



Electronic Reporting of Quarterly Wage and Withholding Tax Information Based on Federal Formats

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For calendar quarters beginning on or after January 1, 2021, there will be a new Online Services application for employers, payers and/or agents preparing reports for employers/payers to upload wage reporting bulk files.

Section 1 – Introduction

This publication, which supersedes the 6/20 version, describes specifications, formats, and layouts for reporting quarterly employee wage reporting and withholding tax information using the Tax Department’s Online Services at www.tax.ny.gov.

While some information on wage reporting and withholding is included in this publication, specific definitions and requirements are in Publication NYS-50, Employer’s Guide to Unemployment Insurance, Wage Reporting, and Withholding Tax.

Section 2 – Compatibility

Formats previously submitted and successfully processed can continue to be submitted without change.

Section 3 – Filing requirements

New York State requires employers to electronically file their quarterly wage reporting and withholding tax information. Wage reporting upload is one option available to electronically file your information using the Tax Department’s Online Services at www.tax.ny.gov.

Effective January 1, 2019, employers/payers must report total UI remuneration, gross federal wages or distribution subject to withholding, and total New York State, New York City, and Yonkers tax withheld each calendar quarter for each employee/payee paid during the quarter they are reporting for.

Note: The amounts you report are only the amounts paid or withheld within the quarter you are reporting.

For tax years 2018 and prior, employers/payers must report total UI remuneration paid to each employee each calendar quarter. On the fourth quarter return (or the return covering the period in which an employer permanently ceases to pay wages), employers/payers must also report the cumulative total of gross federal wages or distribution subject to withholding and total New York State, New York City, and Yonkers tax withheld.

The Tax Department will not accept amended information using federal specifications. Amended information must be submitted on either Form NYS-45-X or Form NYS-45-ATT, according to the instructions, or by upload according to the specifications described in Publication 69.

Record retention

Employers/payers must retain a copy of the uploaded files, or be able to reconstruct the data, for at least four years after the due date of the report.

Penalties

Failing to electronically file your quarterly wage reporting and withholding tax information may subject the employer/payer to penalties and delays in processing.

Section 4 – Submission of test media

Employers, payers, and/or agents preparing reports for employers/payers, and filers electing to file via the upload, are required to submit a test file using the format specified in this publication. Test submissions should be submitted in the same format that will be used to submit actual return information.

Transmitters will submit a test upload file using the Web application and receive immediate results on the success or failure of the file. Transmitters will no longer need to wait up to 30 days to be notified of the success or failure of a test file.

Transmitters who plan on submitting information for more than a single employer should include at least two employers with at least 20 employee records for each of the included employers.

Section 5 – Submission requirements

Employers/payers submitting data via the upload must not send the same data on paper. Agents reporting for one or more employers/payers must advise those employers not to submit separate reports to the Tax Department. Only one file is permitted.

The due dates for the employee wage reporting and withholding data are:

Table with 2 columns: Quarter and Due date\*. Rows include quarters from January 1 to March 31 through October 1 to December 31 with corresponding due dates.

\* When the actual due date falls on a Saturday, Sunday, or legal holiday, New York State Tax Law permits you to file on the next business day.

Section 6 – Technical specifications

All data records must have a fixed length of 512 bytes. Deviations from the prescribed format are not acceptable.

Multi-volume media are not acceptable. Data can be compressed and/or zipped as needed. A properly composed file begins with a Code RA record and ends with a Code RF record.

Transmitters for multiple employers must use consolidated files, rather than a separate file for each employer or client of the

transmitter. Submissions that include multiple employers must be sorted in ascending EIN order.

Print files are not acceptable.

Data must be recorded in uppercase letters only.

A properly composed file contains the following records in sequence:

- Record RA – Transmitter record
- Record RE – Employer/payer record
- Record RS (36) – State employee record
- Record RU – Total record
- Record RF – Final record (occurs only once after all employer/payer records)

Repeat records RE and RU for each employer in the file.

**Note:** only RS records containing a value of **36** in the State Code field (locations 3 and 4) will be processed for New York State purposes.

The **employer identifying number** in New York State is primarily the federal EIN with two exceptions:

- temporary nine-character numbers beginning with *TF* are used until the federal EIN is assigned; and
- decentralized employers may apply for a location suffix to their federal EIN.

**Wage reports** – Beginning with tax year 2019, if the employee/payee does not have any gross wages covered by unemployment insurance in New York State, gross federal wages or distribution subject to withholding, and New York State, New York City, and Yonkers tax withheld in the calendar quarter you are reporting the employee/payee should not be reported.

If the employee/payee did not have any gross wages covered by unemployment insurance, or if the employee is not covered by unemployment insurance in New York State in the quarter you are reporting, the UI remuneration paid this quarter field should be zero-filled. However, if the employee/payee had gross federal wages or distribution subject to withholding and New York State, New York City, and Yonkers tax withheld in that quarter you are required to report those amounts for each employee/payee paid during the quarter.

For tax year 2018 and prior, if the employee/payee does not have any gross wages covered by unemployment insurance in New York State during quarters one, two, or three, then that employee/payee should not be reported for those quarters. The fourth quarter submission requires reporting of the total gross federal wages or distribution subject to withholding and total New York State, New York City, and Yonkers tax withheld for all employees/payees for all quarters during the year. If the employee/payee did not have any gross wages covered by unemployment insurance in the fourth quarter, or if the employee is not covered by unemployment insurance in New York State, the UI remuneration paid this quarter field should be zero-filled.

Employers who are liable under the Federal Unemployment Tax Act (FUTA) must include a separate employee record, for any employee receiving these payments, reporting payments of severance pay and the first six months of sick pay. This additional employee record must be identified by entering a letter **O** for other types of wages at position 243 of the RS record. Specific details related to these types of other wages are available in Publication NYS-50.

All *Gross federal wages subject to withholding* and *Total New York State, New York City, and Yonkers tax withheld* must be reported in the RS employee record containing regular wages (that is, with the letter **W** in position 243).

## Money amounts

- All money fields are strictly numeric.
- Include dollars and cents with the decimal point assumed. Do not use any punctuation in any field.
- Right-justify and zero-fill all money fields.
- In a money field that is not applicable, enter zeros.
- Negative money amounts are not acceptable.
- High-order signed fields are not acceptable.
- In general, *state quarterly UI remuneration* must include wages that are subject to Article 18 of the Labor Law. These wages are the basis for claims for unemployment insurance benefits in New York State.
- In general, *Gross federal wages subject to withholding* is the amount of wages subject to withholding tax.
- *Total tax withheld* is the sum of taxes withheld for New York State, New York City, and the city of Yonkers.

**Employee/payee name formats** – Left-justify the name, in uppercase only, and list the first name first. Separate all segments of the name, including each initial, by blanks.

Connect parts of a compound surname by a hyphen. Do not use a blank to separate single letter prefixes (such as *O* or *D*) from the rest of the surname; they may be separated by an apostrophe or be contiguous with the rest of the name. Do not use commas to separate names. Connect last name suffixes (such as *Jr*, *Sr*, or *MD*) to the last name with a hyphen.

If you have questions regarding technical specifications, call 518-457-7105.

## Section 7 – File formats

## Record Name – Code RA – Submitter Record

Field	Location	Length	Comment
Record identifier	1-2	2	Constant <b>RA</b>
Submitter's employer identification number (EIN)	3-13	11	Transmitter's federal EIN or NYS Tax ID number; left justify and fill with blanks, no hyphens or spaces in the number
Blank	14-216	203	
Submitter name	217-273	57	Organization transmitting the file; left justify and fill with blanks
Location address	274-295	22	
Delivery address	296-317	22	Street address of transmitter; left justify and fill with blanks
City	318-339	22	Left justify and fill with blanks
State abbreviation	340-341	2	Use standard FIPS postal abbreviation
ZIP code	342-346	5	Left justify and fill with blanks
Blank	347-395	49	
Contact name	396-422	27	
Contact phone number	423-437	15	
Contact phone extension	438-442	5	
Blank	443-445	3	
Contact email/Internet address	446-485	40	
Blank	486-488	3	
Contact fax number	489-512	24	

## Record Name – Code RE – Employer Record

Field	Location	Length	Comment
Record identifier	1-2	2	Constant <b>RE</b>
Blank	3-7	5	
Employer FEIN	8-18	11	Employer's FEIN or NYS Tax ID number; left justify and fill with blanks, no hyphens or spaces in the number
Blank	19-39	21	
Employer name	40-118	79	Left justify and fill with blanks
Delivery address	119-140	22	Street address of employer; left justify and fill with blanks
City	141-162	22	Left justify and fill with blanks
State abbreviation	163-164	2	Use standard FIPS postal abbreviation
ZIP code	165-169	5	Left justify and fill with blanks
ZIP code extension	170-173	4	
Quarter and year being reported	174-178	5	Quarter and year being reported. Format should be QYYYY with Q values of 1, 2, 3, 4, and YYYY values being the tax year. Update each quarter.
Blank	179-512	334	

## Record Name – Code RS – Employee Record

Field	Location	Length	Comment
Record identifier	1-2	2	Constant <b>RS</b>
State code	3-4	2	Constant <b>36</b>
Blank	5-9	5	
Social Security number (SSN)	10-18	9	Omit hyphens
Employee first name	19-33	15	Left justify and fill with blanks
Employee middle name or initial	34-48	15	Left justify and fill with blanks
Employee last name	49-68	20	Left justify and fill with blanks
Suffix	69-72	4	Left justify and fill with blanks
Blank	73-202	130	
State quarterly UI remuneration	203-213	11	Wages subject to UI in New York State; right justify, zero fill, dollars and cents, implied decimal
Blank	214-242	29	
Wage type	243	1	Wages type identifier. Applies only to quarterly wages. Enter letter <b>W</b> for regular wages and letter <b>O</b> for other wages (see <i>NYS-50 for more information</i> )
Blank	244-275	32	
Gross federal wages or distribution subject to withholding	276-286	11	Wages, tips and other compensation subject to New York State withholding tax; right justify, zero fill, dollars and cents, implied decimal
Total NYS, NYC, and Yonkers tax withheld	287-297	11	NYS, NYC, and Yonkers income tax withheld (lump sum); right justify, zero fill, dollars and cents, implied decimal
Blank	298-512	215	

### Record Name – Code RU – Total Record

Field	Location	Length	Comment
Record identifier	1-2	2	Constant <b>RU</b>
Number of RS records	3-9	7	Enter total number of RS records for this employer; right justify and zero fill
Blank	10-512	503	

### Record Name – Code RF – Final Record

Field	Location	Length	Comment
Record identifier	1-2	2	Constant <b>RF</b> . This record is only included to indicate end of file
Blank	3-512	510	

#### Need help?



Visit our website at [www.tax.ny.gov](http://www.tax.ny.gov)

- get information and manage your taxes online
- check for new online services and features

#### Telephone assistance

Withholding Tax Information Center: 518-485-6654

To order forms and publications: 518-457-5431

Text Telephone (TTY) or TDD equipment users: Dial 7-1-1 for the New York Relay Service