

# How to create TXT File for Wage Upload

This is the raw data in Excel:

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

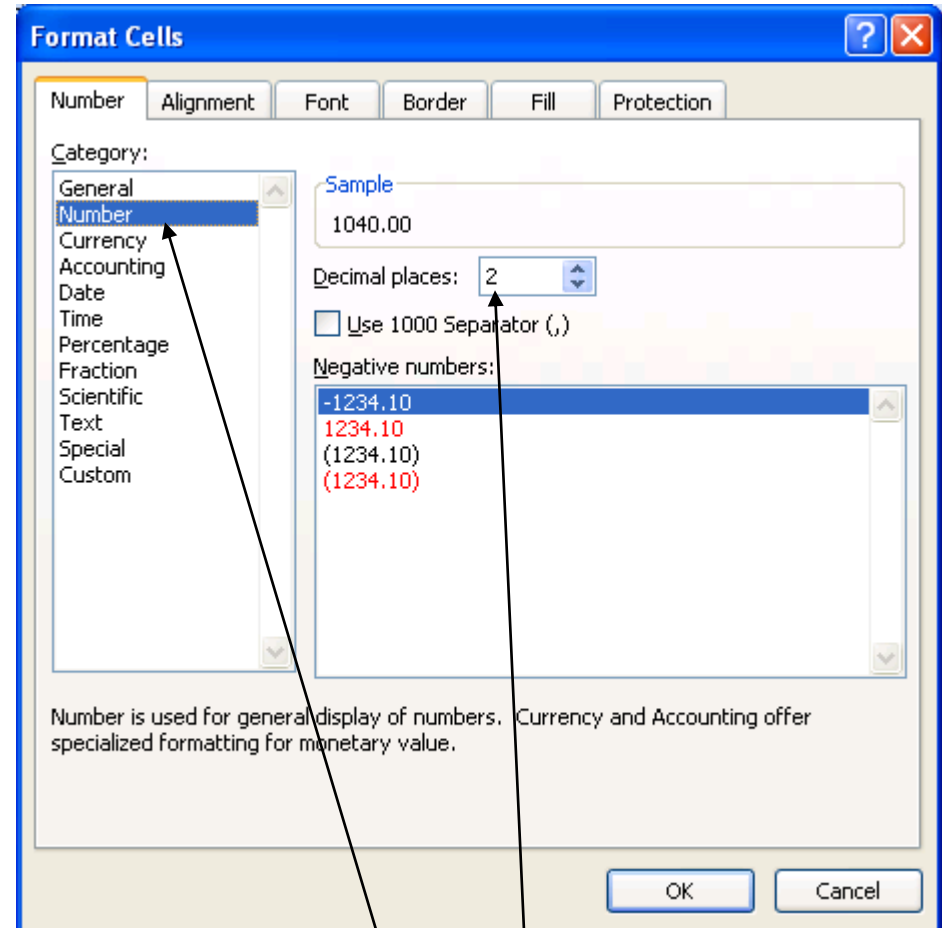
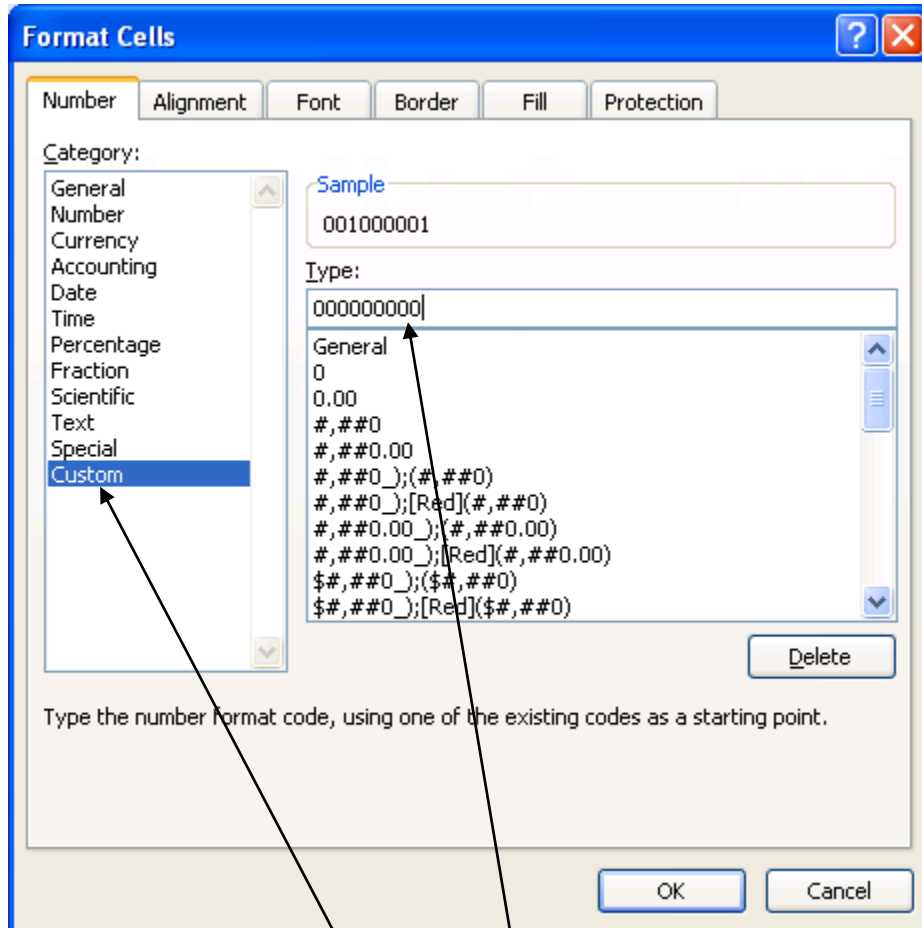
|    | A         | B        | C        | D      | E      | F | G | H | I | J | K | L | M | N | O |
|----|-----------|----------|----------|--------|--------|---|---|---|---|---|---|---|---|---|---|
| 1  | 1000001   | Struner  | Margie   | 1040   | 0      |   |   |   |   |   |   |   |   |   |   |
| 2  | 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 |   |   |   |   |   |   |   |   |   |   |
| 11 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 12 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 13 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 14 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 15 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 16 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 17 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 18 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 19 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 20 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 21 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 22 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 23 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 24 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 25 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |
| 26 |           |          |          |        |        |   |   |   |   |   |   |   |   |   |   |

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

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

# How to create TXT File for Wage Upload

Formatting the data:



Format column A using Custom to nine zeros

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

# How to create TXT File for Wage Upload

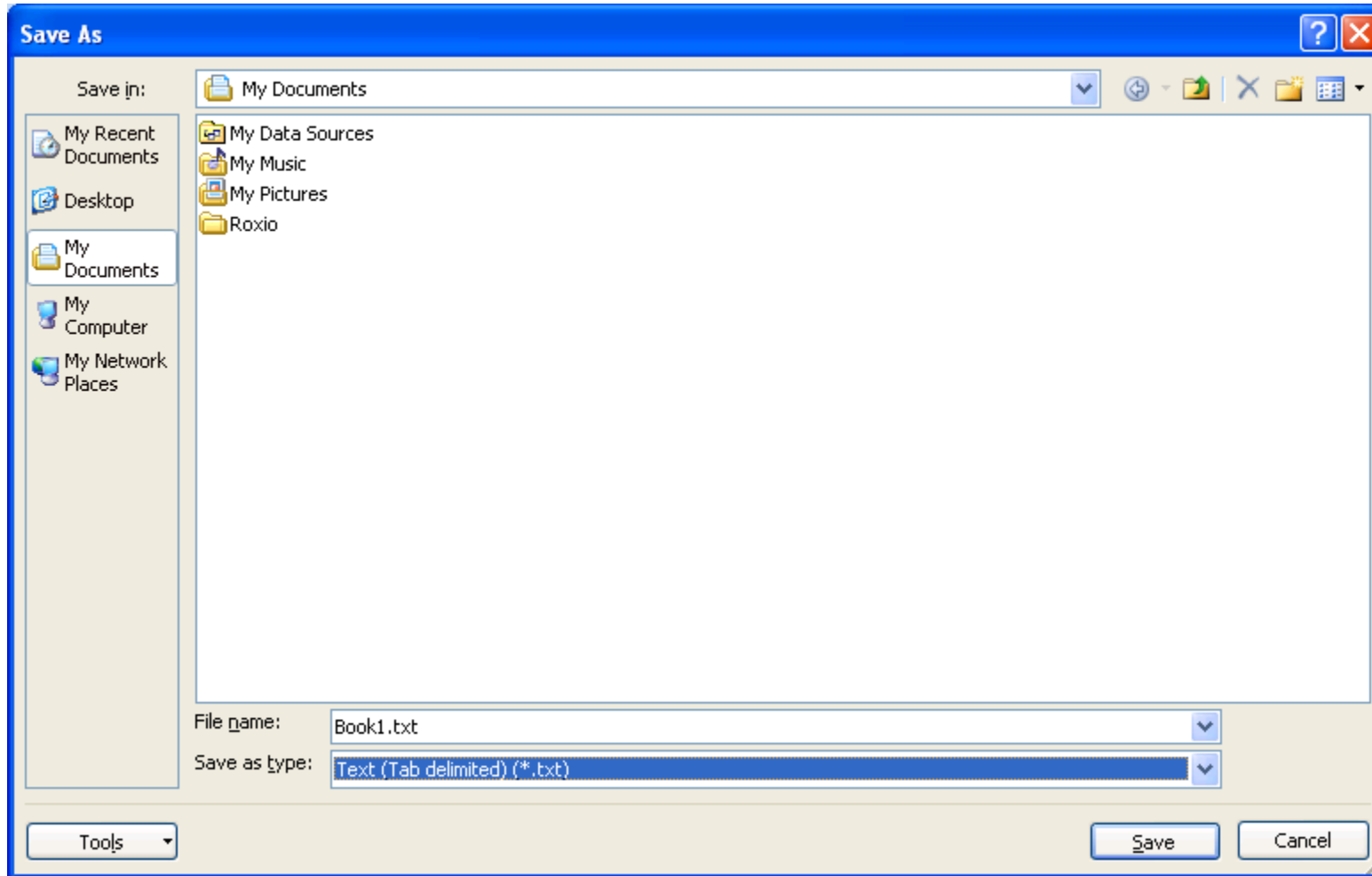
Format column A using Custom to nine zeros

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

|    | A         | B        | C        | D         | E         | F | G | H | I | J | K | L | M | N | O |
|----|-----------|----------|----------|-----------|-----------|---|---|---|---|---|---|---|---|---|---|
| 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 |   |   |   |   |   |   |   |   |   |   |
| 11 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 12 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 13 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 14 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 15 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 16 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 17 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 18 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 19 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 20 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 21 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 22 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 23 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 24 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 25 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |
| 26 |           |          |          |           |           |   |   |   |   |   |   |   |   |   |   |

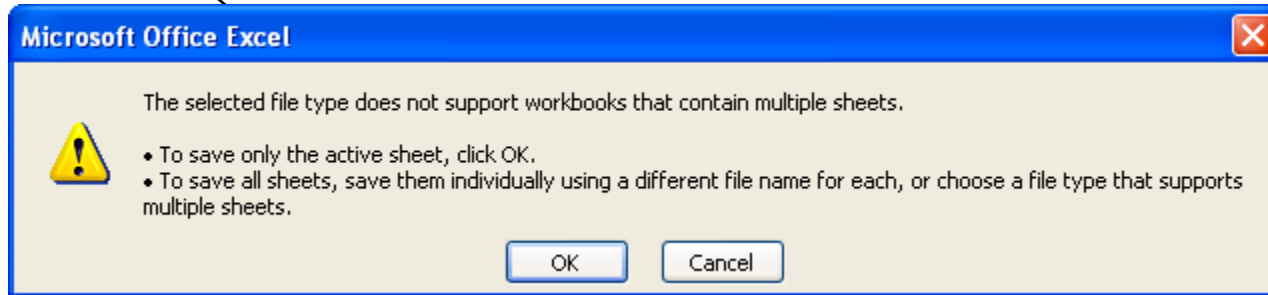
# How to create TXT File for Wage Upload

Save as Other Formats, Text (Tab delimited) (\*.txt):

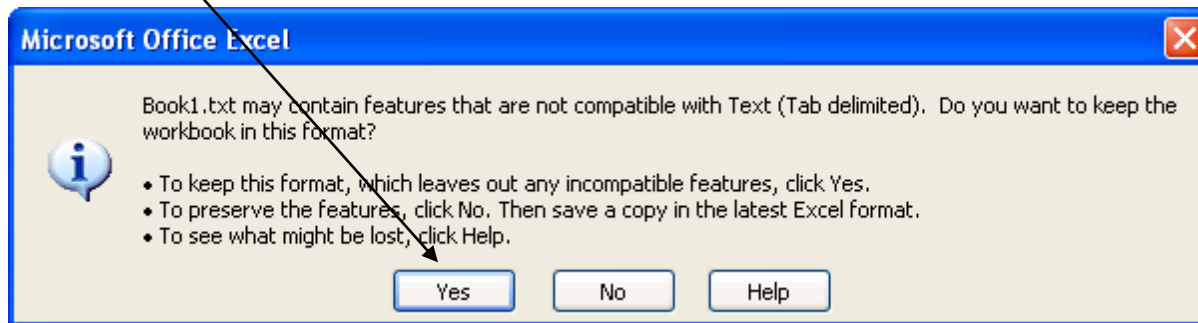


# How to create TXT File for Wage Upload

Click OK here:

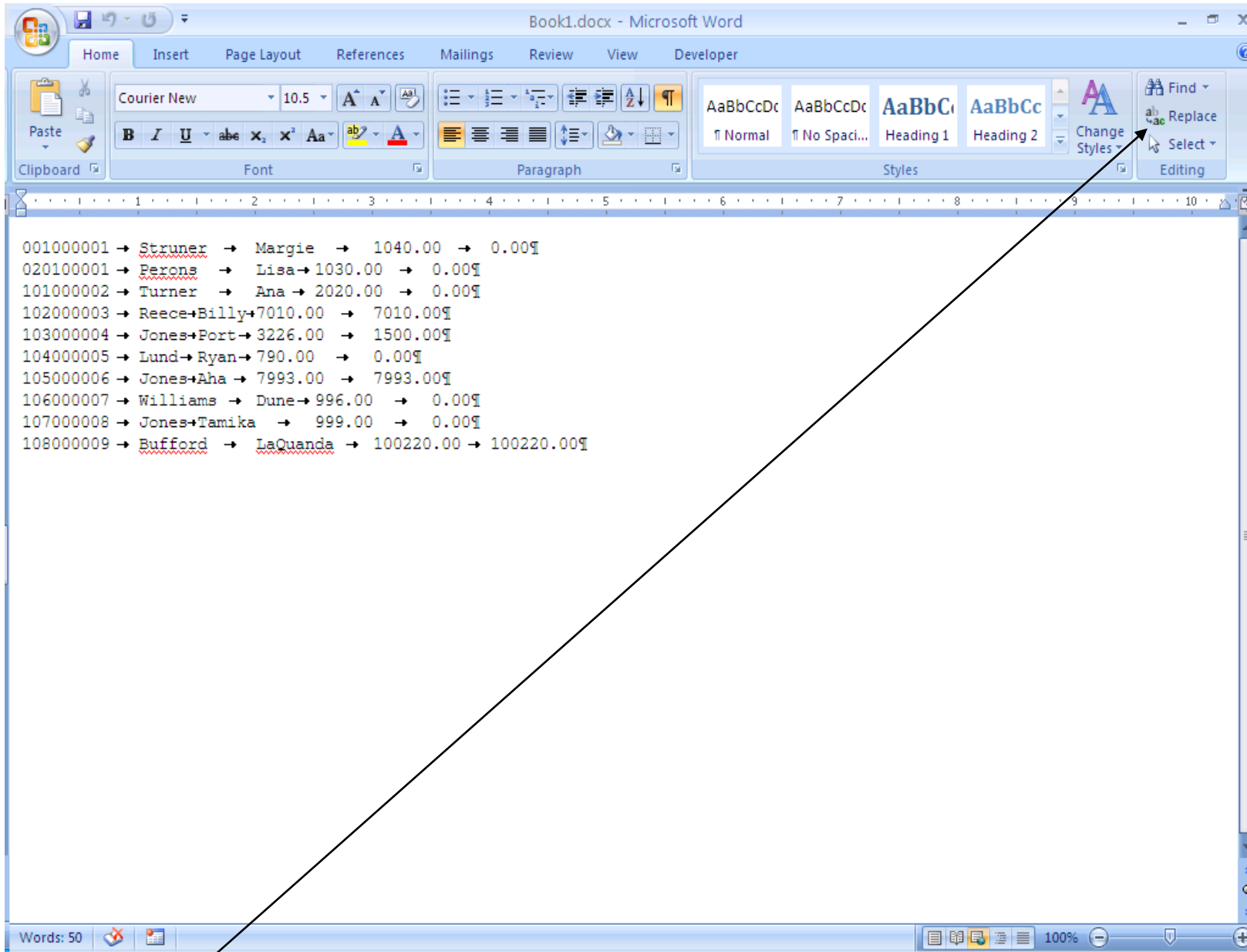


Click YES here:



# How to create TXT File for Wage Upload

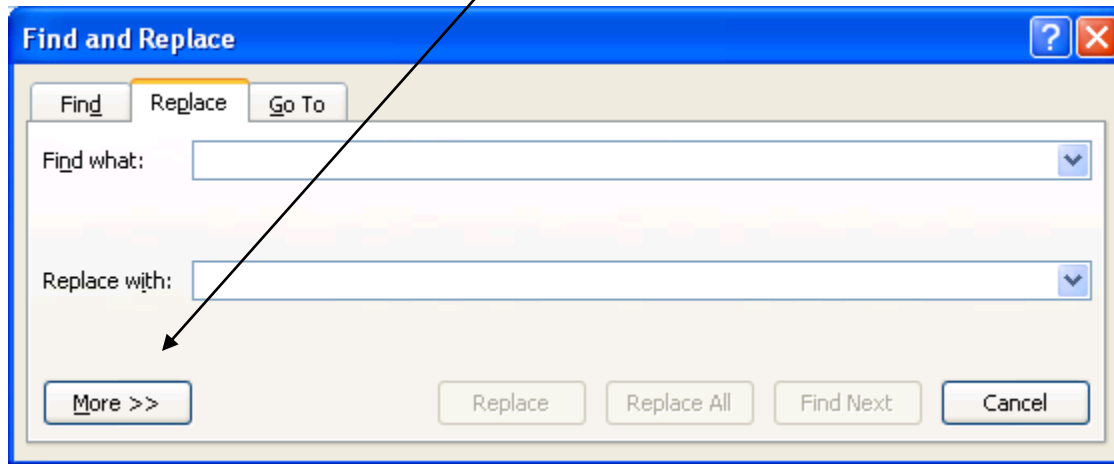
Using Microsoft Word open the file:



Use the Replace Option and Click the More Button

## How to create TXT File for Wage Upload

Use the Replace Option and Click the More Button



# How to create TXT File for Wage Upload

Replace the Tab with a Comma; you will need to use the “Special” button to insert the Tab character here:

The screenshot shows the 'Find and Replace' dialog box with the following settings:

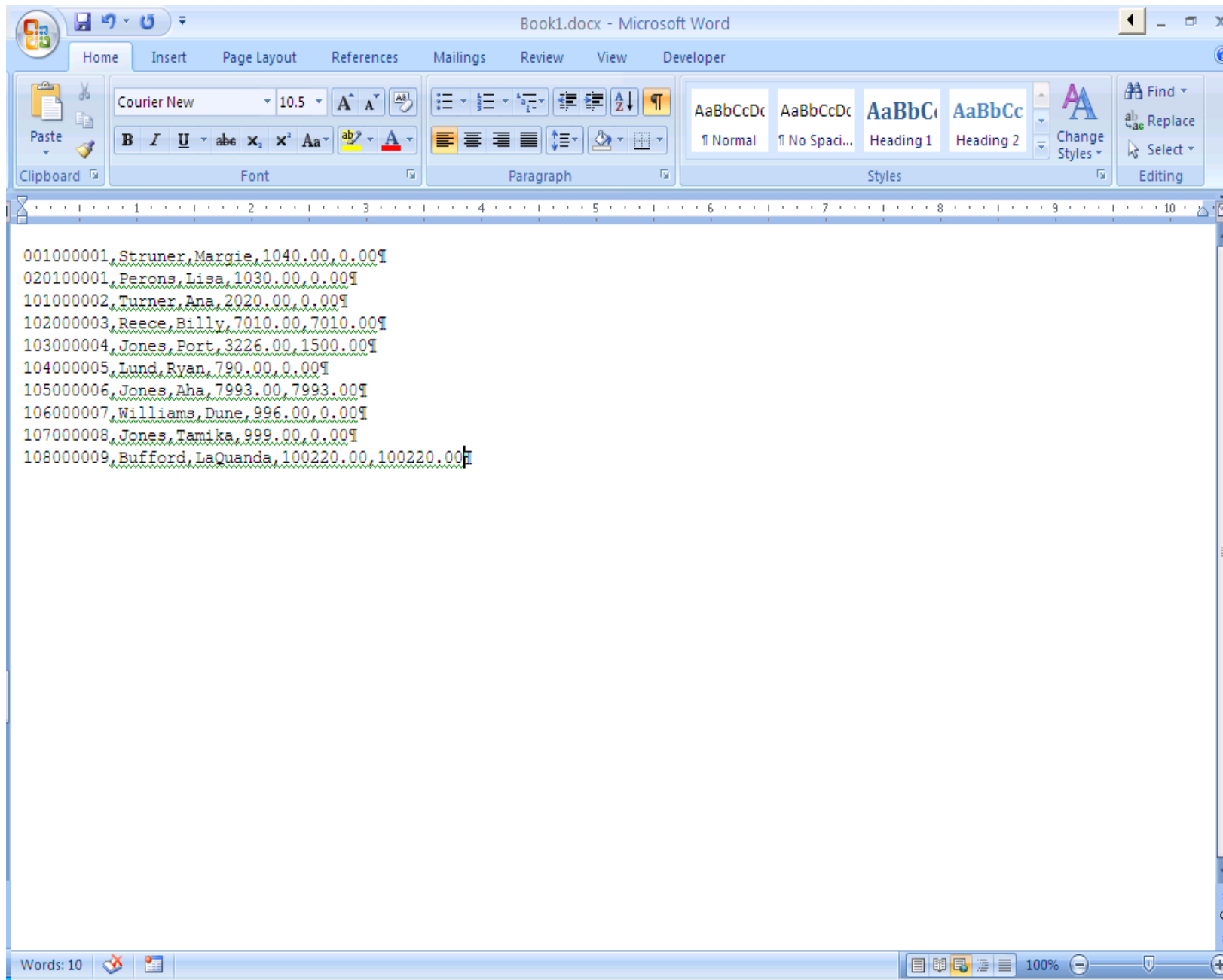
- Find what: ^t
- Replace with: ,|
- Search Options: Search: All, Match case, Find whole words only, Use wildcards, Sounds like (English), Find all word forms (English), Match prefix, Match suffix, Ignore punctuation characters, Ignore white-space characters.
- Buttons: << Less, Replace, Replace All, Find Next, Cancel.
- Replace section: Format, Special, No Formatting.

A callout box labeled 'Click Replace All' points to the 'Replace All' button. A list of special characters is shown on the right, with 'Tab Character' highlighted.



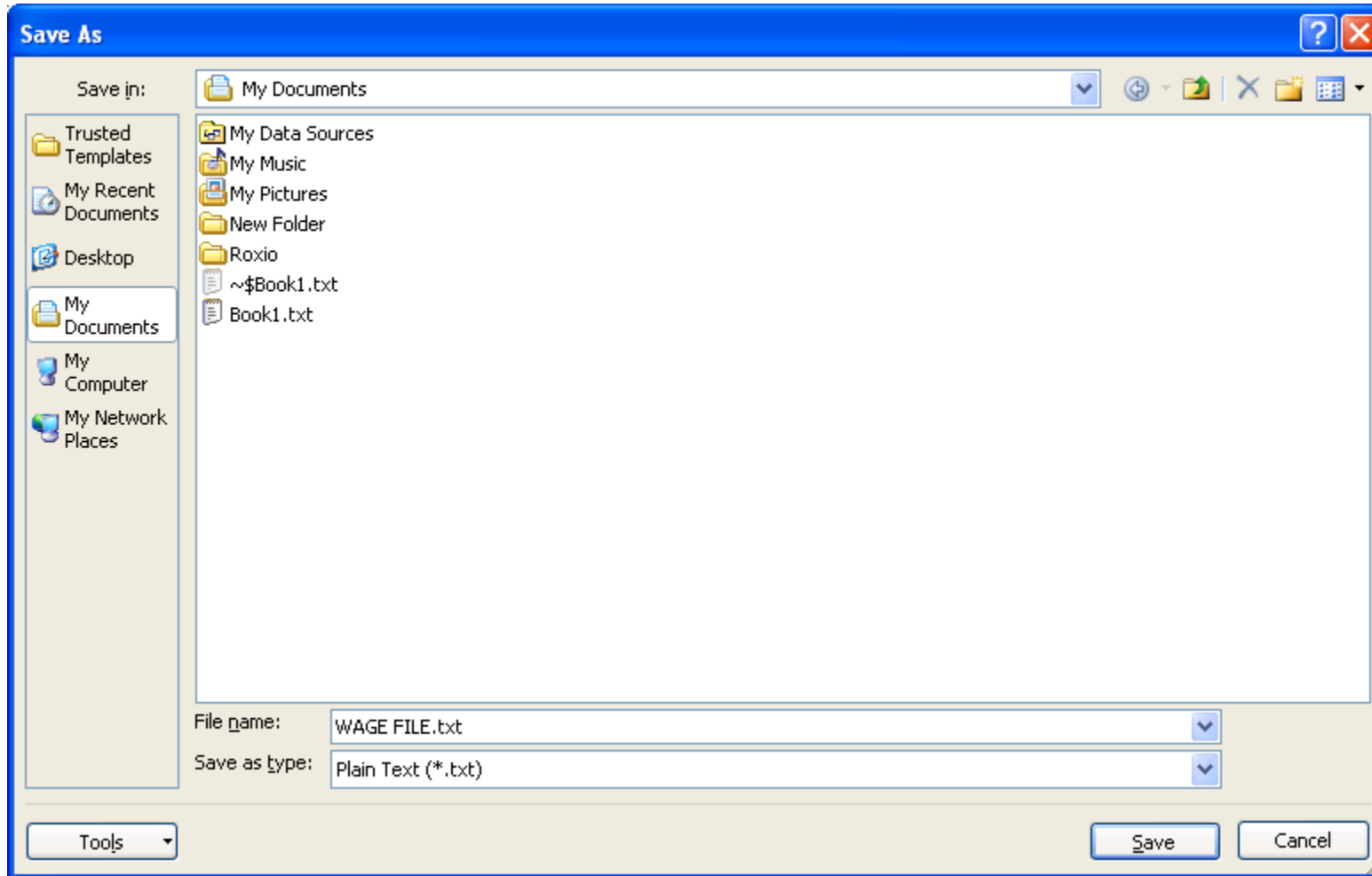
# How to create TXT File for Wage Upload

After the Replace is done the file should look like this:



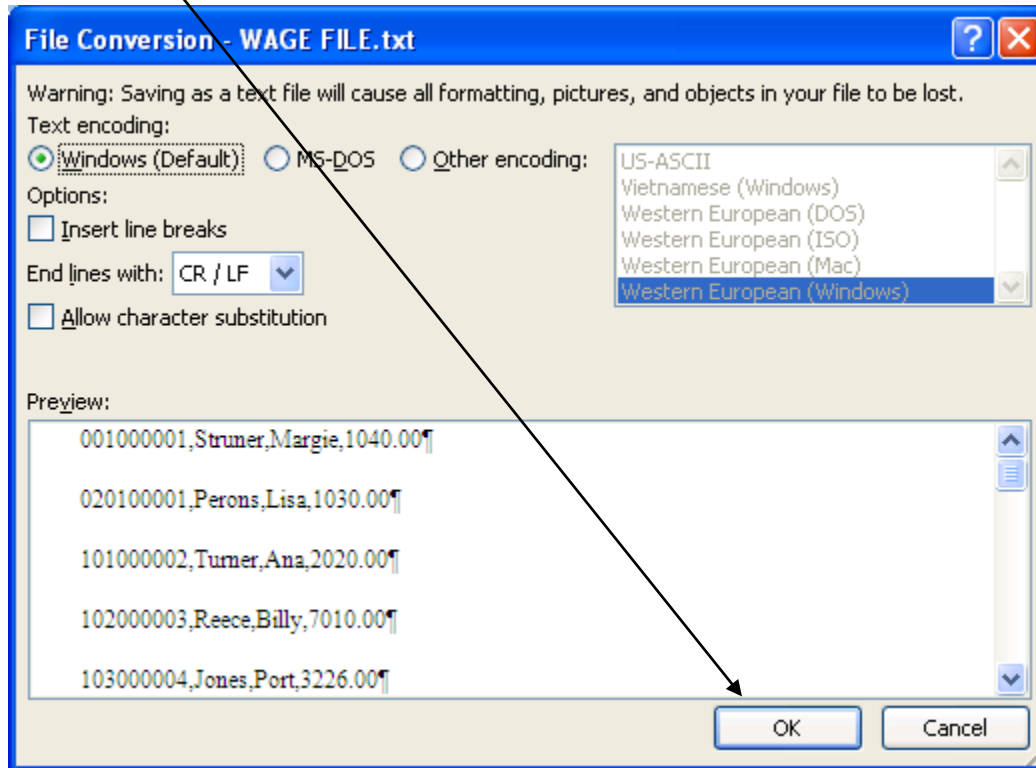
# How to create TXT File for Wage Upload

Save the file as Plain Text



## How to create TXT File for Wage Upload

Click OK here



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

```
001000001,Struner,Margie,1040.00,0.00  
020100001,Perons,Lisa,1030.00,0.00  
101000002,Turner,Ana,2020.00,0.00  
102000003,Reece,Billy,7010.00,7010.00  
103000004,Jones,Port,3226.00,1500.00  
104000005,Lund,Ryan,790.00,0.00  
105000006,Jones,Aha,7993.00,7993.00  
106000007,Williams,Dune,996.00,0.00  
107000008,Jones,Tamika,999.00,0.00  
108000009,Bufford,LaQuanda,100220.00,100220.00
```