Findlay Income Tax Department
Villages of Arlington, Mount Cory, Vanlue, Carey, Mount Blanchard & Jenera
Post Office Box 862, Findlay, Ohio 45839-0862
419-424-7133

W-2/1099-MISC CSV Electronic Media Reporting Requirements for Tax Years 2023

In lieu of hardcopy W-2s, the Income Tax Department accepts W-2 Copy A information electronically on CD or flash drive using the City of Findlay's CSV record format. If you file 250 or more W-2 data records during a calendar year electronically with the IRS, you are required to file electronically with Findlay. We accept electronic filing for all W-2 quantities. We still require the annual W-3 Reconciliation along with the electronic file. The due date for electronic submissions is the last day of February. Please, no submissions by e-mail.

The City of Findlay or the villages of Arlington, Mount Cory, Vanlue, Carey, Mount Blanchard or Jenera wage and tax information should be included in the CSV record in the positions indicated below.

All records must be complete. Each CSV record should include the Findlay, Arlington, Mount Cory, Vanlue, Carey, Mount Blanchard or Jenera wage and tax information in the following locations:

Row 1	**Field Description**	**Contents**
Column 1	Form ID	CTE
Column 2	FEIN	Employer FEIN
Column 3	Tax year	
Column 4	Employer name	
Column 5	Employer address	
Column 6	Employer City	
Column 7	Employer State	Employer's two-character state
Column 8	Employer zip	Employer's five-digit zip code
Column 9	Employer zip+4	Employer's +4 digit zip code, if known

Row 2	**Field Description**	**Contents**
Column 1	Line ID	CTW
Column 2	Employee SSN	Employee's social security number
Column 3	Last name	Employee's last name
Column 4	First name	Employee's first name
Column 5	Middle name	Employee's middle name
Column 6	Employee address	
Column 7	Employee city	
Column 8	Employee state	Employee's two-character state
Column 9	Employee zip	Employee's five-digit zip code
Column 10	Employee zip+4	Employee's +4 digit zip code, if known
Column 11	Fed wages	Federal taxable wages
Column 12	Local entity	FINDL-Findlay, ARLIN-Arlington, MTCOR-Mount Cory, VANLU-Vanlue, CAREY-Carey, MTBLA-Mount Blanchard, JENER-Jenera
Column 13	Withholding	Employee local amount withholding
Column 14	SSN wages	Employee social security taxable wages
Column 15	Med wages	Employee medicare taxable wages
Column 16	Local wages	Employee local taxable wages