by our bureau to process your reconciliation.

**“RE” Record – Employer Record (PLEASE NOTE: Record must be 512 positions long)**

Position	Length	Field Name	Comment
1-2	2	Record ID	Must be RE
3-6	4	Tax Year	As a 4-digit number
8-16	9	Employer EIN	Federal EIN used to setup filing account
40-96	57	Employer Name	

**“RS” Record – State Record (PLEASE NOTE: Record must be 512 positions long)**

Position	Length	Field Name	Comment
1-2	2	Record ID	Must be “RS”
10-18	9	Employee Social Security Number	
19-33	15	Employee First Name	Left justify and fill with spaces.
34-48	15	Employee Middle Name or Initial	Left justify and fill with spaces.
49-68	20	Employee Last Name	Left justify and fill with spaces.
73-94	22	Location Address	Enter employee’s location address(Attention, Suite, Room Number, etc.). Left justify and fill with spaces.
95-116	22	Delivery Address	Enter employee’s delivery address. Left justify and fill with spaces.
117-138	22	City	Left justify and fill with spaces.
139-140	2	State Abbreviation	For a foreign address, fill with blanks.
141-145	5	Zip Code	For a foreign address, fill with blanks.
276-286	11	State Taxable Wages	Report all wages subject to the State Income Tax – right justified – no punctuation – left fill with zeros.
309-319	11	Local Taxable Wages	Report all wages subject to the Earned Income Tax – right justified – no punctuation – left fill with zeros.
320-330	11	Local Income Tax Withheld	Report amount withheld to LCTCB - right justified – no punctuation – left fill with zeros.
338-343	6	PSD Code	Enter Pennsylvania School District Code(optional currently).