

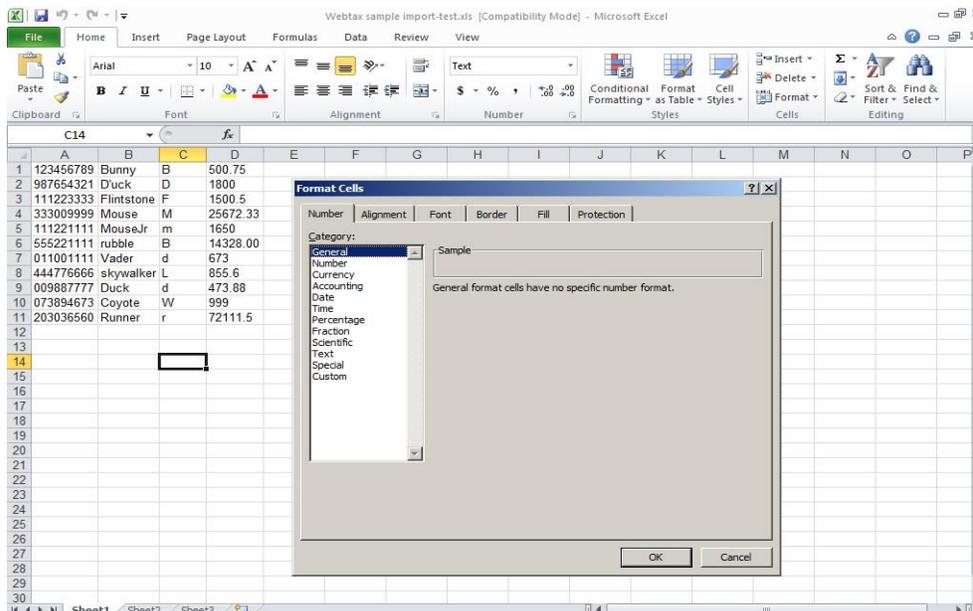
WebTax Data Upload Requirements

- Using 4 columns with no headings the contents will be as follows:
- **Social security number** - must be entered as a 9-digit number, no hyphenation. If the SSN is not available fill with zeros. Example: 333115555
- **Employee last name** - max of 35 alphanumeric spaces, no punctuation (commas, periods, hyphens), any leading letters (O, D, etc.) must not be separated from the rest of the last name by a blank but can be separated by an apostrophe. Sr. Jr. and numeric designation must follow the last name. Examples: JONES, JONESJR, SMITHIII, OCONNELL, O'CONNELL.
- **Employee first initial.**
- **Gross wage amount** - max of 8 digits before decimal and 2 digits after. All numeric (no dollar signs, or commas). Must be a positive figure no negative amount is to appear. Example: 2345.42
- Starting in Row 1 of Column A of the spreadsheet enter or paste your wage information as outlined. One row per employee.
- There can be no more than 1000 rows.

MS Excel Conversion to CSV

The CSV file upload process described in this instruction will allow users to either create a CSV file using MS Excel, or to successfully convert an existing Excel spreadsheet to CSV (Comma Separated Value) format for uploading to the WebTax application.

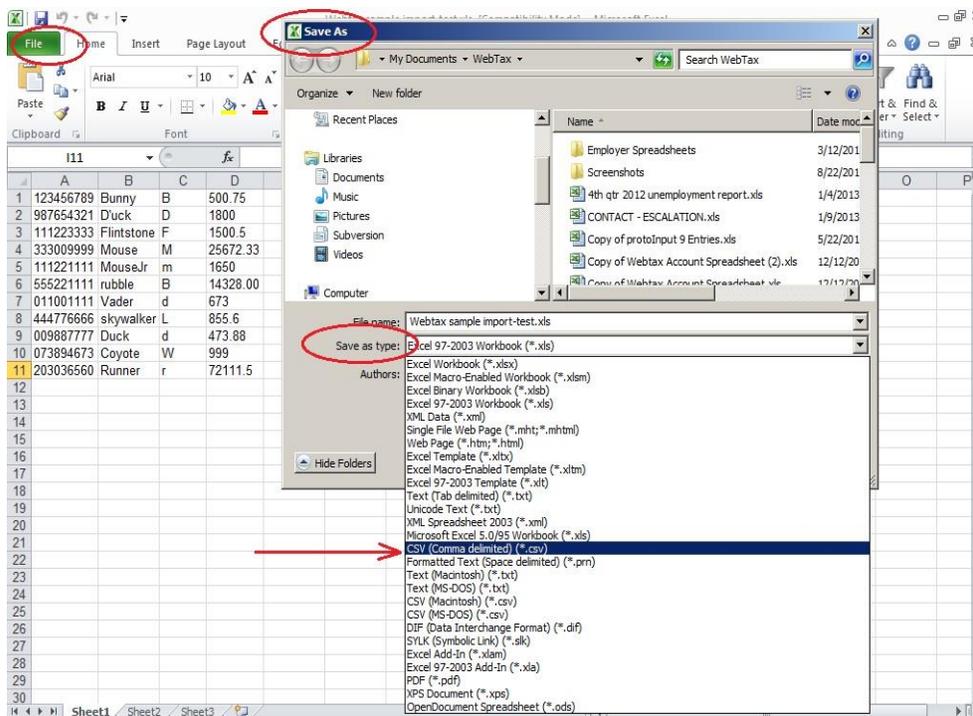
1. See (Figure 1) below for a typical Excel spreadsheet with data cells formatted as general.



(Figure 1)

2. Enter all employee wage data into either an existing Excel spreadsheet, or creating a new spreadsheet by using the MS Excel application. Be sure to adhere to the Data Upload Requirements as listed above.

3. When all data input has been completed, save the existing or new file as a .CSV file type, by clicking **File>Save As**, and choosing the 'save as type' of CSV (comma delimited). See (Figure 2).



(Figure 2)

You can now use this file to upload your wages using the CSV upload option in Webtax.