



# Magnetic Media Transmittal for Withholding and Wage Reporting

This transmittal form **must** be accompanied by your tape/diskette/cartridge/CD-ROM containing all required employee wage reporting and withholding information.

Submit the package to the Tax Department at the address on the back of Form NYS-45.

Submission format (mark an X in the appropriate box below):

Publication 69

Publication 911

MMREF

Test

Transmitter information			
1 Name of transmitter		2 Transmitter's employer identification number (EIN)	
3 Street address of transmitter		City	State ZIP code
4 Name of technical person to contact about magnetic media		Telephone number ( ) ext.	

Tax data	
5 Enter the total number of employer records reported _____	9 If the tape/diskette/cartridge/CD-ROM contains more than one employer record, enter each employer's federal identification number and name. List the employers in ascending identification number order. Attach additional sheets if necessary.  Employer's federal identification number _____ Employer's name _____ _____ _____ _____
6 Enter the total number of employee records reported _____	
7 Indicate the quarter and year being reported <input type="checkbox"/> Jan-Mar <input type="checkbox"/> Apr-Jun <input type="checkbox"/> Jul-Sep <input type="checkbox"/> Oct-Dec 20 ____	
8 Identify this tape/cartridge/diskette/cartridge/CD-ROM for multiple filings <input type="checkbox"/> of <input type="checkbox"/>  (e.g., if this form is for one of 5 CD-ROMs being submitted, indicate 1 of 5; if the form is for the second CD-ROM of 5 being submitted, indicate 2 of 5, and so on.)	

Equipment	
10 Manufacturer/model	11 Operating system/version
12 <b>Diskette/cartridge/CD-ROM submission</b> Formatted capacity <input type="checkbox"/> 3 1/2" diskette * <input type="checkbox"/> 3480 cartridge <input type="checkbox"/> CD-ROM * <input type="checkbox"/> 3490 cartridge  * Must use ASCII format; also, see <i>File names</i> in Section VII.	13 <b>Tape submission</b> (you must provide the 6-digit tape number for all labeled tapes) Recording mode: <input type="checkbox"/> EBCDIC <input type="checkbox"/> ASCII Physical block size: _____  Label information: <input type="checkbox"/> Nonlabel <input type="checkbox"/> IB OS/VS standard internal tape no. (vol. ser.) _____ <input type="checkbox"/> Nonstandard internal tape no. (vol. ser.) _____

Labels	
<b>Each tape, diskette, cartridge, and CD-ROM must be externally identified with a stick-on label.</b>	
Each label must contain the following information:	
<div style="border: 1px solid black; padding: 5px;"> Transmitter name _____  Quarter/year _____ FEIN _____  Submission number _____ of _____  Computer type and operating system _____  Publication type _____ </div>	

<b>For office use only</b>	Postmark	Date received	Status indicator
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