

NEW JERSEY DIVISION OF REVENUE

WR-30 Plain Paper Specifications

As of 10/01/2004

Thank you for your interest in filing the New Jersey Employer Report of Wages Paid (WR-30) on plain paper. By submitting your quarterly wage reports in a scannable format, you allow the New Jersey Division of Revenue to reduce data entry costs, improve accuracy of the information recorded, speed processing, and speed responses to your inquiries with the Department of Labor.

Enclosed, you will find the scanning specifications for the WR-30. This format is primarily intended for employers with more than twenty employees who choose to report on paper instead of the preprinted form that is mailed each quarter. **PLEASE NOTE:** NJAC 12:16-13.7 requires all employers reporting more than 50 employees to do so electronically. All employers may file using this method and are encouraged to do so. More information on the various methods of submitting a WR-30 electronically, including email attachments, may be obtained by calling the Alternate Filing Branch at (609) 984-7988.

APPROVAL PROCESS

The Division of Revenue has implemented an approval process for the Plain Paper WR-30. This process will allow the Division of Revenue to validate the format you are using and provide you with any changes that may occur in the future.

All plain paper WR-30 reports must meet the standards established by the Division of Revenue. Companies must get approval from the New Jersey Division of Revenue if they develop:

- A Plain Paper WR-30 using its own tax software programs.
- Tax software programs to be used with a Plain Paper WR-30 report format developed by another company.
- A Plain Paper WR-30 for other companies to use with their tax software programs.
- And print their own Plain Paper report.

Commercial printers and / or business form companies that develop and produce a Plain Paper WR-30 report must also get approval from the Division.

If your company is described above, your customers or clients do not need to get additional approval from New Jersey to use your New Jersey approved Plain Paper WR-30. But, they should verify that New Jersey has approved your Plain Paper WR-30. Examples of customers or clients who should verify New Jersey approval by asking you for a copy of your New Jersey Plain Paper WR-30 approval letter are:

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- Tax practitioners who purchase software that produces a Plain Paper WR-30;
- Tax practitioners who use batch processing service bureaus that produce Plain Paper WR-30's;
- Tax practitioners who purchase Plain Paper WR-30 formats from commercial printers or business forms companies; and
- Software providers who sell the products of software developers who design a Plain Paper WR-30.

If you are a customer or client using the forms, software, service, or products referred to above, verify New Jersey's approval to use the Plain Paper WR-30 by asking the company for a copy of its New Jersey approval letter.

TESTING REQUIREMENTS

Five original laser samples of a form, complete with sample variable data printed on the form, must be submitted to the Division for approval prior to usage. Please provide a cover letter indicating (a) if you are an employer, accountant, software developer, payroll service, or a forms developer, and (b) the quantity of forms that you expect to be filing each quarter. Form approval must be obtained from the following:

New Jersey Division of Revenue
Technology Branch
Attention: Christine Wetzel
160 South Broad Street
Trenton, N.J. 08646
Telephone (609) 633-1135
Christine.wetzel@treas.state.nj.us

Two weeks should be allowed for review and approval of proposed forms. A letter of approval or disapproval will be issued on all proposed forms.

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PAPER REQUIREMENTS

The paper used must be good quality, white standard stock machine paper that is 8 ½ “x 11”.

SIGNATURE AREA

The bottom of the **last page** of each report must contain the signature and title of and owner, partner, officer, or other person who is required to file the report. Please include the date the report was signed, and the telephone number (including area code) of the person who can answer questions that might arise during processing. This line will not be machine read, and may be completely hand written if necessary.

APPROVAL NUMBER

The Division of Revenue will provide you with an approval number to be used during the testing phase. After your Plain Paper WR-30 has been approved, you will receive your approval number along with your letter of approval.

FILING PROCESS

When filing the Plain Paper WR-30, DO NOT include the pre-printed form mailed to you. The completed report should be mailed to the following address:

New Jersey Division of Revenue
P.O. Box 634
Trenton, N.J. 08646-0634

EMPLOYER IDENTIFICATION INFORMATION

The EMPLOYER IDENTIFICATION INFORMATION you provide on this form **MUST** reflect the employer information we print on the most current WR-30 form mailed to you. If you must make changes to that information, please use the Request for Change of Registration Information, form NJ REG-C, that is enclosed in each quarterly report package you receive. Do not make changes to EMPLOYER IDENTIFICATION INFORMATION on this form.

GENERAL INSTRUCTIONS

This package includes these General Instructions, Programming Instructions, and a two page sample WR-30 report that represents the exact format for each page you must produce. This report will be machine read, and **MUST** be machine printed. Please use plain, white, 8 ½ “x 11” paper. The report must be spaced six lines, and ten columns to the inch with the required information printed EXACTLY as required by these instructions and as demonstrated on the sample report enclosed. **Arial (10 CPI) is the preferred font.** Courier New (10 CPI) may also be used. A LASER printer must be used. See the attached Programming Instructions for the exact position for each field. The top

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left corner of each sheet is considered line zero (0), column zero (0). Printing begins on line 4, column 9. The report cannot contain any lines, logos, or other extraneous information. The first three lines are blank.

Line 4. ALL FIELDS ON LINE FOUR ARE MANDATORY, DO NOT LEAVE ANY BLANK.

NJ Registration Number – your twelve-digit registration number.

(e.g. 123-456-789/000)

Name Control – the first four non-blank characters of business name.

Syn Code – your pre-authorized multi site identification number.

Quarter Ending Date – include the appropriate quarter ending date.

Page No – the number of the current page being reported.

Of – the total number of pages included in this report.

Form Name – enter NJWR30

Line 5. Line 5 is blank.

Line 6. Employer Name – print as much of your business name as will fit in 35 spaces.

Line 7. Employer Address – print as much of your business street address as will fit in 35 spaces. WR-30 Approval Number Issued by the New Jersey Division Revenue enter X-999999 for testing purposes.

Line 8. City State Zip – print as much of your City, State, and Zip code as will fit in 30 spaces.

Line 9. Line 9 is blank.

NOTE: LINES 1(FIRST THREE LINES ARE BLANK) THROUGH 9 MUST APPEAR AS A HEADER ON EVERY PAGE PRINTED

Line 10 through 58

Use as many of these lines as necessary to provide the required wage information for each employee being reported this quarter. (See the attached Programming Instructions and the sample WR-30 form for the exact location of each field you must produce and examples of data input).

The maximum number of employees reported on a page is 25.

Line 59 Line 59 is blank.

Line 60 Total Employees – On the **last page** of each report include the total number of employees being reported for the quarter.

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Gross Wages – On the **last page** of each report, include the gross wages paid to all employees during that quarter. This figure must be the same as reported in item 1 on the NJ-927, Employer's Quarterly Report.

Employees On Page – On **each page** of the report, reflect the number of employees being reported on that page.

The **bottom of the last page** of each report must contain the signature and title of and owner, partner, officer, or other person who is required to file the report. Please include the date the report was signed, and the telephone number (including area code) of the person who can answer questions that might arise during processing. This line will not be machine read, and may be completely hand written if necessary.

**New Jersey Division of Revenue
WR-30 PLAIN PAPER SPECIFICATIONS
Programming Instructions
as of 10/01/2004**

FIELD NAME	PRINT LINE	PRINT POSITION	COLUMN WIDTH	REMARKS: Use upper case for all alpha characters
NJ Registration No	4	9	15	The 12 digit New Jersey Registration Number. Include dashes (-) and slash (/) as shown, (e.g. 123-456-789/000).
Name Control	4	25	4	First four (4) non-blank characters of business name, from your most current WR-30 form.
Syn Code	4	30	6	Pre-authorized multi-site identification number. Enter zeros if not pre-authorized.
Quarter End	4	37	10	03-31-YYYY, 06-30-YYYY, 09-30-YYYY, and 12-31-YYYY. Use dashes (-) not slashes (/).
Page No	4	53	4	No leading zeros. Right justified to position 56.
Of	4	60	4	No leading zeros. Right justified to position 63.
Form Name	4	70	6	Print NJWR30
Employer Name	6	5	35	Business name from the most current WR-30 form.
Employer Address	7	5	35	Business street address, from street address of your most current WR-30 form.
Approval Number	7	69	8	WR-30 approval number issued by the New Jersey Division of Revenue.
City State Zip	8	5	30	Include spaces, no punctuation in any field (e.g. TRENTON NJ 08625).
Emp 1 Soc Sec No	10	5	11	Include dashes (-) as shown, (e.g. 123-45-6579).
Emp 1 Name	10	20	30	Last Name First Name MI. Include spaces, no punctuation (e.g. DOE JOHN J).
Emp 1 Gross Wages	10	60	14	No leading zeros, no commas, include decimal to two places. Right justified to position 73.
Emp 1 Base Weeks	10	78	2	No leading zeros (e.g. 1 base week = 1). Right justified to position 79.
Total Employees	60	10	6	No leading zeros, no commas. Appears only on last page. Right justified to position 15.
Total Gross Wages	60	25	14	No leading zeros, no commas, include decimal to two places. Appears only on last page. Right justified to position 38.
Employees on Page	60	50	2	No leading zeros. Must appear on all pages. Right justified to position 51.

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NOTE: This sample of the WR-30 is not the correct dimensions.
However, the number of print lines and print positions is accurate.
(66 print lines and 85 print positions)

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TEST COMPANY INC
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CENTER VALLEY PA 18034

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I CERTIFY THE INFORMATION IN THIS REPORT IS TRUE AND CORRECT.

SIGNATURE

TITLE

DATE

PHONE

NOTE:This sample of the WR-30 is not the correct dimensions.
However, the number of print lines and print positions is accurate.
(66 print lines and 85 print positions)