



# Maine Revenue Services

## Electronic File Specifications for **Form W-2**

### **Tax Year 2024**

(Wages paid from 1-1-2024 to 12-31-2024)

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## **Introduction**

This publication contains the specifications and instructions for electronically filing original wage and withholding information (Forms W-2) with Maine Revenue Services (MRS). These file specifications must be followed unless deviations have been specifically granted in writing by MRS. If additional information is needed or if there are any questions, please see the administrative contact list on page 8.

### **Important Changes**

#### **Record Changes:**

- Employee Zip Code Extension added, location 146-149. Foreign State/Province added, location 155-177.
- Foreign Postal Code added, location 178-192.
- Country Code location changed to 193-194.
- Blank location changed to 195-247.

#### **Filing Requirements**

- Any employer or payroll processor required to electronically file Forms W-2 with the Social Security Administration (SSA) must report Forms W-2 information directly to MRS for all employees who are Maine residents and for all employees who have Maine-source income. Employers not required to electronically file Forms W-2 with the SSA are not required to electronically file information returns with MRS; however, employers are encouraged to file directly with MRS to help combat identity theft and refund fraud. MRS does not process paper Forms W-2.
- On February 23, 2023, the U.S. Department of the Treasury issued final regulations (T.D. 9972) that reduced the thresholds for filing certain information returns and other documents that are required to be filed electronically from 250 forms to 10. The new federal (10-return) threshold applies, in aggregate, for almost all federal information return types, including federal Forms W2 and Forms 1099, beginning in 2024.

Beginning with tax forms required to be filed with MRS in 2024, employers and payers that are required to file at least 10 federal Forms W-2 and Forms 1099, in aggregate, must file the forms electronically with MRS using the Maine Tax Portal at [revenue.maine.gov](https://revenue.maine.gov) or, if applicable, via the Combined Federal/State Filing Program.

## Due Date:

- The filing due date for submitting Forms W-2 for tax year 2024 is **January 31, 2025**. **Earlier filing is encouraged to help combat identity theft and refund fraud.**
- Any person who is required to file an information return in accordance with 36 M.R.S. § 5242 and who fails to do so on or after January 31, 2022, or who willfully furnishes a false or fraudulent return of information, is subject to a penalty of \$50 for each such failure. Generally, returns of information include Forms W-2, Forms 1099, and other similar forms containing tax information necessary for filing Maine income tax returns.

## Submitting W-2 Files

1. Maine Revenue Services (MRS) utilizes the same EFW2 file layout as the Social Security Administration (SSA) for electronic reporting of Forms W-2. **RS Record must be populated with State of Maine information as indicated in the RS Record specification section below.**
2. SSNs cannot begin with 9.
3. MRS will not accept SSNs that only show the last four digits (xxx-xxx-1234).
4. Data files must be in text format with .txt extension.
5. **SSA and the Internal Revenue Service do not forward RS-record information to MRS. If RS record, State of Maine Withholding information, is filed with SSA, a separate RS record must be submitted to MRS.**
6. EFW2 files must be submitted electronically via the Maine Tax Portal: [MEP | MTP - Maine Revenue Services](#). If the files do not pass validation, the Maine Tax Portal will provide the reason and location of the errors.
7. MRS requires completed RA, RE, RW, RS, RT and RF records.
8. Maine Revenue Services will accept RE records, position 3-6 with prior year information.

# Electronic Filing Requirements

## Basic Requirements

- Data should be uploaded electronically using the Maine Tax Portal specifications format.
- Compressed files are not accepted.
- Data files must be in text format with .txt extension.
- Each record must end with a carriage return line feed (CRLF).
- Each record must be 512 bytes in length.
- Each file should contain data for only one year. Multiple years will be rejected.
- Only American Standard Code for Information Interchange (ASCII) will be accepted.

## ASCII Character Set

- American Standard Code for Information Interchange (ASCII) will be accepted. Appendix A contains a table of the ASCII Character Set.
- All character data will be treated as uppercase.

## Logical Record Length

- Each record must be a uniform length of 512 bytes. Logical records **MUST NOT** be prefixed by record descriptor words or block descriptor words.

## Delimiters

- Each record must be terminated by any one of a line feed ('\n'), a carriage return ('\r'), or a carriage return followed immediately by a linefeed.
- The ASCII-1 hexadecimal value for the carriage return character is 0D (zero and letter D); the ASCII-1 hexadecimal value for the line feed is 0A (zero and letter A). The ASCII-1 decimal values for the two characters are 13 and 10, respectively.
- **DO NOT** place a record delimiter before the first record of the file.
- **DO NOT** place more than one record delimiter (i.e., more than one carriage return/line-feed combination) following a record.
- **DO NOT** place record delimiters after a field within a record.

## Maine Form W-2 Records (512 bytes)

- RA Record – Submitter Record (Required)
- RE Record – Employer Record (Required)
- RW Record – Employee Wage Record (Required)
- RS Record – State Wage Record (Required)
- RT Record – Total Record (Required)
- RF Record – Final Record (Required)

**EXAMPLE 1**

Submitter with 10 employees  
(no RO or RU Records)

- RA (ACE TRUCKERS)
- RE (Ace Truckers)
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RW
- RS
- RT
- RF

**EXAMPLE 2**

Submitter with 3 employers  
(no RO or RU Records)

- RA (DATA SERVICE)
- RE (Best Pizza)
- RW
- RS
- RT
- RE (Construction Co)
- RW
- RS
- RW
- RS
- RT
- RE (Ridge Rock & Gravel)
- RW
- RS
- RW
- RS
- RT
- RF

**EXAMPLE 3**

Submitter with 1 employer with  
two types of employment  
(no RO or RU Records)

- RA (COUNTY PAYROLL)
- RE (Orange County – MQGE)
- RW
- RS
- RW
- RS
- RW
- RS
- RT
- RE (Orange County Non-MQGE)
- RW
- RS
- RW
- RS
- RT
- RF

## RS Record Specifications

RS Record Specifications:

<b>RS Position</b>	<b>Field Name</b>	<b>Length</b>	<b>Specifications</b>
1 - 2	Record Identifier	2	Constant "RS"
3 - 4	State Code	2	Enter "23" for the Maine postal numeric code.
5 - 9	Blank	5	Fill with blanks.
10 - 18	Social Security Number	9	Enter the employee's complete SSN issued by SSA. <ul style="list-style-type: none"> <li>• Enter only numeric characters.</li> <li>• Omit hyphens.</li> <li>• May not begin with 666 or 9.</li> </ul> If no SSN available, enter zeros.
19 - 33	Employee First Name	15	Enter the employee's first name. Left justify and fill with blanks.
34 - 48	Employee Middle Name or Initial	15	If applicable, enter the employee's middle name or initial. Left justify and fill with blanks.
49 - 68	Employee Last Name	20	Enter the employee's last name. Left justify and fill with blanks.
69 - 72	Suffix	4	If applicable, enter the employee's alphabetic suffix. For example. SR, JR. Left justify and fill with blanks.
73 - 94	Location Address	22	Enter the employee's location address (Attention, Suite, Room Number, etc.). Left justify and fill with blanks.
95 - 116	Delivery Address	22	Enter the employee's delivery address. Left justify and fill with blanks.
117 - 138	Employee City	22	Enter the employee's city. Left justify and fill with blanks.
139 - 140	Employee State	2	Enter the employee's state. Left justify and fill with blanks.
141 - 145	Employee Zip Code	5	Enter the employee's zip code. Left justify and fill with blanks.
146 - 149	Employee Zip Code Extension	4	Enter the employee's four-digit extension of the zip code If not applicable, fill with blanks.
150-154	Blank	5	Fill with blanks
155-177	Foreign State/Province	23	If applicable, enter the employee's foreign State/province. Left justify and fill with blanks. Otherwise, fill with blanks

178-192	Foreign Postal Code	15	If applicable, enter the employee's foreign postal code. Left justify and fill with blanks. Otherwise, fill with blanks.
193 - 194	Country Code	2	If one of the following applies, fill with blanks: * One of the 50 states of the USA * District of Columbia * Military Post office (MPO) * American Samoa * Guam * Northern Mariana Islands * Puerto Rico * Virgin Islands Otherwise, enter the employee's applicable Country Code. (From Appendix G in SSA Pub 42-007)
195 – 247	Blank	53	Fill with blanks
248 - 258	Maine Withholding Account Number	11	If Maine withholding reported in position 287-297 is greater than zero, enter the Withholding Account ID for this employer. <b>No hyphen.</b> Left justify and fill with blanks.
259 - 273	Blank	15	Fill with blanks.
274 - 275	State Code	2	Enter “23” for the Maine postal numeric code
276 - 286	Maine Taxable Wages	11	Enter the compensation paid to this employee for services performed in Maine. The amount entered here should agree with the amount entered in Box 16 on the Form W-2 issued to the employee. The rightmost 2 digits represent cents. Right justify and zero fill.
287 - 297	Maine Income Tax Withheld	11	Employee Maine Income Tax Withheld. The rightmost 2 digits represent cents. Right justify and zero fill.
298 - 307	Maine Public Employees Retirement System Contributions (MEPERS)	10	For public employers who participate in the MEPERS, enter the amount of pick-up contributions deducted from this employee's salary and contributed to MEPERS on behalf of the employee. This amount is required to be added back to Maine income pursuant to 36 MRSA §5122(1)(G). Do not include the employer's portion of the contributions. The rightmost 2 digits represent cents. Right justify and zero fill.
308-512	Blank	205	Fill with blanks.



## Maine Tax Portal System File Edits for Form W-2

Below is a partial list of system edits that may cause the Maine Tax Portal upload system to reject an EFW2 file. The edits are subject to change and additional edits may be implemented if needed.

1. There must be at least one State of Maine RS record with corresponding RW record for each RE record.
2. All State of Maine RS records **must have** corresponding RW records.
3. Maine Revenue Services will accept RE records, position 3-6 with prior year information.
4. An RF record is required as an end of file indicator. Position 1-2 of the RF record must contain the letters RF. All other positions in the RF record, including position 8-16, will be ignored.
5. The total of Maine withholding reported in all RS records position 287-297 included in the file must match the total entered on the upload screen.
6. If the amount entered in RS record position 287-297 is greater than zero, then record position 248-258 must contain a valid Withholding Account ID for this employer.
7. RS record position 3-4 must contain State Code '23' for State of Maine RS records.

## Technical and Administrative Contact Information

[withholding.tax@maine.gov](mailto:withholding.tax@maine.gov)

**\*NEW (207) 624-7661**

Monday – Friday 9:00 AM to 12:00 PM, holidays excepted.

## Appendix A - Acceptable ASCII-1 Character Set

The following chart contains the character set that can be directly read or translated. The translations are shown character for character; i.e., unpacked. The chart does not show every character, just the most commonly used ones. See [www.lookuptables.com](http://www.lookuptables.com).

Char	Hex	Dec
+O		
A	65	41
B	66	42
C	67	43
D	68	44
E	69	45
F	70	46
G	71	47
H	72	48
I	73	49
J	74	4A
K	75	4B
L	76	4C
M	77	4D
N	78	4E
O	79	4F
P	80	50
Q	81	51
R	82	52
S	83	53
T	84	54
U	85	55
V	86	56
W	87	57
X	88	58
Y	89	59
Z	90	5A
0	48	30
1	49	31
2	50	32
3	51	33
4	52	34
5	53	35
6	54	36
7	55	37
8	56	38
9	57	39

Blank	32	20
- (Hyphen)	39	27
' (Apostrophe)	45	2D
CR (carriage return)	0D	13
FL (NL line feed)	0A	10