

**Government of Puerto Rico
Department of the Treasury**

PUBLICATION 19-02

**DEVELOPER GUIDE
FORM 499R-2c/W-2cPR**

**ELECTRONIC FILING REQUIREMENTS
FOR TAX YEAR 2019**

**Analysis and Programming Division
October 9, 2019
EFW2CPR**



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Department of the Treasury Tax System: SURI

Since December 10, 2018, all transactions related to withholding taxes are managed electronically through our Internal Revenue Integrated System, also known as SURI, for its Spanish acronym.

SURI is the online portal for the Department of Treasury's ("Department") new integrated tax program. Once fully implemented, the software will incorporate all taxes administered by the Department into a single system.

The implementation of this system has been divided into three (3) phases. The schedule for each of the SURI implementation phases is as follows:

Phase	Tax Types	Rollout Date
Rollout 1 (Completed)	<ul style="list-style-type: none">• <i>Sales and Use Tax ("SUT")</i> <i>Subtitles D and DDD of the Puerto Rico Internal Revenue Code of 2011, as amended ("Code")</i>	<i>Phase completed by November 1, 2016</i>
Rollout 2 (Completed)	<ul style="list-style-type: none">• <i>Withholding at Source</i> <i>Subchapter B of Chapter 6 of Subtitle A of the Code</i>• <i>Inheritance and Gift Tax</i> <i>Subtitle B of the Code</i>• <i>Excise Tax, Alcoholic Beverage Tax and Licenses</i> <i>Subtitles C and E of the Code</i>	<i>Phase completed by December 10, 2018</i>
Rollout 3	<ul style="list-style-type: none">• Income Tax <i>Subtitle A of the Code</i>	February 2020

IMPORTANT INFORMATION

Purpose of this Publication	To provide the electronic transfer filing instructions for Form 499R-2c/W-2cPR using the EFW2CPR format.
Users of this Publication	Employers submitting Form 499R-2c/W-2cPR by text file.
Mandatory Electronic Filing	You must file all Corrected Withholding Statements electronically through SURI using EFW2CPR format.
Register Online	If you do not currently have an account in SURI, you must register. If you do have an account, you must update your registration for withholding. To do either, access https://suri.hacienda.pr.gov .
Control Number	<p>The employer will generate and assign control numbers for withholding forms. Control numbers must be 9 digits and must be unique for the employer, form type, and tax year.</p> <p><i>Note: Please refer to Filing Reminders Section, Part II for new information.</i></p>
Provide to Your Employee	You are responsible for providing your employee with (2) paper copies of their form or electronically, if the employer complies with the requirements established in Internal Revenue Circular Letter No. 16-11 (CC RI 16-11).
You Must Keep	You must keep one (1) paper copy record for each employee for a minimum of 10 years.
Rejected Submissions	Files will be rejected if they do not meet the technical specifications outlined in this publication.
File Processing Timeframe	Submissions are processed in batch at the end of every business day. Confirmation will be sent once processing is complete.
Confirmation Number	Once your submission has been processed (after nightly batch), you will receive a notification that the filing confirmation is ready to be viewed in SURI. You will receive a confirmation number for your submission that is 10 digits long preceded by a letter. Your confirmation number will consist of 11 characters.

WHAT IS NEW?

I. New Fields

1. **Boxes C and D indicate if the remuneration includes payments to the employee for the following services:**
 - a. **(Box C) - Services rendered in agricultural labor;** (E0 Employee Wage Record, position 390-390) - Services rendered in agricultural labor.
 - b. **(Box D) - Services rendered by a minister of a church or by a member of a religious order;** (E0 Employee Wage Record, position 391-391) - Services rendered by a minister of a church or by a member of a religious order.

II. Modified Fields

1. **Box C indicates if the remuneration includes payments to the employee for the following services:**
 - a. **(Box E) – Others;** (E0 Employee Wage Record, position 349-349) - any other service required by the Department through regulations, administrative determination or circular letter, in which case you must indicate the salary payment concept.
 - b. **(Box E) - Others Description Line;** (E0 Employee Wage Record, positions 350-389) – indicate salary payment concept for Box E.
2. **Boxes numbers from 17 to 26 were renumbered on Form.**

III. Additions and Changes

1. Control Number – Starting tax year 2019 the sequence from 900000000 to 999999999 will be reserved only for the use of the Department for all other submissions, excluding text file submissions.
2. Exempt Salaries Codes:
 - Code A - Public employees' wages for overtime worked during emergency situations under Act 324-2004;
 - Code B - Exempt income paid to a Puerto Rico Police member under Section 1031.02(a)(34) of the Code;
 - Code C - Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the Code;

- Code D - Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the Code or under Section 2022.05 of the Puerto Rico Incentives Code, Act 60-2019 (Incentives Code);
- Code E - Salary not over \$40,000 per year under Section 1031.02(a)(36) of the Code;
- Code F - Vacation and sick leave liquidation payment to public employees under Act 211-2015;
- Code G - Disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States;
- Code H - Payments to public employees under the Voluntary Transition Program, according to AAFAF's valid Administrative Orders; or
- Code I - Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(15) of the Code.

3. The Social Security Wage Base for Tax Year 2019 cannot exceed \$132,900.

4. The Contributions to CODA PLANS cannot exceed \$25,000.


FILING REMINDERS

The Department is not responsible for the method or program used to file the 499R-2c/W-2cPR forms (programs of any service provider).

I. Confirmation Number

The Department will not accept Form 499R-2c/W-2cPR printed without the confirmation number (handwritten or typed confirmation numbers on the forms will automatically invalidate the forms). The file must first be uploaded, submitted and processed to obtain the confirmation number from SURI.

Example of Electronic Filing Confirmation Number Box on Form 499R-2c/W-2cPR:



Formulario 499R-2c/W-2cPR Form Rev. 02.19		GOBIERNO DE PUERTO RICO - GOVERNMENT OF PUERTO RICO Departamento de Hacienda - Department of the Treasury		Indique si la remuneración incluye pagos al empleado por: Indicate if the remuneration includes payments to the employee for: A- <input type="checkbox"/> Servicios prestados por un médico calificado bajo la Ley 14-2017 Services rendered by a qualified physician under Act 14-2017 B- <input type="checkbox"/> Servicios domésticos / Domestic services C- <input type="checkbox"/> Servicios prestados en trabajo agrícola Services rendered in agricultural labor D- <input type="checkbox"/> Servicios prestados por un ministro de una iglesia o por un miembro de una orden religiosa / Services rendered by a minister of a church or by a member of a religious order E- <input type="checkbox"/> Otros / Others	
ANDA CORREGIRSE Year Being Corrected 2019		1a. FECHA DE NACIMIENTO Date of Birth Día Mes Año Day Month Year	1b. FECHA CESE DE OPERACIONES Cease of Operations Date Día Mes Año Day Month Year	2a. NÚM. SEGURO SOCIAL EMPLEADO Employer's Social Security No.	2b. NÚM. DE IDENTIFICACIÓN PATRONAL Employer identification No. (EIN)
3a. NOMBRE - First Name APELLIDO(S) - Last Name(s)		3c. NOMBRE Y DIRECCIÓN POSTAL DEL PATRONO Employer's Name and Mailing Address			
3b. DIRECCIÓN POSTAL DEL EMPLEADO - Employee's Mailing Address		3d. NÚMERO DE TELÉFONO - Telephone Number			
COMPLETE LÍNEA 4a o 4b SOLAMENTE SI LA INFORMACIÓN ORIGINAL ESTABA INCORRECTA. ANOTE NÚMERO Y NOMBRE INCORRECTOS. Complete line 4a or 4b only if the original information reported was incorrect. Enter the incorrect Social Security number and name.					
4a. NÚM. SEGURO SOCIAL (INCORRECTO) Incorrect Social Security No.		4b. NOMBRE DEL EMPLEADO (INCORRECTO) - Employee's Incorrect Name Nombre - First Name Apellido(s) - Last Name(s)			
Línea - Line		a) Según se informó originalmente As Originally Reported		b) Información Corregida Correct Information	
5. COSTO DE COBERTURA DE SALUD AGRUPADA POR EL PATRONO Cost of Employer - Sponsored Health Coverage					
6. DONATIVOS Charitable Contributions					
7. SALARIOS Wages					
8. COMISIONES Commissions					
9. CONCESIONES Allowances					
10. PROPINAS Tips					
11. TOTAL = 7 + 8 + 9 + 10					
12. GASTOS REEMBOLSADOS Y BENEFICIOS MARGINALES Reimbursed Expenses and Fringe Benefits					
13. CONTRIBUCION RETENIDA Tax Withheld					
14. FONDO DE RETIRO GOBIERNAL Governmental Retirement Fund					
15. APORTACIONES A PLANES CUALIFICADOS Contributions to Qualified Plans					
16. SALARIOS EXENTOS Exempt Salaries		00 00 00 00 00		00 00 00 00 00	
17. SALARIOS EXENTOS Exempt Salaries		00 00 00 00 00		00 00 00 00 00	
18. SALARIOS EXENTOS Exempt Salaries		00 00 00 00 00		00 00 00 00 00	
19. APORTACIONES AL PROGRAMA AHORRA Y DUPLICA TU DINERO Contributions to the Save and Double your Money Program					
20. TOTAL SALARIOS SEGURO SOCIAL Social Security Wages					
21. SEGURO SOCIAL RETENIDO Social Security Tax Withheld					
22. TOTAL SALARIOS Y PROPINAS MEDICARE Medicare Wages and Tips					
23. CONTRIBUCION MEDICARE RETENIDA Medicare Tax Withheld					
24. PROPINAS SEGURO SOCIAL Social Security Tips					
25. SEGURO SOCIAL NO RETENIDO EN PROPINAS Unretained Social Security Tax on Tips					
26. CONTRIBUCION MEDICARE NO RETENIDA EN PROPINAS Unretained Medicare Tax on Tips					
RAZONES PARA EL CAMBIO: Reasons for the change					
FIRMA DEL PATRONO O SU REPRESENTANTE AUTORIZADO Employer's or Duty Authorized Agent's Signature		TÍTULO - Title		FECHA - Date	
NÚM. CONFIRMACIÓN DE RADICACIÓN ELECTRÓNICA Electronic Filing Confirmation No.		NÚM. CONTROL - Control No.		NÚM. CONTROL DEL COMPROBANTE ORIGINAL Control No. original withholding statement	

II. Control Numbers

The Department does not assign control numbers via text file. The control number will be assigned by the employer on submission. This number must consist of nine digits and cannot be repeated for the same employer, same form type, and same tax year. **Starting tax year 2019 the sequence from 900000000 to 999999999 will be reserved only for the use of the Department for all other submissions, excluding text file submissions.**

III. Substitute Forms

Authorization is required to reproduce substitute forms of the W-2c. Authorization must be requested from the Forms and Publications Division. You may contact the Forms and Publications Division at (787) 622-0123 option 8 or send an email to forms@hacienda.pr.gov.

IV. Representative

Representatives filing on behalf of an employer need to be registered in SURI and be authorized by the employer to access the taxpayer's account. For more information please refer to Internal Revenue Circular Letter No. 18-16 (CC RI 18-16) available at www.hacienda.pr.gov . Once authorized, the representative will be able to submit files via the employer's SURI account.

V. Filing for Previous Years

Filings for tax years 2014 to 2018 must be submitted through SURI using the appropriate filing requirements for the specific tax year of the submission. Publications for each tax year are available on Hacienda's website www.hacienda.pr.gov in the "Patronos y Agentes Retenedores" section. Control numbers for previous year submissions must be assigned by the employer. Control numbers should consist of nine digits and cannot be repeated for the same employer, form type, and tax year.

CHECKLIST TO AVOID COMMON MISTAKES

- ☐ The same printed Form 499R-2c/W-2cPR will be used for all purposes: to deliver a copy to the Social Security Administration, to deliver two copies to the employee and to keep a copy for your records. The Department will only accept electronic submissions via SURI.
- ☐ The number sequence from 900000000 to 999999999 was not used since the same is reserved for the Department's purposes only, as instructed in this publication.
- ☐ Verify each Form 499R-2c/W-2cPR has a printed confirmation number. This confirmation will be provided by SURI after the filing process is complete. The number will consist of ten digits starting with a letter. Your confirmation number will consist of 11 characters (1 letter and 10 digits). Printed forms without a confirmation number are not considered filed. Please be aware that the confirmation number will not be available until after the submission is processed. Submissions are processed in batch at the end of every business day.
- ☐ In order to file a W-2cPR, a W-2PR must have been filed. Otherwise, it will be rejected.
- ☐ Make sure each data file submitted is complete. **Code SU through Code RF records are all required.**
- ☐ We require that each record have a record delimiter (CR - Carriage Return followed by LF - Line Feed) at end of the record and placed immediately following character position 550.
- ☐ All records included in the Electronic Filing must be for the same tax year.
- ☐ Make sure the file only includes information for one employer.
- ☐ Authorization from the Forms and Publications Division to prepare substitute forms of W-2cPR must be requested.
- ☐ Be sure to enter the tax year being corrected in the Code SU record (Submitter Record), location 3-6.
- ☐ Remember to enter the W-2C control number in the Code E0 record (Employee Wage Record), location 320-328. **The sequence from 900000000 to 999999999 cannot be used.** This number is not the same as the Original Control Number of the W-2 that is being corrected.
- ☐ Be sure to enter the original control number for the W2 being corrected in the Code E0 record (Employee Wage Record), location 329-337. If the number does not match an existing W2 submission for the employer and tax year then the W2C submission will be rejected.

- ❑ All money fields must be numeric. No decimal punctuation or high and low order signs are allowed except for amounts in the E3 record (Difference between E1 and E2 records). Remember that money fields must contain zeros if no other amount is applicable.

FREQUENTLY ASKED QUESTIONS

1. How do I report corrected wage amounts?

Column a) (E1 Record Type) *“As Originally Reported”* must report all values as they were filed on the original W-2PR. If the amounts do not match the originally reported values the submission will be rejected.

Column b) (E2 Record Type) *“Correct Information”* must report all wage values regardless of if they are corrected or not.

Column c) (E3 Record Type) *“Increase (Decrease)”* is to report the difference between column a and column b. If the value is not being corrected (value a is the same as value b) then report 0 in this field. These values may show negative amounts.

Example:

Formulario 499R-2cW-2cPR Form Rev. 03.19		GOBIERNO DE PUERTO RICO - GOVERNMENT OF PUERTO RICO Departamento de Hacienda - Department of the Treasury		Indique si la remuneración incluye pagos al empleado por: Indicate if the remuneration includes payments to the employee for: A- <input type="checkbox"/> Servicios prestados por un médico calificado bajo la Ley 14-2017 Services rendered by a qualified physician under Act 14-2017 B- <input type="checkbox"/> Servicios domésticos / Domestic services C- <input type="checkbox"/> Servicios prestados en trabajo agrícola Services rendered in agricultural labor D- <input type="checkbox"/> Servicios prestados por un ministro de una iglesia o por un miembro de una orden religiosa / Services rendered by a minister of a church or by a member of a religious order E- <input type="checkbox"/> Otros / Others	
GOBIERNO DE PUERTO RICO DEPARTAMENTO DE HACIENDA		CORRECCIÓN AL COMPROBANTE DE RETENCIÓN CORRECTED WITHHOLDING STATEMENT			
AÑO A CORREGIRSE Year Being Corrected 2019	1a. FECHA DE NACIMIENTO Date of Birth Día Mes Año Day Month Year	1b. FECHA CESE DE OPERACIONES Cease of Operations Date Día Mes Año Day Month Year	2a. NÚM. SEGURO SOCIAL EMPLEADO Employee's Social Security No.	2b. NÚM. DE IDENTIFICACIÓN PATRONAL Employer Identification No. (EIN)	
3a. NOMBRE - First Name APELLIDO(S) - Last Name(s)			3c. NOMBRE Y DIRECCIÓN POSTAL DEL PATRONO Employer's Name and Mailing Address		
3b. DIRECCIÓN POSTAL DEL EMPLEADO - Employee's Mailing Address			3d. NÚMERO DE TELÉFONO - Telephone Number		
COMPLETE LINEA 4a o 4b SOLAMENTE SI LA INFORMACIÓN ORIGINAL ESTABA INCORRECTA. ANOTE NÚMERO Y NOMBRE INCORRECTOS. Complete line 4a or 4b only if the original information reported was incorrect. Enter the incorrect Social Security number and name.					
4a. NÚM. SEGURO SOCIAL (INCORRECTO) Incorrect Social Security No.		4b. NOMBRE DEL EMPLEADO (INCORRECTO) - Employee's Incorrect Name Nombre - First Name Apellido(s) - Last Name(s)			
Línea - Line		a) Según se informó originalmente As Originally Reported		b) Información Correcta Correct Information	
				c) Aumento (Reducción) (Diferencia entre a y b) Increase (Decrease) (Difference between a and b)	
5. COSTO DE CUBIERTA DE SALUD AUSPICIADA POR EL PATRONO Cost of Employer - Sponsored Health Coverage		0.00		0.00	
6. DONATIVOS Charitable Contributions		0.00		0.00	
7. SUELDOS Wages		200,000.00		200,000.00	
8. COMISIONES Commissions		0.00		10,000.00	
9. CONCESIONES Allowances		12,000.00		0.00	
10. PROPINAS Tips		0.00		0.00	
11. TOTAL = 7 + 8 + 9 + 10		212,000.00		210,000.00	
12. GASTOS REEMBOLSADOS Y BENEFICIOS MARGINALES Reimbursed Expenses and Fringe Benefits		0.00		0.00	
13. CONTRIBUCIÓN RETENIDA Tax Withheld		20,000.00		15,000.00	
14. FONDO DE RETIRO GUBERNAMENTAL Governmental Retirement Fund		0.00		0.00	
15. APORTACIONES A PLANES CUALIFICADOS Contributions to QDIA PLANS		0.00		0.00	
16. SALARIOS EXENTOS Exempt Salaries		CÓDIGO/Code 0.00		CÓDIGO/Code 0.00	
17. SALARIOS EXENTOS Exempt Salaries		CÓDIGO/Code 0.00		CÓDIGO/Code 0.00	
18. SALARIOS EXENTOS Exempt Salaries		CÓDIGO/Code 0.00		CÓDIGO/Code 0.00	
19. APORTACIONES AL PROGRAMA AHORRA Y DUPLICA TU DINERO Contributions to the Save and Double your Money Program		0.00		0.00	
20. TOTAL SUELDOS SEGURO SOCIAL Social Security Wages		0.00		0.00	
21. SEGURO SOCIAL RETENIDO Social Security Tax Withheld		0.00		0.00	

(When No Correction Needed)

(Amount Correction)

(Amount Correction)

(Amount Correction)

2. What if I send a W-2c in paper?

Paper submissions will not be accepted or considered as filed. Any paper submissions will be penalized by the Department.

3. What if I do not follow the instructions in this booklet?

If you do not follow the filing instructions and layout defined in this publication your submission will be rejected.

4. What is Electronic File Upload?

Electronic File Upload allows you to transmit an electronic file containing an EFW2CPR formatted wage report to the Department over the Internet.

5. Is the text file method the only option to electronically file the W-2c's?

No, employers can manually file up to 2,000 W-2cPR forms through SURI daily.

6. Do I have to file a paper W-2c and a Form 499 R-3 in addition to my electronic filing?

No, paper forms are not required to be submitted to the Department.

7. How may I send my W-2c's information to SSA?

The Social Security Administration (SSA) accepts both paper forms and electronic submission of the W-2c. Please note that the electronic filing specifications for the SSA differ from the requirements and specifications in this publication.

8. Where may I submit my W-2c File?

The W-2c file can be uploaded through SURI under the employer's "Wages Withholding" account.

9. Does SURI validate the accuracy of my file?

Yes, SURI will validate both the format and content of the file as part of the upload process. SURI will not allow files that do not meet the specifications of this publication to be submitted for processing.

10. What if an error message is displayed when uploading my file or if the file cannot be processed?

If errors are found during validation SURI will provide a detailed list of the errors that need to be corrected. Once all errors have been corrected, re-upload the file and complete the submission. The Department will be issuing Publication 19-05 ("Manual de Referencia Errores de Corrección al Comprobante de Retención W-2C Año 2019") in our Department's web page (www.hacienda.pr.gov), under the Publications section.

11. Do I need to keep a copy of the W-2c information I send to the Department of Treasury?

Yes, the Department requires that you retain a copy of the W-2c or be able to reconstruct its data **for at least 10 years after the submission due date.**

12. How are the Exempt Salaries Code(s) reported?

Reporting 1 Code:

- One Code with the corresponding amount in box 16.
- Box 17 must be left blank.
- Box 18 must be left blank.

Reporting 2 Codes:

- One Code with the corresponding amount in box 16.
- One Code (A, B, C, D, G, H or I) with the corresponding amount in box 17. If you need to report code E or F, it must be reported in box 16.
- Box 18 must be left blank.
- Do not repeat the same code in any field.

Reporting 3 Codes:

- One Code with the corresponding amount in box 16. If you need to report code E or F, it must be reported in box 16 only.
- One Code with the corresponding amount in box 17.
- One Code with the corresponding amount in box 18.
- Do not repeat the same code in any field.

Reporting 4 Codes:

- One Code with the corresponding amount in box 16. If you need to report code E or F, it must be reported in box 16 only.
- One Code with the corresponding amount in box 17.
- Two combined Codes (AB, BG, AG, AH, BH or GH) with the corresponding combined total amount in box 18.
- Do not repeat the same code in any field.

FILE DESCRIPTION

General

What name should I use for my file?

Name the file "EFW2C.TXT".

What records are optional in an EFW2CPR file and which ones are required?

ALL OF THE FOLLOWING RECORDS ARE REQUIRED:

Code SU	Submitter Record	Required
Code PA	Employer Record	Required
Code E0	Employee Wage Record	Required
Code E1	Originally Reported Record	Required
Code E2	Correct Information Record	Required
Code E3	Difference between E1 and E2 Records	Required
Code RF	Final Record	Required

File Requirements

Submitter Record (Code SU record):

- Must be the first data record in each file.
- Make the address entries specific enough to ensure proper delivery of any communications regarding the submission.

Employer Record (Code PA record):

- Only one Code PA record (Employer Record) per file is accepted.

Employee Wage Records (Code E0, E1, E2 and E3 records):

- Must include a Code E0 record, a Code E1 record, a Code E2 record and a Code E3 record for each employee.

Final Record (Code RF record):

- Must be the last record in the file.
- Must appear only once in each file.
- Do not create a file that contains any data written after the Code RF record.

RECORD SPECIFICATIONS

General

What character sets may I use?

- ASCII-1 for electronic filing submitters.
- ! % ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ?
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z _
a b c d e f g h i j k l m n o p q r s t u v w x y z

What is the length of each record?

- 550 bytes fixed.

What case letters must I use?

- Use alphabetic upper-case letters (without accentuation) for all fields other than the "Contact E-Mail/Internet" field in the Code SU record (Submitter Record).
- For the "Contact E-Mail/Internet" field in the Code SU record (Submitter Record), location 236-275, use upper and lower case letters as needed to show the exact electronic mail address.
- For E-mail purposes, only the following characters will be allowed:

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz
@. - # \$ % ' * + - / = ? ^ ` { | } ~ 1 2 3 4 5 6 7 8 9 0".

Rules

What rules do you have for alpha/numeric fields?

- Left justified and fill with blanks.
- Where the "Field" shows "Blank", all positions **must be blank, not zeros**.

What rules do you have for money fields?

- Numeric only.
- No punctuation.
- Last two positions are for cents (example: \$59.60 = 00000005960).
- **DO NOT** round to the nearest dollar (example: \$5,500.99 = 00000550099).
- Right justified and zero fill to the left.
- Any money field that has no amount to be reported must be filled with zeros, not blanks.
- No signed amounts (high order signed or low order signed). The only exception is for values in the Code E3 Record. For example: If the difference between A and B is a positive number \$135.63 the correct entry is +00000013563. If the difference is negative number -\$135.63 the correct entry is -00000013563.

What rules do you have for the Submitter EIN ID?

- Only numeric characters.
- Omit hyphens, prefixes and suffixes.
- Must be a valid employer identification number (EIN) or social security number (SSN).

What rules do you have for the Employer EIN?

- Only numeric characters.
- Omit hyphens, prefixes and suffixes.
- Does not begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79 or 89.

What rules do you have for the format of the employee name?

- Must be the same name shown on the individual's social security card.
- Must be submitted in the individual name fields:
 - Employee First Name
 - Employee Middle Name or Initial (if shown on Social Security card)
 - Employee Last Name
 - Suffix (if shown on Social Security card)
- **DO NOT** include any titles.

What rules do you have for the SSN?

- Use the number shown on the original/replacement SSN card.
- Only numeric characters.
- Omit hyphens, prefixes and suffixes.
- May not begin with 666 or 9.
- Do not enter SSN with all digits repeated (for example, 111-11-1111).
- Do not enter SSN 123-45-6789 or 987-65-4321.
- May not be blanks or zeros.

What rules do you have for the address fields?

- Must conform to U.S. Postal Service rules since address fields are used by the Department to prepare mail correspondence, if necessary. For more information:
 - view the U.S. Postal Service website at:
<http://pe.usps.gov/text/pub28/welcome.htm>; or
 - call the U.S. Postal Service at (1) (800) 275-8777.
- For State, use only the two-letter abbreviations in Appendix B.

Purpose

What is the purpose of the Code SU, Submitter Record?

It identifies the organization submitting the file and the organization to be contacted by the Department.

What is the purpose of the Code PA, Employer Record?

It identifies the employer whose employee wage and tax information is being reported.

What is the purpose of the Code E0, Employee Wage Record?

Reports demographic and tax data for the employee to the Department.

What is the purpose of the Code E1, Originally Reported Record?

Reports employee income and tax data as originally submitted to the Department.

What is the purpose of the Code E2, Correct Information Record?

Reports the employee's corrected income and tax data to the Department.

What is the purpose of the Code E3, Difference between E1 and E2 Records?

Reports the difference between Code E1 and E2 Records. The number may be positive or negative depending on the correction made.

What is the purpose of the Code RF, Final Record?

It indicates the total number of Code E0 records reported in the file and signifies the end of data in the file.

ASSISTANCE

Technical Questions

If you have technical questions related to development, programming, or reporting please submit them through **SURI** under “**I Want To**” - “**Send a Message**”. There is also additional information and instructions available in SURI under “Need Assistance” – “Video Tutorials”.

Tax Related Questions

For general tax questions you may contact Hacienda Responde at (787) 622-0123, option 4, Monday through Friday from 8:00 a.m. to 4:30 p.m. Otherwise, you should contact your independent tax advisor.

RECORDS SPECIFICATIONS

Code SU - Submitter Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant " SU ".
3-6	Tax Year Being Corrected	4	Enter the tax year for this report. Enter numeric characters only.
7-15	Submitter's Employer Identification Number (EIN)	9	Enter the submitter's EIN.
16-72	Company Name	57	Enter the name of the company. Left justified and fill with blanks.
73-112	Postal Address Line 1	40	Enter the company's postal address (Street or Post Office Box) Left justified and fill with blanks.
113-152	Postal Address Line 2	40	Enter the company's postal address (Street or Post Office Box). Left justified and fill with blanks.
153-172	City	20	Enter the company's city. Left justified and fill with blanks.
173-174	State Abbreviation	2	Enter the company's state or commonwealth/territory. Use a state abbreviation as shown in Appendix B. For a foreign address, fill with blanks.
175-179	Zip Code	5	Enter the company's zip code. For a foreign address, fill with blanks.
180-183	Zip Code Extension	4	Enter the company's four-digit extension of the zip code. If not applicable, fill with blanks.
184-210	Contact Name	27	Enter the name of the person to be contacted by Department of the Treasury concerning processing problems. Left justified and fill with blanks.

Location	Field	Length	Specifications
211-220	Contact Phone Number	10	Enter the contact's telephone number (including the area code). Left justified and fill with blanks. NOTE: It is imperative that the submitter's telephone number be entered in the appropriate positions. Failure to include correct and complete submitter contact information may, in some cases, make it necessary for the Department to reject your submission.
221-225	Contact Phone Extension	5	Enter the contact's telephone extension. Left justified and fill with blanks.
226-235	Contact Fax	10	Enter the contact's fax number (including area code). Otherwise, fill with blanks.
236-275	Contact E-Mail/Internet	40	Enter the contact's electronic mail / Internet address. This field may be upper and lower case letter. Left justified and fill with blanks.
276-277	Software Code	2	Enter one of the following codes to indicate the software used to create your file: "98" = In-house Program "99" = Off-the-Shelf Software
278-285	DateStamp	8	MMDDYYYY - For The Department of the Treasury use only. Fill with blanks.
286-293	TimeStamp	8	HH.MM.SS - For The Department of the Treasury use only. Fill with blanks.
294-550	Blank	257	Fill with blanks.

Code PA - Employer Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant "PA" .
3-11	Employer Identification Number (EIN)	9	Enter the employer identification number.
12-68	Employer / Business Name	57	Enter the name associated with the EIN entered in location 3-11. Left justified and fill with blanks.
69-108	Postal Address Line 1	40	Enter the employer's postal address (Street or Post Office Box). Left justified and fill with blanks.
109-148	Postal Address Line 2	40	Enter the employer's postal address (Street or Post Office Box). Left justified and fill with blanks.
149-168	City	20	Enter the employer's city. Left justified and fill with blanks.
169-170	State Abbreviation	2	Enter the employer's state or commonwealth/territory. Use a postal abbreviation as shown in Appendix B. For a foreign address, fill with blanks.
171-175	Zip Code	5	Enter the employer's zip code. For a foreign address, fill with blanks.
176-179	Zip Code Extension	4	Enter the employer's four-digit extension of the zip code. If not applicable, fill with blanks.
180-189	Telephone Number	10	Enter the contact's telephone number (including the area code). Left justified and fill with blanks. NOTE: It is imperative that the submitter's telephone number be entered in the appropriate positions. Failure to include correct and complete submitter contact information may, in some cases, make it necessary for the Department to reject your submission.
190-197	Date Operations Began	8	Enter the date your business started operations, enter the month, day and 4 digit year, e.g., "06151998" (MMDDYYYY). Right justified and zero fill.

Location	Field	Length	Specifications
198-205	Cease of Operations Date	8	If you have terminated your business during this tax year, enter the month, day and 4 digit year, e.g., "06252008" (MMDDYYYY). Right justified and zero fill.
206-245	Location Address Line 1	40	Enter the employer's location address (Attention, Suite, Room Number, etc.). Left justified and fill with blanks.
246-285	Location Address Line 2	40	Enter the employer's location address (Attention, Suite, Room Number, etc.). Left justified and fill with blanks.
286-305	City	20	Enter the employer's city. Left justified and fill with blanks.
306-307	State Abbreviation	2	Enter the employer's state or commonwealth/territory. Use a postal abbreviation as shown in Appendix B. For a foreign address, fill with blanks.
308-312	Zip Code	5	Enter the employer's zip code. For a foreign address, fill with blanks.
313-316	Zip Code Extension	4	Enter the employer's four-digit extension of the zip code. If not applicable, fill with blanks.
317-356	Contact E-Mail/Internet	40	If applicable, enter the contact's electronic mail / Internet address. This field may be upper and lower case letter. Left justified and fill with blanks. Otherwise, fill with blanks.
357-357	Amended Form 499 R3 Indicator	1	Indicate if the Reconciliation Statement of Income Tax Withheld (Form 499 R-3) is being amended. Enter: Y = Yes / N = No
358-370	Wages	13	Enter the amount shown in box 1 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
371-383	Commissions	13	Enter the amount shown in box 2 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
384-396	Allowances	13	Enter the amount shown in box 3 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
397-409	Tips	13	Enter the amount shown in box 4 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
410-422	Total	13	Enter the amount shown in box 5 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
423-435	Reimbursed Expenses and Fringe Benefits	13	Enter the amount shown in box 6 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
436-448	Tax Withheld	13	Enter the amount shown in box 7 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
449-461	Governmental Retirement Fund	13	Enter the amount shown in box 8 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
462-474	Contributions to Qualified Plans (CODA PLANS)	13	Enter the amount shown in box 9 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
475-487	Exempt Salaries	13	Enter the amount shown in box 10 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
488-500	Zeros	13	Fill with zero.
501-509	Total W-2 Forms Included	9	Enter the total number of Forms 499R-2/W-2PR included with the Amended 499 R-3. No negative amounts. Right justified and zero fill.

Location	Field	Length	Specifications
510-522	Contributions to the Save and Double your Money Program	13	Enter the amount shown in box 11 of Amended Form 499 R-3 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
523-526	Establishment Number	4	If this file contains multiple Code RE records with the same EIN, you may use this field to designate various store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters. Certain military employers must use this field. Otherwise, fill with blanks.
527-550	Blank	24	Fill with blanks.

Code E0 - Employee Wage Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant " E0 ".
3-11	Incorrect Social Security Number (SSN)	9	Applicable only if original information was reported incorrectly. Left justified and fill with blanks.
12-26	Incorrect Employee First Name	15	Applicable only if original information was reported incorrectly. Left justified and fill with blanks.
27-41	Incorrect Employee Middle Name or Initial	15	Applicable only if original information was reported incorrectly. Left justified and fill with blanks.
42-61	Incorrect Employee Last Name	20	Applicable only if original information was reported incorrectly. Left justified and fill with blanks.
62-81	Incorrect Employee Second Last Name	20	Applicable only if original information was reported incorrectly. Left justified and fill with blanks.
82-90	Social Security Number (SSN)	9	Enter the employee's social security number as shown on the original / replacement SSN card issued by SSA.
91-105	Employee First Name	15	Enter the employee's first name as shown on the social security card. Left justified and fill with blanks.
106-120	Employee Middle Name or Initial	15	If applicable, enter the employee's middle name or initial as shown on the social security card. Left justified and fill with blanks. Otherwise fill with blanks.
121-140	Employee Last Name	20	Enter the employee's last name as shown on the social security card. Left justified and fill with blanks.
141-160	Employee Second Last Name	20	Enter the employee's second last name as shown on the social security card. Left justified and fill with blanks.
161-200	Postal Address Line 1	40	Enter the employee's postal address (Number, Street or Post Office Box). Left justified and fill with blanks.

Location	Field	Length	Specifications
201-240	Postal Address Line 2	40	Enter the employee's postal address (Number, Street or Post Office Box). Left justified and fill with blanks.
241-260	City	20	Enter the employee's city. Left justified and fill with blanks.
261-262	State Abbreviation	2	Enter the employee's state. Use an abbreviation as shown in Appendix B. For a foreign address, fill with blanks.
263-267	Zip Code	5	Enter the employee's zip code. For a foreign address, fill with blanks.
268-271	Zip Code Extension	4	Enter the employee's four-digit extension of the zip code. If not applicable, fill with blanks.
272-279	Blank	8	Fill with blanks.
280-319	Reason for the Change	40	Enter the reason why the W-2 has been corrected. Left justified and fill with blanks.
320-328	Control Number	9	Enter the Control Number. The number sequence from 900000000 to 999999999 cannot be used. This Control Number is not the same as the Control Number of the Form 499R-2/W-2PR that is being corrected. Right justified and zero fill. Include only 9 numeric digits.
329-337	Control Number of Original Withholding Statement	9	Enter the Original Control Number of Form 499R-2/W-2PR. Right justified and zero fill. Include only 9 numeric digits.
338-338	Flag Record Removal	1	In the event a record was submitted by mistake: X = Removal. Otherwise, left justified and fill with blanks.
339-346	Date of Birth	8	Enter the Date of Birth shown in box 1a of Form W-2CPR. Format YYYYMMDD.
347-347	Payment for Services Rendered by a Qualified Physician Indicator	1	If remuneration includes payments to the employee for Services rendered by a qualified physician under Act 14-2017 enter "1", else fill with blank.
348-348	Payment for Domestic Services Indicator	1	If remuneration includes payments to the employee for Domestic Services enter "1", else fill with blank.

Location	Field	Length	Specifications
349-349	Payment for Other Services Indicator	1	If remuneration includes payments to the employee for Other Services enter “1”, else fill with blank.
350-389	Payment for Other Services Concept Description	40	If “1” is entered for Payment for Other Services Indicator field, use this field to indicate the payment concept.
390-390	Payment for Services Rendered in Agricultural Labor Indicator	1	If remuneration includes payments to the employee for Services rendered in agricultural labor enter “1”, else fill with blank.
391-391	Payment for Services Rendered by a Minister of a Church or by a Member of a Religious Order Indicator	1	If remuneration includes payments to the employee for Services rendered by a minister of a church or by a member of a religious order enter “1”, else fill with blank.
392-550	Blank	159	Fill with blanks.

Code E1 - Originally Reported Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant "E1" .
3-13	Zero	11	Fill with zeros.
14-24	Wages Subject to Puerto Rico Tax	11	Enter the amount shown in box 7a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
25-35	Commissions Subject to Puerto Rico Tax	11	Enter the amount shown in box 8a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
36-46	Allowances Subject to Puerto Rico Tax	11	Enter the amount shown in box 9a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
47-57	Tips Subject to Puerto Rico Tax	11	Enter the amount shown in box 10a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
58-68	Total Wages, Commissions, Allowances and Tips Subject to Puerto Rico Tax	11	Enter the amount shown in box 11a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
69-79	Reimbursed Expenses and Fringe Benefits	11	Enter the amount shown in box 12a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
80-90	Puerto Rico Tax Withheld	11	Enter the amount shown in box 13a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
91-101	Governmental Retirement Fund	11	Enter the amount shown in box 14a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill. If there is a Retirement Fund Annual Contribution reported NO Contributions to Qualified Plans (CODA PLANS) should be reported.
102-112	Contributions to Qualified Plans (CODA PLANS)	11	Enter the amount shown in box 15a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. This amount should NOT EXCEED \$25,000 for Tax Year 2019 . Right justified and zero fill. If there is a Contribution to a Qualified Plan (CODA PLAN) reported NO Retirement Fund Annual Contributions should be reported.
113-123	Exempt Salaries (Box 16 of Form)	11	Enter the amount shown in box 16a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
124-134	Social Security Wages	11	Enter the amount shown in box 20a of Form 499R-2c/W-2cPR . The sum of this field and the Social Security Tips field should NOT EXCEED the annual maximum Social Security Wage base for the tax year (\$132,900.00 for Tax Year 2019). No negative amounts. Right justified and zero fill.
135-145	Social Security Tax Withheld	11	Enter the amount shown in box 21a of Form 499R-2c/W-2cPR . If the amount in this field is greater than zero, the Social Security Wages field or the Social Security Tips field must be greater than zero. This amount should NOT EXCEED \$8,239.80 for Tax Year 2019 . No negative amounts. The last two positions are decimals. Right justified and zero fill.
146-156	Medicare Wages & Tips	11	Enter the amount shown in box 22a of Form 499R-2c/W-2cPR . The amount in this field must be equal or exceed the sum of the Social Security Wages and Social Security Tips. No negative amounts. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
157-167	Medicare Tax Withheld	11	Enter the amount shown in box 23a of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
168-178	Social Security Tips	11	Enter the amount shown in box 24a of Form 499R-2c/W-2cPR . The sum of this field and the Social Security Wages field should NOT EXCEED the annual maximum Social Security Wage base for the tax year (\$132,900.00 for Tax Year 2019). No negative amounts. The last two positions are decimals. Right justified and zero fill.
179-189	Uncollected Social Security Tax on Tips	11	Enter the amount shown in box 25a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
190-200	Uncollected Medicare Tax on Tips	11	Enter the amount shown in box 26a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
201-211	Zero	11	Fill with zeros.
212-222	Cost of employer-sponsored health coverage	11	Enter the amount shown in box 5a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
223-233	Charitable Contributions	11	Enter the amount shown in box 6a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
234-244	Contributions to the Save and Double your Money Program	11	Enter the amount shown in box 19a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
245-245	Exempt Salaries Code (Box 16 of Form)	1	Enter one single Code A, B, C, D, E, F, G, H or I where it is required if an amount is reported in box 16a (shown in box 16a of Form 499R-2c/W-2cPR). For combined Codes, use box 17a or 18a . Do not repeat the same Code in any field. If not applicable, fill with a blank.

Location	Field	Length	Specifications
246-247	Blank	2	Fill with blanks.
248-258	Exempt Salaries A (Box 17 of Form)	11	Enter the amount shown in box 17a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
259-259	Exempt Salaries Code A (Box 17 of Form)	B	Enter one single Code A, B, C, D, G, H or I. If you need to report code E or F, you must do so in box 16a. A Code is required if an amount is reported in box 17a (shown in box 17a of Form 499R-2c/W-2cPR). For combined Codes, use box 16a or 18a. Do not repeat the same Code in any field. If not applicable, fill with a blank.
260-260	Blank	1	Fill with blanks
261-271	Exempt Salaries B (Box 18 of Form)	11	Enter the amount shown in box 18a of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
272-273	Exempt Salaries Code B (Box 18 of Form)	2	Enter one single Code A, B, C, D, G, H or I. For two codes enter AB, BG, AG, AH, BH or GH. If you need to report code E or F, you must do so in box 16a. A Code is required if an amount is reported in box 18a (shown in box 18a of Form 499R-2c/W-2cPR). For combined Codes, use box 16a or 17a. Do not repeat the same Code in any field. If not applicable, fill with blanks.
274-550	Blank	277	Fill with blanks.

Code E2 - Correct Information Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant " E2 ".
3-13	Zero	11	Fill with zeros.
14-24	Wages Subject to Puerto Rico Tax	11	Enter the amount shown in box 7b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
25-35	Commissions Subject to Puerto Rico Tax	11	Enter the amount shown in box 8b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
36-46	Allowances Subject to Puerto Rico Tax	11	Enter the amount shown in box 9b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
47-57	Tips Subject to Puerto Rico Tax	11	Enter the amount shown in box 10b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
58-68	Total Wages, Commissions, Allowances and Tips Subject to Puerto Rico Tax	11	Enter the amount shown in box 11b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
69-79	Reimbursed Expenses and Fringe Benefits	11	Enter the amount shown in box 12b of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
80-90	Puerto Rico Tax Withheld	11	Enter the amount shown in box 13b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.

Location	Field		Length	Specifications
91-101	Governmental Retirement Fund		11	Enter the amount shown in box 14b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill. If there is a Retirement Fund Annual Contribution reported NO Contributions to Qualified Plans (CODA PLANS) should be reported.
102-112	Contributions to Qualified Plans (CODA PLANS)		11	Enter the amount shown in box 15b of Form 499R-2c/W-2cPR . No negative amounts. This amount should NOT EXCEED \$25,000.00 for Tax Year 2019 . The last two positions are decimals. Right justified and zero fill.
113-123	Exempt Salaries (Box 16 of Form)		11	Enter the amount shown in box 16b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill. If there is a Contribution to a Qualified Plan (CODA PLAN) reported NO Retirement Fund Annual Contributions should be reported.
124-134	Social Security Wages		11	Enter the amount shown in box 20b of Form 499R-2c/W-2cPR . The sum of this field and the Social Security Tips field should NOT EXCEED the annual maximum Social Security Wage base for the tax year (\$132,900.00 for Tax Year 2019). No negative amounts. Right justified and zero fill.
135-145	Social Security Withheld	Tax	11	Enter the amount shown in box 21b of Form 499R-2c/W-2cPR . If the amount in this field is greater than zero, the Social Security Wages field or the Social Security Tips field must be greater than zero. This amount should NOT EXCEED \$8,239.80 for Tax Year 2019 . No negative amounts. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
146-156	Medicare Wages & Tips	11	Enter the amount shown in box 22b of Form 499R-2c/W-2cPR . The amount in this field must be equal or exceed the sum of the Social Security Wages and Social Security Tips. No negative amounts. The last two positions are decimals. Right justified and zero fill.
157-167	Medicare Tax Withheld	11	Enter the amount shown in box 23b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
168-178	Social Security Tips	11	Enter the amount shown in box 24b of Form 499R-2c/W-2cPR . The sum of this field and the Social Security Wages field should NOT EXCEED the annual maximum Social Security Wage base for the tax year (\$132,900.00 for Tax Year 2019). No negative amounts. The last two positions are decimals. Right justified and zero fill.
179-189	Uncollected Social Security Tax on Tips	11	Enter the amount shown in box 25b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
190-200	Uncollected Medicare Tax on Tips	11	Enter the amount shown in box 26b of Form 499R-2c/W-2cPR . No negative amounts. The last two positions are decimals. Right justified and zero fill.
201-211	Zero	11	Fill with zeros.
212-222	Cost of Employer-Sponsored Health Coverage	11	Enter the amount shown in box 5b of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
223-233	Charitable Contributions	11	Enter the amount shown in box 6b of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.
234-244	Contributions to the Save and Double your Money Program	11	Enter the amount shown in box 19b of Form 499R-2c/W-2cPR . No negative amount. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
245-245	Exempt Salaries Code (Box 16 of Form)	1	Enter one single Code A, B, C, D, E, F, G, H or I where it is required if an amount is reported in box 16b (shown in box 16b of Form 499R-2c/W-2cPR). For combined Codes, use box 17b or 18b. Do not repeat the same Code in any field. If not applicable, fill with a blank.
246-247	Blank	2	Fill with blanks.
248-258	Exempt Salaries A (Box 17 of Form)	11	Enter the amount shown in box 17b of Form 499R-2c/W-2cPR. No negative amount. The last two positions are decimals. Right justified and zero fill.
259-259	Exempt Salaries Code A (Box 17 of Form)	1	Enter one single Code A, B, C, D, G, H or I. If you need to report code E or F, you must do so in box 16b. A Code is required if an amount is reported in box 17b (shown in box 17b of Form 499R-2c/W-2cPR). For combined Codes, use box 16b or 18b. Do not repeat the same Code in any field. If not applicable, fill with a blank.
260-260	Filler	1	Fill with blanks.
261-271	Exempt Salaries B (Box 18 of Form)	11	Enter the amount shown in box 18b of Form 499R-2c/W-2cPR. No negative amount. The last two positions are decimals. Right justified and zero fill.
272-273	Exempt Salaries Code B (Box 18 of Form)	2	Enter one single Code A, B, C, D, G, H or I. For two codes enter AB, BG, AG, AH, BH or GH. If you need to report code E or F, you must do so in box 16b. A Code is required if an amount is reported in box 18b (shown in box 18b of Form 499R-2c/W-2cPR). For combined Codes, use box 16b or 17b. Do not repeat the same Code in any field. If not applicable, fill with blanks.
274-550	Blank	277	Fill with blanks.

Code E3 - Difference Between E1 and E2 Records

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant "E3".
3-14	Zero	12	Fill with zeros.
15-26	Wages Subject to Puerto Rico Tax	12	Enter the amount shown in box 7c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
27-38	Commissions Subject to Puerto Rico Tax	12	Enter the amount shown in box 8c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
39-50	Allowances Subject to Puerto Rico Tax	12	Enter the amount shown in box 9c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
51-62	Tips Subject to Puerto Rico Tax	12	Enter the amount shown in box 10c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
63-74	Total Wages, Commissions, Allowances and Tips Subject to Puerto Rico Tax	12	Enter the amount shown in box 11c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
75-86	Reimbursed Expenses and Fringe Benefits	12	Enter the amount shown in box 12c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
87-98	Puerto Rico Tax Withheld	12	Enter the amount shown in box 13c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
99-110	Governmental Retirement Fund	12	Enter the amount shown in box 14c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill. If there is a Retirement Fund Annual Contribution reported NO Contributions to Qualified Plans (CODA PLANS) should be reported.

Location	Field	Length	Specifications
111-122	Contributions to Qualified Plans (CODA PLANS)	12	Enter the amount shown in box 15c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill. If there is a Contribution to a Qualified Plan (CODA PLAN) reported NO Retirement Fund Annual Contributions should be reported.
123-134	Exempt Salaries (Box 16 of Form)	12	Enter the amount shown in box 16c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
135-146	Social Security Wages	12	Enter the amount shown in box 20c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
147-158	Social Security Tax Withheld	12	Enter the amount shown in box 21c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
159-170	Medicare Wages & Tips	12	Enter the amount shown in box 22c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
171-182	Medicare Tax Withheld	12	Enter the amount shown in box 23c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
183-194	Social Security Tips	12	Enter the amount shown in box 24c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
195-206	Uncollected Social Security Tax on Tips	12	Enter the amount shown in box 25c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
207-218	Uncollected Medicare Tax on Tips	12	Enter the amount shown in box 26c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63 this is the correct entry +00000013563. If the difference is negative number -\$135.63 this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
219-230	Zero	12	Fill with zeros.
231-242	Cost of employer-sponsored health coverage	12	Enter the amount shown in box 5c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63, this is the correct entry +00000013563. If the difference is a negative number -\$135.63, this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
243-254	Charitable Contributions	12	Enter the amount shown in box 6c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63, this is the correct entry +00000013563. If the difference is a negative number -\$135.63, this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
255-266	Contributions to the Save and Double your Money Program	12	Enter the amount shown in box 19c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63, this is the correct entry +00000013563. If the difference is a negative number -\$135.63, this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
267-278	Exempt Salaries A (Box 17 of Form)	12	Enter the amount shown in box 17c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63, this is the correct entry +00000013563. If the difference is a negative number -\$135.63, this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.

Location	Field	Length	Specifications
279-290	Exempt Salaries B (Box 18 of Form)	12	Enter the amount shown in box 18c of Form 499R-2c/W-2cPR . The first character must be + or - . For example: If the difference between A and B is a positive number \$135.63, this is the correct entry +00000013563. If the difference is a negative number -\$135.63, this is the correct entry -00000013563. The last two positions are decimals. Right justified and zero fill.
291-550	Blank	260	Fill with blanks.

Code RF - Final Record

Location	Field	Length	Specifications
1-2	Record Identifier	2	Constant "RF".
3-11	Number of E0 Records	9	Enter the total number of Code E0 records reported on the entire file. Right justified and zero fill.
12-550	Blank	539	Fill with blanks.

APPENDIX A: EXAMPLE OF RECORD SEQUENCE

Example 1: Submitter with 1 Employer

SU	Submitter	
PA	Employer	
E0	Employee	#1
E1	Employee	#1
E2	Employee	#1
E3	Employee	#1
RF	Final Record	

APPENDIX B: POSTAL ABBREVIATIONS AND NUMERIC CODES

State	Abbreviation	Numeric Code*	State	Abbreviation	Numeric Code*
Alabama	AL	01	Montana	MT	30
Alaska	AK	02	Nebraska	NE	31
Arizona	AZ	04	Nevada	NV	32
Arkansas	AR	05	New Hampshire	NH	33
California	CA	06	New Jersey	NJ	34
Colorado	CO	08	New Mexico	NM	35
Connecticut	CT	09	New York	NY	36
Delaware	DE	10	North Carolina	NC	37
District of Columbia	DC	11	North Dakota	ND	38
Florida	FL	12	Ohio	OH	39
Georgia	GA	13	Oklahoma	OK	40
Hawaii	HI	15	Oregon	OR	41
Idaho	ID	16	Pennsylvania	PA	42
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Washington	WA	53
Michigan	MI	26	West Virginia	WV	54
Minnesota	MN	27	Wisconsin	WI	55
Mississippi	MS	28	Wyoming	WY	56
Missouri	MO	29			

Territories and Possessions	Abbreviation	Military Post Offices (Formerly APO and FPO)	Abbreviation
American Samoa	AS	Alaska and the Pacific	AP
Guam	GU	Canada, Europe, Africa and Middle East	AE
Northern Mariana Islands	MP	Central and South America	AA
Puerto Rico	PR		
Virgin Island	VI		

APPENDIX C: COUNTRY CODES

Country	Code
Afghanistan	AF
Akrotiri Sovereign Base Area	AX
Albania	AL
Algeria	AG
Andorra	AN
Angola	AO
Anguilla	AV
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
Bahamas, The	BF
Bahrain	BA
Baker Island	FQ
Bangladesh	BG
Barbados	BB
Bassas da India	BS
Belarus	BO
Belgium	BE
Belize	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia-Herzegovina	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma	BM
Burundi	BY
Cambodia	CB
Cameroon	CM

Country	Code
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China, People's Republic of	CH
Christmas Island (Indian Ocean)	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo (Democratic Republic of)	CF
Congo (Republic of)	CF
Cook Islands	CW
Coral Sea Islands Territory	CR
Costa Rica	CS
Cote d'Ivoire (Ivory Coast)	IV
Croatia	HR
Cuba	CU
Curacao	UC
Cyprus	CY
Czech Republic	EZ
Denmark	DA
Dhekelia Sovereign Base Area	DX
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
Ecuador	EC
Egypt	EG
El Salvador	ES
England	UK
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Europa Island	EU
Falkland Islands (Islas Malvinas)	FK
Faroe Islands	FO
Fiji	FJ

Country	Code
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
Haiti	HA
Heard Island and McDonald Island	HM
Honduras	HO
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Ireland	EI
Israel	IS
Italy	IT
Jamaica	JM
Jan Mayan	JN
Japan	JA
Jarvis Island	DQ

Country	Code
Jersey	JE
Johnston Atoll	JQ
Jordan	JO
Juan de Nova Island	JU
Kazakhstan	KZ
Kenya	KE
Kingman Reef	KQ
Kiribati	KR
Korea, Democratic People's Republic of (North)	KN
Korea, Republic of (South)	KS
Kosovo	KV
Kuwait	KU
Kyrgyzstan	KG
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Leichtenstein	LS
Lithuania	LH
Luxembourg	LU
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Man, Isle of	IM
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Micronesia, Federated States of	FM
Midway Islands	MQ
Moldova	MD

Country	Code
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Mozambique	MZ
Nambia	WA
Nauru	NR
Navassa Island	BQ
Nepal	NP
Netherlands	NL
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Níger	NG
Nigeria	NI
Niue	NE
No Man's Land	NM
Norfolk Island	NF
Northern Ireland	UK
Norway	NO
Oman	MU
Pakistan	PK
Palau	PS
Palmyra Atoll	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Island	PC
Poland	PL
Portugal	PO
Qatar	QA
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
St Barthelemy	TB
St Helena	SH
St Kitts and Nevis	SC

Country	Code
St Lucia	ST
St Martin	RN
St Pierre and Miquelon	SB
St Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Scotland	UK
Senegal	SG
Serbia	RB
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Sint Maarten	NN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia and the South Sandwich Islands	SX
South Sudan	OD
Spain	SP
Spratly Islands	PG
Sri Lanka	CE
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
Taiwan	TW
Tajikistan	TI
Tanzania, United Republic of	TZ
Thailand	TH
Timor-Leste	TT
Togo	TO
Tokelau	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE

Country	Code
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
Uruguay	UY
Uzbekistán	UZ
Vanuatu	NH
Vatican City	VT

Country	Code
Venezuela	VE
Vietnam	VM
Virgin Islands (British)	VI
Wake Island	WQ
Wales	UK
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Yemen	YM
Zambia	ZA
Zimbabwe	ZI
Other Countries	OC

APPENDIX D: GLOSSARY

ASCII (American Standard Code for Information Interchange) - One of the acceptable character sets used for electronic processing of data.

BYTE - A computer unit of measure; one byte contains eight bits and can store one character.

CHARACTER - A letter, number or punctuation symbol.

CHARACTER SET - A group of unique electronic definitions for all letters, numbers and punctuation symbols; example: ASCII.

EIN - Employer Identification Number.

EFW2CPR - Specifications for Electronic Filing of Puerto Rico W-2c Information.

EXEMPT SALARIES CODES:

- **Code A** - Public employees' wages for overtime worked during emergency situations under Act 324-2004;
- **Code B** - Exempt income paid to a Puerto Rico Police member under Section 1031.02(a)(34) of the Code;
- **Code C** - Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the Code;
- **Code D** - Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the Code or under Section 2022.05 of the Puerto Rico Incentives Code, Act 60-2019 (Incentives Code);
- **Code E** - Salary not over \$40,000 per year under Section 1031.02(a)(36) of the Code;
- **Code F** - Vacation and sick leave liquidation payment to public employees under Act 211-2015;
- **Code G** - Disaster payments declared exempt by the Governor of Puerto Rico or the President of the United States;
- **Code H** - Payments to public employees under the Voluntary Transition Program, according to AAFAF's valid Administrative Orders; or
- **Code I** - Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(15) of the Code.

FILE - Each file must begin with a Code SU record and end with a Code RF record.

FORM 499R-2/W-2PR - Withholding Statement.

FORM 499R-2c/W-2cPR - Corrected Withholding Statement.

IRS - Internal Revenue Service.

SSA - Social Security Administration.

SSN - Social Security Number.

SUBMITTER - Person, organization, or reporting representative submitting a file to the Department of the Treasury.

SURI - Internal Revenue Integrated System for Electronic Filings.