

To The Employer:

The following are the City of Warren's requirements for filing W-2s and 1099-MISC on magnetic media for tax year 2011.

Warren Income Tax Department is basing its W-2 specifications on the EFW2 Tax Year 2011 specifications. These specifications are available from the Social Security Administration at:

<http://www.ssa.gov/employer/efw/09efw2.pdf>.

**Warren Income Tax Department is basing its 1099-MISC specifications on the 2009 IRS publication 1220 specifications
<http://www.irs.gov/pub/irs-pdf/p1220.pdf>.**

Warren Income Tax Department requires the filing of the 1099-MISC information.

For tax year 2011, the acceptable media is CD-Rom. They may also be emailed to swoodward@warren.org