

# City of Wilmington



MICHAEL S. PURZYCKI  
Mayor

Dear Withholding Agent:

**PLEASE SUBMIT W-2 FILES WITH THE IRS REQUIRED CURRENT EFW2 FORMAT INCLUDING THE RS RECORD.**

This letter serves to inform you of changes for the annual reconciliation and W2 filings. The changes are as follows:

- We will no longer be accepting magnetic tapes.
- We do accept CDs in the EFW2 format.
- The EFW2 federal format must include the RS record.
- If you have **50 or more** City taxable employees, then you are **required** to report this information electronically, please use the following:
  - Secured FTP site email address and instructions
    - Please copy and paste the following secure link in your internet browser to upload the w2 file <https://ftp.hostedftp.com/~w2kfiles@wilmingtonde.gov/>

Should you have any questions, please call our office at (302) 576-2418 or 2415

Sincerely,

Department of Finance  
Earned Income Tax Division