Vermont Internet Tax & Wage System Upload Specifications

VERMONT
DEPARTMENT OF LABOR
www.labor.vermont.gov

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
Last Name	up to 30 alpha characters
First Name	up to 15 alpha characters
MI	1 alpha character
Quarterly Wage	required format ########9.99
Prior Wage*	required format ########9.99
Hourly Salaried	required content 'H' or 'S'
Hourly Wage	required format #9.99
Gender	required content 'F' or 'M'

Option 1 Example 1: (No spaces allowed. No commas IN wage fields)
SSN, First Name, MI, Last Name, Gender, Hourly Salaried, Hourly Wage, Prior Wage*, Quarterly Wage
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, Last Name, First Name, MI, Quarterly Wage, Gender, Prior Wage*, Hourly Salaried, Hourly Wage
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
Quarterly Wage	required format ########9.99
Prior Wage*	required format ########9.99
Hourly Salaried	required content 'H' or 'S'
Hourly Wage	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, Quarterly Wage, Prior Wage*, Hourly Salaried, Hourly Wage, 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.