Keystone Collections Group

EmployerEarnedIncomeTax(EIT)Upload
Comma-separated(.CSV)FileFormat

USE COMMAS AS FIELD SEPARATORS ONLY. DO NOT USE COMMAS WITHIN A DATA FIELD. For example, do not have any embedded commas in the Employee Name or Employee Address field. Every comma is interpreted as the end of a field. Extraneous commas will cause your file to be rejected.

DO NOT PLACE ANY QUOTATION MARKS IN YOUR FILE. Quotation marks shown below are for clarity of documentation only. (Ex: "NewCo, Inc" will be invalid because of the comma after NewCo and quotes.)

If you are using Excel to create your file and your file is failing with errors, please open the .CSV file using Notepad, check the file for extraneous commas or quotation marks, and compare your records to the file format and sample valid records below.

If you have any Social Security numbers, PSD Codes, or Zip Codes that begin with zero (0), add a single quote (') before entering the number (ie. '0012334567).

EMPLOYER / COLLECTOR INFORMATION (LINE 1)

- There should be one and only one employer record per file. If additional employers/locations exist, please submit a file for each location.
- Your test file must contain a valid tax year, tax quarter, Keystone Collections Group Employer ID and Employer PSD code.

EMPLOYER INFORMATION (LINE 1)

Column	FIELD	Field Description	EXAMPLE
A	Constant Value: E	Use the Constant Value	Ex: E
B	Tax Year	4 digits year	Ex: 2010
C	Tax Quarter	Valid quarter	Ex: 1,2,3 or 4
D	Employer Federal ID	9 numeric digits, no dashes	Ex: 259638527
E	Keystone Collections Group Employer Id	Keystone Collections Group ID # on the tax form received by the organization, no dashes. **(If you do not have a Keystone Collections Group ID # use a zero(0).)**	Ex: 7001 If you do not have a Keystone ID # or if you are unsure use zero (0).
F	Employer Name	No commas, quotes or any other punctuation	Ex: KEYSTONE
G	Employer Address	No commas, quotes or any other punctuation	Ex: 546 WENDEL ROAD
H	Employer City	No commas, quotes or any other punctuation	Ex: IRWIN
I	Employer State abbreviation	Two letter US Postal abbreviation	Ex: PA
J	Employer Zip Code	Must be 5 numeric digits or ZIP +4	Ex: 15642 or 15642 -4582
K	Employer's PSD Code.	This is the PSD code for the workplace physical location. If you do not know your PSD Code you can use the Pennsylvania Municipal Statistics Site to find your PSD Code. Their website is available at : http://munstatspa.dced.state.pa.us/FindLocalTax.aspx	A valid PSD code is required for your business location. Employer PSD Codes are a six digit number.

Sample - Employer information record:

If you have a Keystone Collections Group ID #

E,2012,1, 259638527, 7001, KEYSTONE COLLECTIONS GROUP, 546 WENDEL ROAD,IRWIN,PA, 15642 -4582,02180

If you do not have a Keystone Collections Group ID #

E,2012,1, 259638527, 0, KEYSTONE COLLECTIONS GROUP, 546 WENDEL ROAD,IRWIN,PA, 15642 -4582,02180

EMPLOYEE INFORMATION (beginning on LINE 2)

- Your test file must contain a valid Social Security Number, tax year, tax quarter wages greater than 0, a withheld amount greater than 0 and a valid PSD code.
- If an employee has a change of address during a reporting period, your file will include more than one record for that employee. You must compute and report the wages and tax due to each community.

- **When doing an Amendment for an employee, State the quarter that you are amending on that employee's line.**

Column	FIELD	Field Description	EXAMPL
A	Employee Social Security	9 numeric digits only, no dashes	Ex: 195456789
B	Employee Name	Last name + space + first name + space + Middle Initial + space + Suffix	Ex: ROSS MARK L
C	Employee Address	No commas, quotes or any other punctuation	Ex: 1500 FIRST ST APT
D	Employee City	No commas, quotes or any other punctuation	Ex: GREENSBURG
E	Employee State	Two letter US Postal abbreviation	Ex: PA
F	Employee Zip Code	Must be 5 numeric digits or ZIP +4	Ex: 15601 or 15601-1234
G	Tax Year	4 digits year	Ex: 2010
H	Tax Quarter	Valid quarter	Ex: 1,2,3 or 4
I	Employee Wages	Decimal point required if not whole dollars; Numeric digits only - no dollar signs, commas, etc. Negative numbers are not to be used when submitting your wage information.	Ex: 3686.32
J	Employee Taxes Withheld	Decimal point required if not whole dollars; Numeric digits only - no dollar signs, commas, etc. Use leading negative(-) sign for negative amounts	Ex: 24.56 or -24.56
K	Employee's PSD Code for employee residence.	This is the PSD code for the employee's residence. If you do not know your PSD Code you can use the Pennsylvania Municipal Statistics Site to find your PSD Code. Their website is available at : http://munstatspa.dced.state.pa.us/FindLocalTax.aspx	A valid PSD code is required. Employee PSD codes are a 6 digit number.

Samples - Employee information record:

195456789,ROSS MARK L JR,1 FIRST ST APT 12,GREENSBURG,PA,15601-1234,2010,1,3686.32,24.56,650693
201234567,RICHARDSON JILL T,100 SECOND ST,GREENSBURG,PA,15601-1234,2010,1,3686.32,36.86,651533