



**CITY OF FLINT  
DEPARTMENT OF FINANCE**

**Customer Service Center**

Douglas Bingaman  
City Treasurer

Peter Dobrzeniecki  
Director of Finance

Donald J. Williamson  
Mayor

January 25, 2007

RE: New Electronic Filing Format

Dear Employer:

We recently upgraded our income tax software and in doing so need to receive future W2's and W3's, beginning with 2006, via the Federal Filing Format-MMREF-1. Although the RS record (containing local information) is not required for filing federally, it must be included to provide city information. The tables below list the critical fields, with the location in that format:

**W3's Format**

		MMREF
Local Entity Code	Record	RS
	Start Position	5
	Length	5
Local Withholding	Record	RS
	Start Position	320
	Length	11
Local Taxable	Record	RS
	Start Position	309
	Length	11

**W2's Format**

		MMREF
Local Entity Code	Record	RS
	Start Position	5
	Length	5
	Value	<b>{{Entity}}</b>
Local Withholding	Record	RS
	Start Position	320
	Length	11
Local Taxable	Record	RS
	Start Position	309
	Length	11

If you need additional information, we recommend that you visit the Social Security Administration's website: [www.ssa.gov/employer](http://www.ssa.gov/employer) for assistance. Thank you in advance for filing your 2006 City of Flint W2's and W3's via MMREF-1.