

JAMES M. BAKER
MAYOR

City of Wilmington
Delaware

LOUIS L. REDDING - CITY/COUNTY BUILDING
800 FRENCH STREET
WILMINGTON, DELAWARE
19801 - 3537



FOR TAX YEAR 2009:

PLEASE SUBMIT W-2 FILES WITH LAST YEAR'S FORMATTING MMREF-1

Dear Withholding Agent:

This letter serves to inform you of two important 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 MMREF federal format. The MMREF-1 federal format must include the RS record.

If you have 150 (was 250 or more) or more City taxable employees, then you are required to report this information electronically.

Additionally, please be sure to report Medicare wages in place of Social Security wages on your magnetic media.

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

Sincerely,

Earned Income Tax Division
Department of Finance
City of Wilmington