

## Vermont Internet Tax & Wage System Upload Specifications



**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.