

BUSINESS INFORMATION GROUP, INC.

# Electronic Filing

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Working with PALITE and BIG BackOffice Users

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**BIG BackOffice Tax Support Services**

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This document provides information for employers submitting information electronically to PALITE member bureaus or to tax collection entities using the BIG BackOffice tax administration system.

## Welcome

Thank you for your interest in supporting local tax collection in Pennsylvania. This document will discuss electronic file formats used by collectors subscribing to the PALITE.ORG family of services and/or those that use the BIG BackOffice tax administration system.

## Format Overviews

The BIG BackOffice tax system and the PALITE.ORG online filing system accept Microsoft Excel files.

When planning your file formats, remember these tips:

- For EXCEL files: The file must contain an 'ACC' or 'ACCOUNT' column. Each new account number encountered by the importing systems will be considered a new employer. ***The Federal EIN is not an acceptable account number.***
- All employer accounts MUST be pre-registered with the tax bureau you will submit to. These bureaus can also initiate your PALITE registration where appropriate.

## Excel Format Specification

### Excel file facts

- Columns can be in any order.
- Formulas in cells are okay.
- Macros must NOT be included in the file.
- Blank columns or rows can cause file upload problems. Data should be contiguous.
- Only the visible "tab" in the workbook will be read when the file is processed.
  - We recommend providing only a single tab where possible.
- A payroll service may file for more than one account in a single Excel file.

### Excel File Format

The Excel File format is very straightforward. **Column headings must appear in the first row of the spreadsheet. To be recognized by PALite, a heading must contain one of the text strings listed below.** The headings are not case sensitive. The system ignores any additional columns.

Acceptable Heading(s)	Description	Notes
ACC ACCOUNT	Account – The filing account assigned by the tax bureau.	This field is only required when filing for multiple accounts. Federal EIN is not an acceptable account number.
SSN SOC	Social Security Number	
FIRST NAME FNAME FIRST	First Name	Include first name and middle initial if possible, and given suffix (SR., JR., III, etc.)
LAST NAME LNAME LAST	Last Name	No middle initials or suffixes in this field, please
ADDRESS ADD STRE	Street Address	No PO Boxes, please
CITY CIT	City	
STATE ST	State	2 character US state designation
ZIP	Zip Code	
WITHHELD WITH TAX WITHHELD	Tax Withheld for this filing.	Please include decimal. A negative number is acceptable in the event that withholdings were over-reported in a previous period.
PSD DISTRICT	Residential PSD – the Pennsylvania State PSD assigned to the municipality in which this individual resides.	Pennsylvania State PSD codes can be found at <a href="http://www.newpa.com">www.newpa.com</a> . Leading zeros are required. (i.e. 010101 must be reported...10101 is not valid)

Pennsylvania State PSD codes can be found at [www.newpa.com](http://www.newpa.com).

### Technical Contact

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