

City of Bowling Green Ohio Electronic W2 Reporting

We accept the SSA MMREF-1 file (record length 512) with the addition of City of Bowling Green wage and tax information included in the "RS" Supplemental Record in the positions indicated below. The City of Bowling Green will accept one 3 ½" diskette, otherwise use a CDROM for media transmittal. A completed copy of the [Reconciliation Form](#) must accompany your diskette or CDROM.

As well as the federal information, the MMREF-1 file should include the local City of Bowling Green (BG) wage and tax information in the following locations of the RS (Supplemental) Record:

<u>Location</u>	<u>Field Description</u>	<u>Length</u>	<u>Contents</u>
308/308	Tax Type Code	1	Enter the code of "C" (City Income Tax)
309/319	BG Wages	11	2 Decimal Positions, No Decimal Point
320/330	BG Tax	11	2 Decimal Positions, No Decimal Point
331/337	State Control #	7	Enter BGCITY to signify City of Bowling Green Income Tax Withholding – left justified

The electronic W2 guidelines required by the City of Bowling Green will correspond with the SSA's most current version of MMREF. The file name is W2REPORT.

Last Updated 1/28/2008