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**Vermont Internet Tax & Wage System
Upload Specifications**

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VERMONT
**DEPARTMENT OF LABOR**
www.labor.vermont.gov

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**Note: Any employees currently on file for the quarter will be replaced by a successful upload.**

A comma delimited (CSV format) file is required to upload a file of quarterly wages to the Vermont Internet Tax and Wage System. This is a file where columns are separated with commas and rows are separated with returns. One of the following two format options is required.

**If your file does not look like one of the examples below, when viewed in a text editor such as Notepad, it will NOT upload.**

**Your header line may be in any order as long as the wage information is in the same order.**

**Option 1 Requirements:**
The following columns are required but may be in any order. The first row in the file must include the headers in the appropriate order. The column headers are not case sensitive.

**Header**

| | |
|---|---|
| SSN | format 999999999 or 999-99-9999 |
| LastName | up to 30 alpha characters |
| FirstName | up to 15 alpha characters |
| MI | 1 alpha character |
| QuarterlyWage | required format ########9.99 |
| PriorWage* | required format ########9.99 |
| HourlySalaried | required content 'H' or 'S' |
| HourlyWage | required format #9.99 required |
| Gender | content 'F' or 'M' |

**Option 1 Example 1: (No spaces allowed. No commas IN wage fields)**
SSN,FirstName,MI,LastName,Gender,HourlySalaried,HourlyWage,PriorWage*,QuarterlyWage
123456789,John,Q,Public,M,S,15.00,14400.00,7200.00

**Option 1 Example 2: (No spaces allowed. No commas IN wage fields)**
SSN,LastName,FirstName,MI,QuarterlyWage,Gender,PriorWage*,HourlySalaried,HourlyWage
123456789,Public,John,Q,7200.00,M,14400.00,S,15.00

**Option 2 Requirements:**
The following columns are required. The specified order is required. The first row in the file must include the headers. The column headers are not case sensitive.

**Header**

| | |
|---|---|
| SSN | format 999999999 or 999-99-9999 |
| QuarterlyWage | required format ########9.99 |
| PriorWage* | required format ########9.99 |
| HourlySalaried | required content 'H' or 'S' |
| HourlyWage | required format #9.99 |
| Gender | required content 'F' or 'M' |
| Name | up to 48 alpha characters - format 'last, first, MI' or 'last, first' |

**Option 2 Example: (No spaces allowed. No commas IN wage fields)** SSN,
QuarterlyWage,PriorWage*,HourlySalaried,HourlyWage,Gender,Name
123456789,7200.00,14400.00,S,15.00,M,Public,John

**\*** Prior Wage - This is the cumulative wages for all prior quarters in calendar year.

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