

QUESTIONS / ANSWERS RE: EFW2

1. What is the due date for electronic media filing and magnetic media filing if accepted? **January 31, 2009 (or tax year in question)**
2. Is electronic or magnetic media filing reporting mandatory? **NO, we do not accept magnetic media**
3. If yes, what is the form or employee threshold? **25 (twenty-five)**
4. Is test data required? **NO**
5. Will the City of Bedford accept multiple records for highly compensated employees? **YES**
6. Will the City of Bedford allow ADP internal control information to be located in the unused or blank positions within the record? **NO**
7. According to the City of Bedford W-2 electronic filing requirements and format specifications

- a) Are all letters required to be in upper case? **YES**
- b) Can the unused alphanumeric fields be filled with blanks? **YES**

Per the EFW2 specs:

Left justify and fill with blanks. Where the "Field" shows "Blank", all positions must be blank, not zeros.

- c) Are there character restrictions for money fields? **YES**

Per the EFW2 specs:

- 1) **Must contain only numbers.**
 - 2) **No punctuation**
 - 3) **No signed amounts (high order signed or low order signed)**
 - 4) **Include both dollars and cents with the decimal point assumed (example: \$59.60 = 00000005960).**
 - 5) **Do NOT round to the nearest dollar (example: \$5,500.99 = 00000550099).**
 - 6) **Right justify a zero fill to the left.**
 - 7) **Any money field that has no amount to be reported must be filled with zeros.**
- d) Can money fields contain both whole dollar amounts and dollar and cents amounts? **YES**

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- 2) **No punctuation**
- 3) **No signed amounts (high order signed or low order signed)**
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8. Can Money fields contain negative dollars amounts? **NO**
9. Does the City of Bedford accept magnetic tapes? If so, what kind? **NO**
10. Does the City of Bedford accept electronic media? If so, What kind? **CD-rom, preferred. Diskette is also ok.**
11. Does the City of Bedford accept electronic uploads, internet/online transmissions?
YES – via email
12. Does the City of Bedford require a pin and password for electronic or magnetic media filing? **NO**