**Alternate Electronic Return File Format Requirements**

**Section 1. General Information**

The intent of allowing an alternate file format for electronic returns is to allow a wider range of taxpayers to use electronic filing. The traditional EDI file as specified by the FTA is a large and complex file to produce. EDI is a versatile format, but may be beyond the scope of the software used by some taxpayers. The WYDOT CSV format provides a method for the providers that have not invested in an EDI solution to submit schedule data electronically.

*Please note that all data submitted through the CSV format is required to conform to the provided template - any deviation from the template definitions will result in the entire file being rejected*.

**Section 2. File specification**

**Overall File Format**

* The file will be in the “comma separated values” format which is also known as CSV.
* All filenames must have “csv” as the extension. The filename and the extension must be lowercase.
  + *If a CSV file does not end in “.csv” it will be rejected without further processing*.
* The required naming standard for CSV files is: **fein+licensetype+location+MMDDYYYY.csv** – note: do not include the + signs in the file name, they are included for readability. Also, MM is report month, DD is always 01 and YYYY is the year of the reporting period.
  + *If the system cannot match FEIN, LicenseType, and Location, the file will be rejected*.
* The file must have column headings which specify the content of each column.
* All columns are required to be present and must be spelled correctly.
* A single comma must be used at the end of every heading and information field.
* All data elements which are required to be reported on a standard paper return are also required on an electronic return.
* Repeating values may not be suppressed. For example, if an entire page is Schedule Type 5, Schedule Type 5 must be on every line, not just the first line of the page.
* Column headings are case sensitive, and must be provided exactly as shown. No change in spacing, capitalization, or addition of hyphens or underbars is allowed.
* There are now 3 rows that are not schedule lines:
  + Line 1 is the Column Headings for Line 2 Return and Contact Information.
  + Line 2 is Return and Contact Information.
  + Line 3 is the Column Headings for Line 4(+) Schedule Lines.
* For clarity, Line 4 through the end of the file are Schedule Lines.
* All files must have a P or T (P for Production; T for Test) in the Test/Prod field.

**Data Formats**

* Origin and destination codes, if used, must be at least 4 digits. Leading zeroes (if present) must not be suppressed. Alternately, alphanumeric terminal codes can be used.
* Place names must be completely upper case, business or person names may be mixed case.
* Fuel Codes must be 3 digits. Leading zeroes (if present) must not be suppressed.
* County names, if used, must include the word "county" to differentiate between counties and cities (e.g. "LARAMIE" and "LARAMIE COUNTY")
* Special characters and/or punctuation marks must not be included within the file except as specified (*e.g. commas are used to mark field boundaries, but must not be used within the file for any other purpose*).
* Dates must be must be formatted MM/DD/YYYY (i.e. 10 Characters, including slashes).

**Required Columns**

The fields required in the CSV file are listed and defined below.

* Alphanumeric data can contain characters and/or numbers.
* Numeric is used for numbers that may be used in calculations.
* The number in parenthesis is the maximum size allowed for the specified field.
* All fields are required and must be submitted as defined.

**Line 1 (Return and Contact Information Heading)**

TAXPAYER ID,LICENSE TYPE,LOCATION,STORE ID,REPORT PERIOD,FEIN NAME,ADDR1,CITY,STATE,ZIP,CONTACTNAME,PHONE,FAX,EMAIL,TEST/PROD

**Line 2 (Return and Contact Information) – response values for Line 1**

* (TAXPAYER ID) -- Alphanumeric (9)
* (LICENSE TYPE) -- Alphanumeric (1)
* (LOCATION) -- Alphanumeric (4)
* (STORE ID) -- Alphanumeric (4)
* (REPORT PERIOD) -- Date (MM/DD/YYYY) – include leading zeroes for MM and DD
* (FEIN NAME) -- Alphanumeric (35)
* (ADDR1) -- Alphanumeric (35)
* (CITY) -- Alphanumeric (35)
* (STATE)-- Alphanumeric (2)
* (ZIP) -- Alphanumeric (10)
* (CONTACTNAME) -- Alphanumeric (9)
* (PHONE) -- Alphanumeric (10)
* (FAX) -- Alphanumeric (10)
* (EMAIL) -- Alphanumeric (35)
* (TEST/PROD) -- Alphanumeric (1) – Must be T or P, no other values are valid

**Line 3 (Schedule Lines Heading)**

SCHED TYPE,FUEL CODE,Bill of Lading,SHIP DATE,CARRIER ID,TRANS MODE,ORIGIN,DESTINATION,BUYER ID,SELLER ID,VOL NET,VOL GROSS,VOL BILLED

**Line 4 through end of file (Schedule Lines)**

* (SCHED TYPE) -- Alphanumeric (3)
* (FUEL CODE) -- Alphanumeric (3)
* (Bill of Lading) -- Alphanumeric (22)
* (SHIP DATE) -- Date (MM/DD/YYYY) – include leading zeroes for MM and DD
* (CARRIER ID) -- Alphanumeric (9)
* (TRANS MODE) -- Alphanumeric (2)
* (ORIGIN) -- Alphanumeric (80)
* (DESTINATION) -- Alphanumeric 2 (80)
* (BUYER ID) -- Alphanumeric (9)
* (SELLER ID) -- Alphanumeric (9)
* (VOL NET) -- Numeric (10)
* (VOL GROSS) -- Numeric (10)
* (VOL BILLED) -- Numeric (10)

WYDOT provides a template file in MS Excel 2007 format (CSV Template). Use of this template should assist taxpayers with properly formatting their CSV electronic return file(s).

Prior to using the template for the first time, please save a copy using the required naming standard (fein+licensetype+location.csv without + signs).

Open the renamed template and fill in the Return and Contact Information on Line 2. Please save the file once you have completed the entries for Line 2, under ordinary circumstances, the REPORT PERIOD, is the only information which should change from month to month.

The template contains HEADING information on Lines 1 and 3. These HEADING entries must be spelled correctly and be provided in the order included in the template. Please do not edit Line 1 and Line 3.

Beginning with Line 4, enter schedule return data. You may enter as many Schedule Lines as needed.

Once you have finished entering your Schedule Lines, please save the file.

1. Choose “Save As” and select “Other Formats”. This will open a dialog box – choose where to save the file.
2. Add the reporting date to the file name (should look like fein+licensetype+location+MMDDYYYY.csv without + signs).
3. Select “CSV” (Comma delimited) \*.csv from the “Save as type:” drop down box and press “SAVE”. note: You will need to delete additional workbooks from CSN Template to eliminate the “can’t save multiple workbooks in the format” msgbox…. You may see a pop-up dialog box warning you that some features are not compatible with CSV and asking if you want to keep the workbook in this format – select “Yes”.

Close Excel (it isn’t necessary to save the file again at this point)

* The new CSV file should be located in the directory chosen during the “Save As” dialog.
* The new file should be named:
  + “fein+licensetype+location+MMDDYYYY.csv” (without + signs)
* The file can be verified by opening it using a text editor such as Notepad or Wordpad.