

DENNIS P. WILLIAMS
MAYOR

City of Wilmington
Delaware

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FOR TAX YEAR 2014

**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