



Electronic Filing

Working with PALITE Subscribers and YATB Back Office Users

YATB Tax Support Services

Updated: March 2026

Change Summary:

- 3/2026 – MMREF position 5-9 codes updated on page 4 to reflect collectors. No changes to file specifications.
- 2/2026 – The list of participating collectors and bureaus has been updated. No changes to file specifications.
- 1/2025 – Remove Williamsport EIT Office from the list of supported collectors. No changes to file specifications.
- 1/2024 – Lower Merion Township added to the list of supported collectors. No changes to file specifications.
- 1/2021 – City of Williamsport added to the list of supported collectors. No changes to file specifications.
- 11/2013 – Removed Forest County from the list of supported collectors. No changes to file specifications.
- 5/2012 - Clarified the requirements for PSD codes and specified line breaks for EFW2 files.

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

Collectors Able to Accept These Formats

The following collectors support the formats outlined in this document:

Blair County Tax Collection Bureau (EIT/LST)	(814) 317-5335	www.blairtax.org
City of Williamsport (LST/MBP)	(570) 327-7500	https://cityofwilliamsport.org/departments/treasurer-tax-collector/business-privilege-mercantile-lst/
Danville Area Earned Income Tax (EIT)	(570) 275-4720	https://www.danveito.com/
Lower Merion Township (MBP, LST coming in March 2026)	(610) 645-6142	https://www.lowermerion.org/departments/finance-department/business-tax-division
Tri-State Financial Group (LST/MBP)	(610) 270-9520	https://tfgtax.com/
York Adams Tax Bureau (EIT/LST/MBP)	(717) 845-1584	https://yatb.com

Format Overviews

The YATB Back Office tax system and the PALITE.ORG online filing system accept either of two formats: EFW2 (also known as MMREF) and Microsoft Excel files. You can use either of the formats described herein to submit your employee details to any of the bureaus noted above (and perhaps others who have adopted these formats).

Whether EFW2 or Excel, the same format can be used to file for a single employer account or for multiple employer accounts. When filing for multiple accounts with an Excel file, you must use account numbers provided by the tax bureaus.

When planning your file formats, remember these tips:

- **For EFW2/MMREF files:** The file must have separate RE records. Each new RE record encountered by the importing systems will be considered a new employer. However, the file may contain more than one RE record having the same EIN (that is, more than one set of detail records for the same employer).
 - **Note:** MMREF files must be submitted with CR or CRLF as line terminators. Files submitted with only “LF” as a line terminator may be met with an error stating that “No Valid RS records for this tax year and EIN”.
- **For EXCEL files:** The file must contain an ‘ACC’ or ‘ACCOUNT’ column if you are filing for more than one employer account with a single Excel upload. **The Federal EIN is not an acceptable account number.** Excel format can be used to submit EIT or LST details.
- 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.

Notes on PSD Codes

A detail record can contain:

1. A valid Residential PSD, a valid Work PSD. Resident works and lives in the state of PA.
2. A valid Residential PSD, 880000 (out of state) for Work PSD. Taxpayer lives in PA, but works outside.

3. 880000 Residential PSD, valid Work PSD. Taxpayer lives out of state, but works in the state.
4. 880000 Residential PSD, 880000 Work PSD. Resident lives and works outside the state.
SHOULD NOT BE REPORTED HERE unless otherwise specified by the collector.

Excel Format Specification

The Excel file format specification is easiest for employers or preparers who do not have a fully featured system capable of producing the more established (but more complicated) MMREF/EFW2 file standard.

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.
- Can be used for EIT or LST filings.
 - Can only file EIT or LST in a single file. That is, you may not file multiple tax types in a single file.

Excel file columns

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	
GROSS WAGES, GRO, WAG	Gross wages being used for this filing.	Please include decimal. A negative number is acceptable in the event that wages were over-reported in a previous period. Column not required for LST filings.
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 www.newpa.com . Leading zeros are required (i.e. 010101 must be reported...10101 is not valid). Column not required for LST filings.

WORK WRK	Work PSD – the Pennsylvania State PSD assigned to the municipality in which this individual works. Generally speaking, their “home office”.	Pennsylvania State PSD codes can be found at www.newpa.com . Leading zeros are required (i.e. 010101 must be reported...10101 is not valid).
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MMREF / EFW2 file format

Files submitted to the collector on mag media or submitted online to PALite using EFW2/MMREF format follow the Federal Government’s guidelines. These guidelines can be found in the Social Security Administration’s publication number 42-007, *Specifications for Filing Forms W2 Electronically*.

MMREF File Format

- Can be used for EIT filings, **not** for LST filings.
- The codes “RE” and “RS” are the only records required by the Back Office and PALITE systems.
- Each record must be followed by a single record delimiter consisting of a carriage-return/line feed (CR/LF) placed immediately following position 512.
- The RE record should be implemented as specified in the SSA publication noted above.
- The RS record should be implemented as specified in the SSA publication noted above.
 - All RS fields should be provided.
 - These additional fields are required:

Position	Length	Field Name	Required Information
5-9	5	Tax Entity Code	YATB – York Adams Tax Bureau BCTCB – Blair County Tax Collection Bureau DANV – Danville Area Earned Income Tax Office
308	1	Tax Type Code	Must be “F”
309-319	11	Local Taxable Wages	Include two decimal positions but no decimal (\$1000.00 = 00000100000)
320-330	11	Local Income Tax Withheld	Include two decimal positions but no decimal (\$1000.00 = 00000100000)
338-343	6	Residential PSD	Must supply the PSD of the municipality where this individual lives.
413-418	6	Work PSD	Must supply the PSD of the municipality where this individual works.

Pennsylvania State PSD codes can be found at www.newpa.com.

MBP Online Filing

First introduced in 2021, the MBP Online Filing process allows collectors to support online filing of business privilege and mercantile taxes supported by Act 511 and others in The Commonwealth. The process of entering the tax details takes just a few minutes and requires filers to submit these details:

- Business operating dates. The date you started this year, or if you’re a “full year filer”, having started your business prior to this year.
- Gross receipts. The combined total of all taxable types under your operating district’s tax code.
- Taxable receipts and exemptions for:
 - Retail receipts
 - Wholesale receipts

- Service receipts
- Payments made to date or carried over from a prior year.
- Proof of federal or state filings. You can upload a PDF of your federal and/or state filings.

You're also able to make the associated payment for these taxes online. Some jurisdictions require advance estimated payment for future taxes which is also accomplished in this application.