How to create CSV File Format for Wage Upload

This is the raw data in Excel:

S.S. No.   Last Name   First Name   Current Quarter Wages   Current Quarter Excess Wages

	A	B	C	D	E	F
1	1000001	Struner	Margie	1040	0	
2	20100001	Perons	Lisa	1030	0	
3	101000002	Turner	Ana	2020	0	
4	102000003	Reece	Billy	7010	7010	
5	103000004	Jones	Port	3226	1500	
6	104000005	Lund	Ryan	790	0	
7	105000006	Jones	Aha	7993	7993	
8	106000007	Williams	Dune	996	0	
9	107000008	Jones	Tamika	999	0	
10	108000009	Bufford	LaQuanda	100220	100220	

If there are no Excess Wages there MUST be a zero in column E

First name has maximum length of 15 characters.
Last name has maximum length of 30 characters.

If you are filing for a first Quarter or you have filed with TWS all preceding Quarters column E may be omitted.

Column E - This column is optional, suggested that Column E is not populated on 1st Quarter filings since TWS will calculate those excess wages automatically.

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Formatting the data:
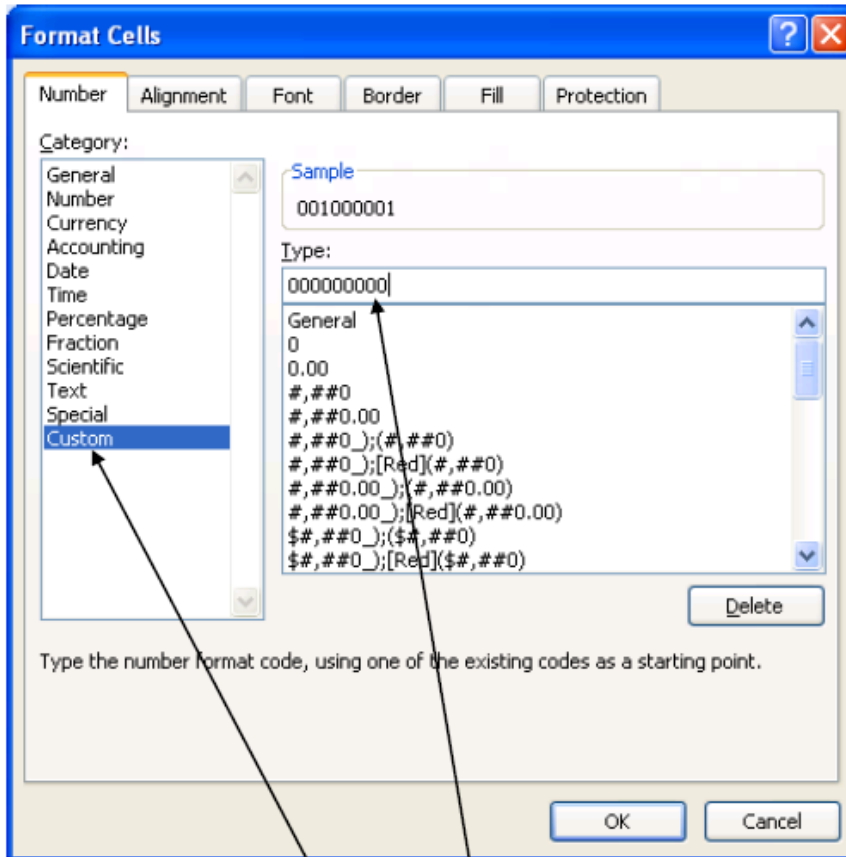
Format column A using Custom to nine zeros
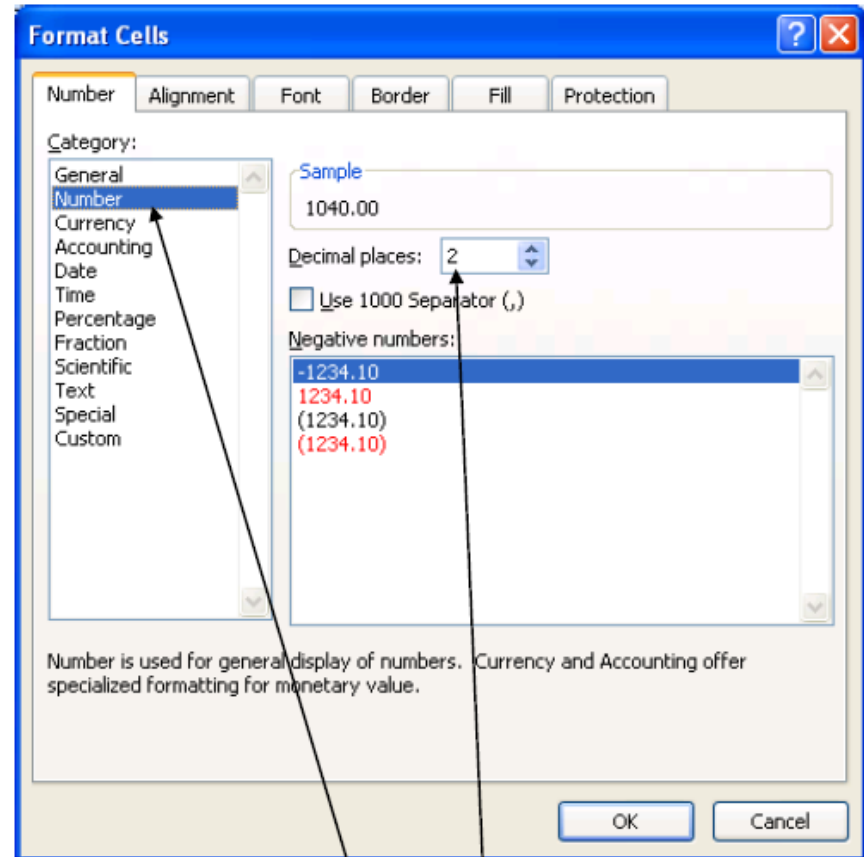
Format columns D and E Using Number, 2 decimal places NO 1000 separator

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Format column A using Custom to nine zeros

Format columns D and E Using Number, 2 decimal places NO 1000 separator

	A	B	C	D	E	F
1	001000001	Struner	Margie	1040.00	0.00	
2	020100001	Perons	Lisa	1030.00	0.00	
3	101000002	Turner	Ana	2020.00	0.00	
4	102000003	Reece	Billy	7010.00	7010.00	
5	103000004	Jones	Port	3226.00	1500.00	
6	104000005	Lund	Ryan	790.00	0.00	
7	105000006	Jones	Aha	7993.00	7993.00	
8	106000007	Williams	Dune	996.00	0.00	
9	107000008	Jones	Tamika	999.00	0.00	
10	108000009	Bufford	LaQuanda	100220.00	100220.00	

First Name – The max length is 15 characters
Last Name – The max length is 30 characters
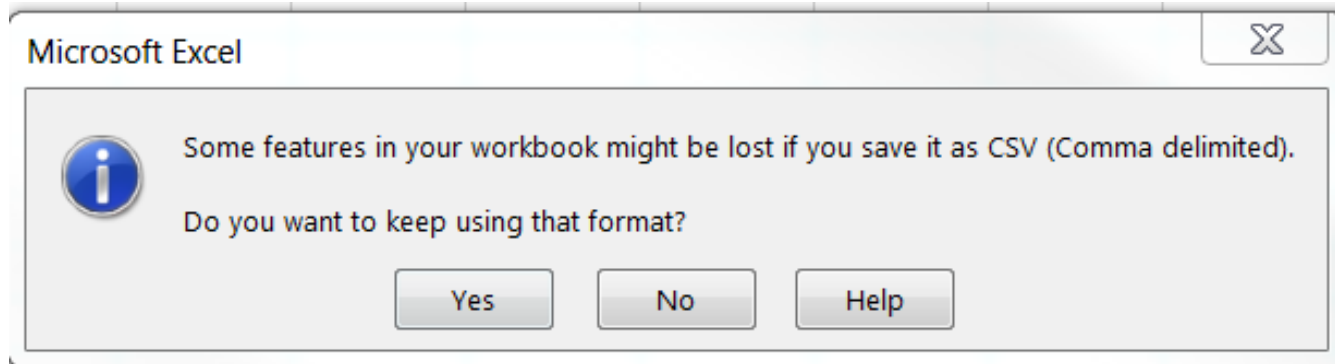
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Save As CSV (Comma Delimited)
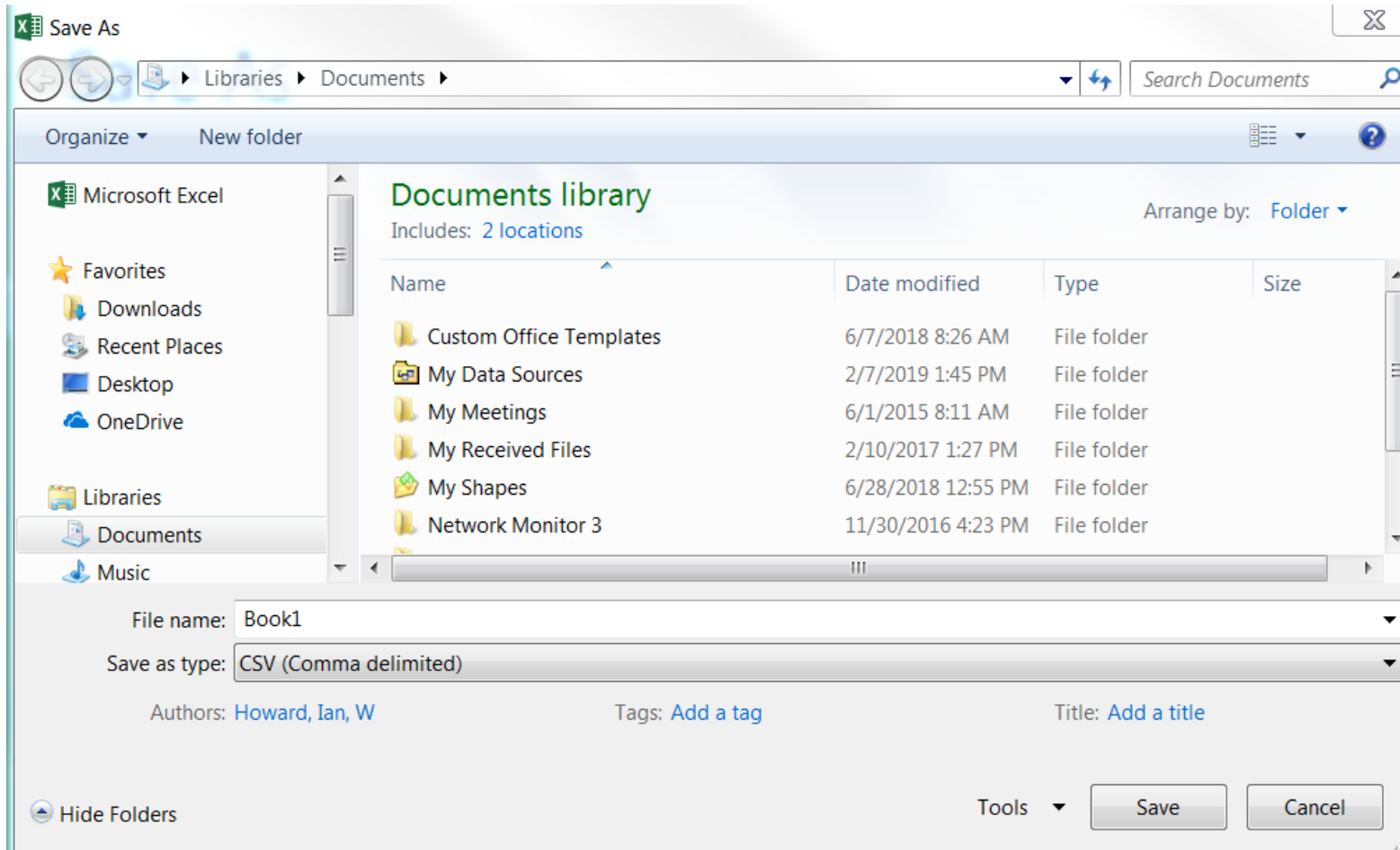
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Click YES to SAVE

The File is now ready to upload to the online Tax and Wage System

Book1	2/20/2019 10:53 A...	Microsoft Excel Comma Separated Values File	1 KB