



City of Wilmington

James M. Baker, Mayor

Louis L. Redding City/County Building
800 N. French Street
Wilmington, Delaware 19801-3537

www.WilmingtonDE.gov

FOR TAX YEAR 2011:

PLEASE SUBMIT W-2 FILES WITH THE IRS REQUIRED CURRENT EFW2 FORMAT INCLUDING THE RS RECORD

Dear Withholding Agent:

This letter serves to inform you of changes for the annual reconciliation and W2 filings. The changes are as follows:

- We will no longer be accepting magnetic tapes.
- We do accept CDs and 3 ½" diskettes in the EFW2 federal format.
- The EFW2 federal format must include the RS record.
- If you have 50 (was 150 or more) or more City taxable employees, then you are required to report this information electronically.

Should you have any questions, please call our office at (302) 576-2418.

Sincerely,

Earned Income Tax Division
Department of Finance
City of Wilmington



Wilmington
In the middle of it all

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