

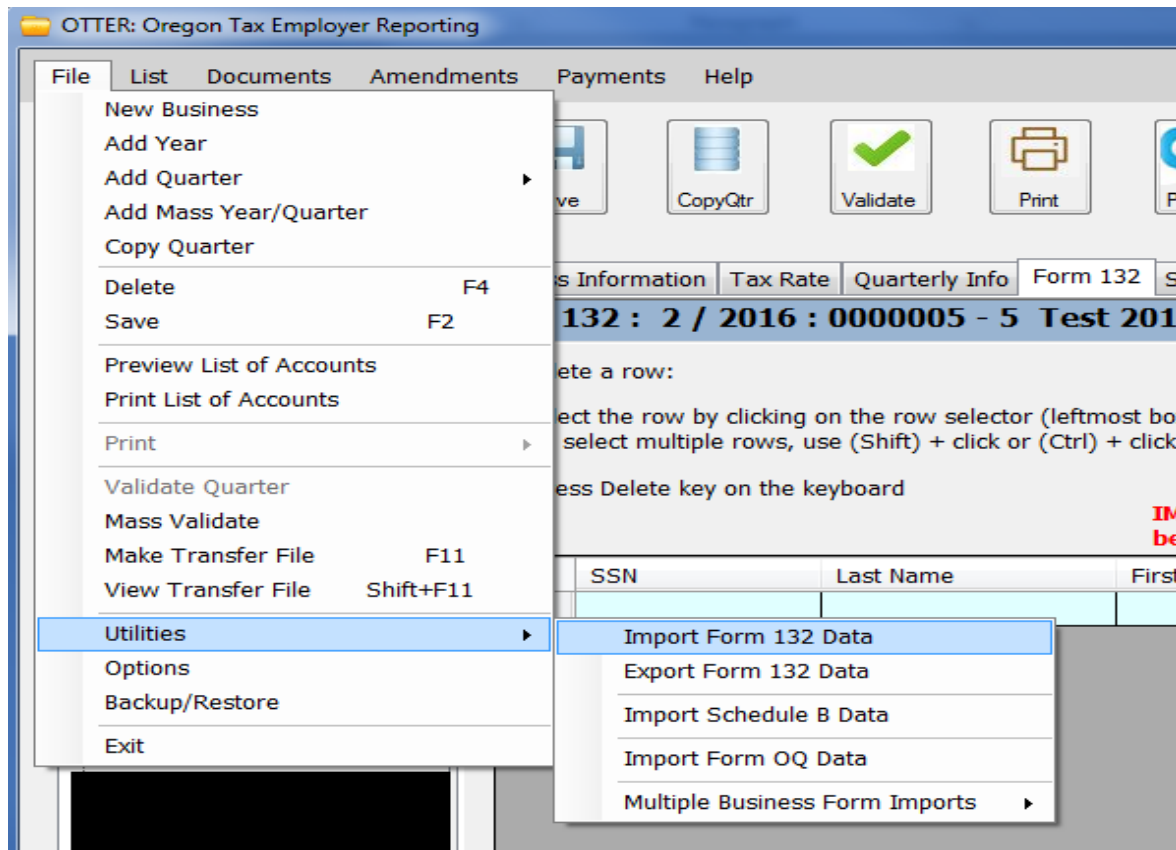
OTTER allows the following data types to be imported:

Form 132	Schedule B	Form OQ
EFW2	Excel	Excel
Excel	Delimited Text (ASCII)	Delimited Text (ASCII)
Delimited Text (ASCII)		

Instructions for Form 132:

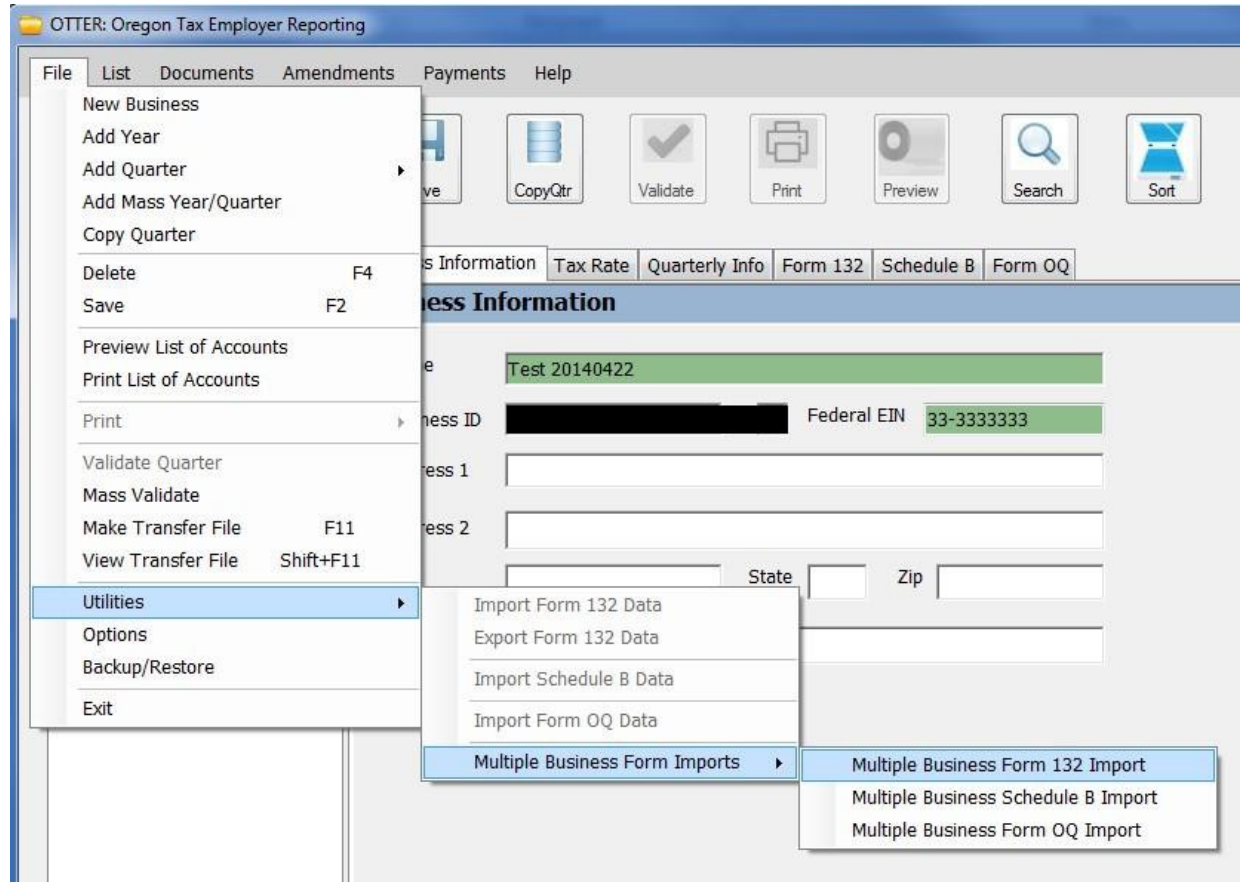
EFW2 – Single Business Import:

File → Utilities → Import Form 132 Data



EFW2 – Multi Business Import:

File → Utilities → Multiple Business Form Import → Multiple Business Form 132 Import



Excel - Single Business Import:

Column headings should be labeled as follows:

- SSN
- Last Name
- First Name
- Middle Initial
- Hours
- Wages Paid
- State Withholding

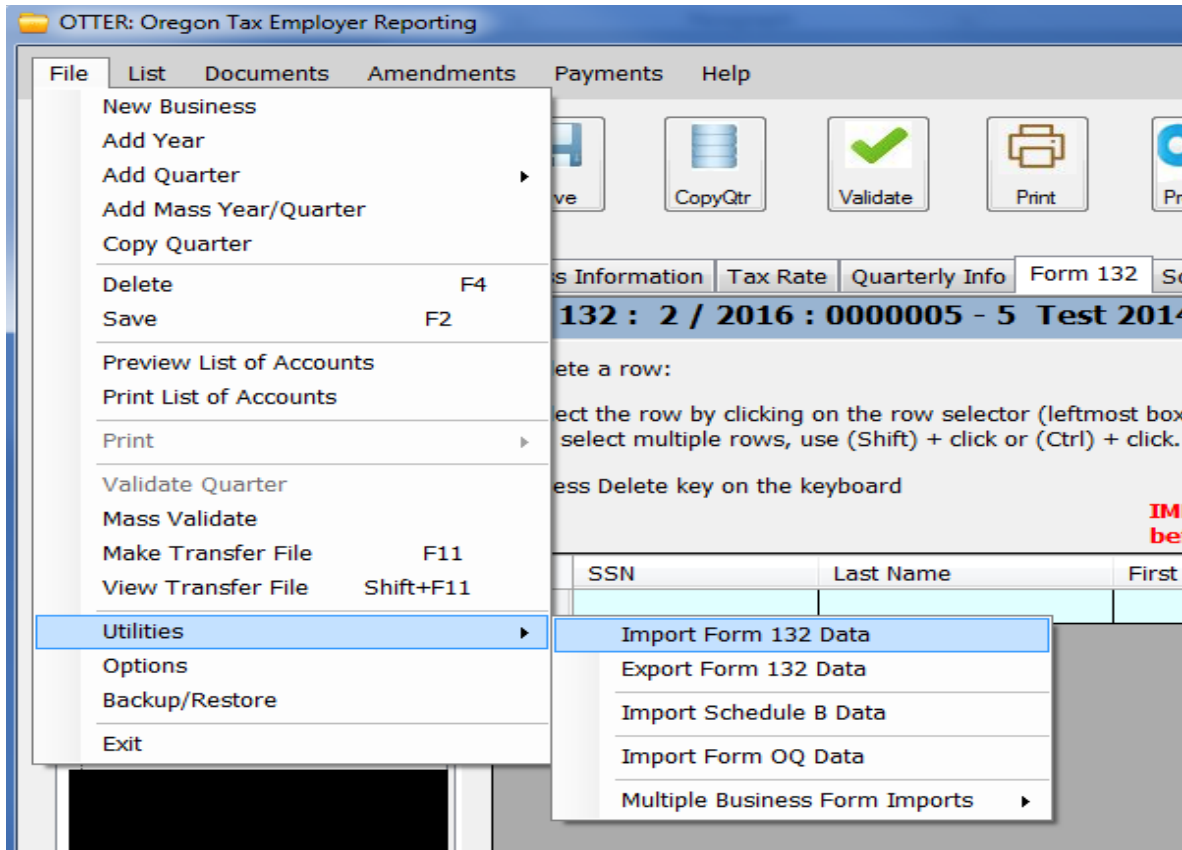
TIP!

- ✓ You may need to format your cells to text in all columns.
- ✓ You cannot have any extra columns in your spreadsheet.
- ✓ Your spreadsheet cannot contain "total" rows.

Example:

	A	B	C	D	E	F	G
1	SSN	Last Name	First Name	Middle Initial	Hours	Wages Paid	State Withholding
2	544-11-1234	SMITH	DOUGLAS	J	0	23002.57	45
3	555-11-1234	MAIN	DONALD	A	0	136452.59	11

File → Utilities → Import Form 132 Data



Excel - Multi Business Import:

Column headings should be labeled as follows:

- Business ID
- Year
- Quarter
- SSN
- Last Name
- First Name
- Middle Initial
- Hours
- Wages Paid
- State Withholding

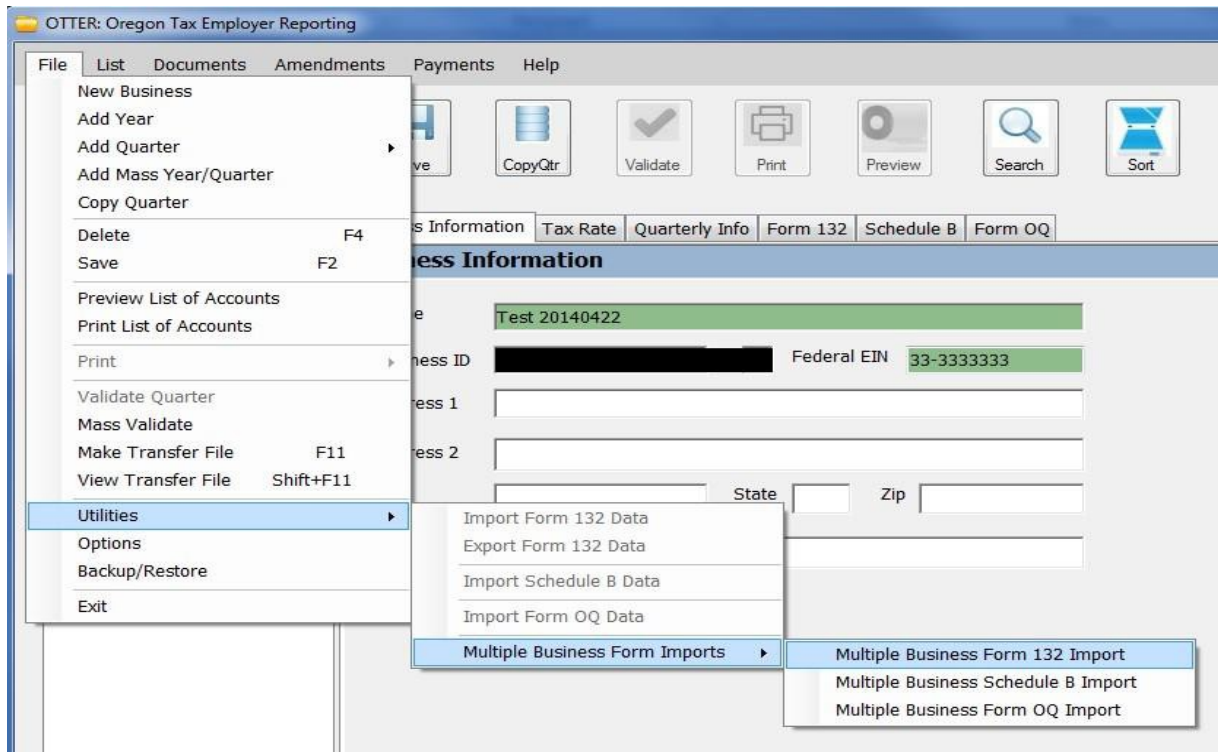
TIP!

- ✓ You may need to format your cells to text in all columns.
- ✓ You cannot have any extra columns in your spreadsheet.
- ✓ Your spreadsheet cannot contain "total" rows.

Example:

	Business ID	Year	Quarter	SSN	Last Name	First Name	Middle Initial	Hours	Wages Paid	State Withholding
1										
2	1111111	2016	1	123-45-6789	BAKER	TRACY	C	522	4389.46	500
3	2222222	2016	1	987-65-4321	SMITH	LISA	D	12	1234.56	32

File → Utilities → Multiple Business Form Import → Multiple Business Form 132 Import



Delimited Text (ASCII) - Single Business Import:

Your columns must be in the following order:

SSN,Last Name,First Name,Middle Initial,Hours,Wages Paid,State Withholding

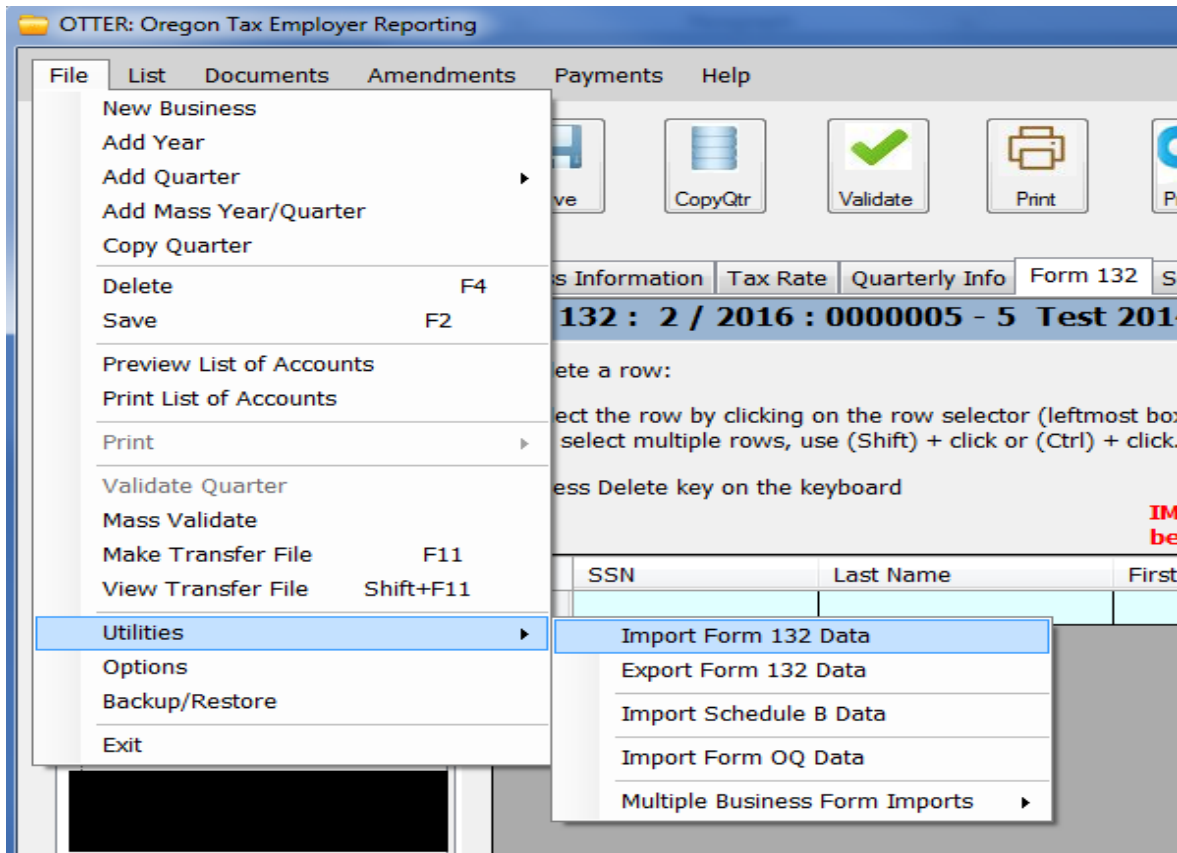
Example:

"000000001","DoII","KENNETH","L",12,409.28,1
"000000002","DOLL","BARBARA",,,26,1159.56,12

TIP!

- ✓ You cannot have any extra fields in your file.
- ✓ Your wages paid field must include the decimal.

File → Utilities → Import Form 132 Data



Delimited Text (ASCII) - Multi Business Import:

Your columns must be in the following order:

BusinessID,Year,Quarter,SSN,Last Name,First Name,Middle Initial,Hours,Wages Paid,State Withholding

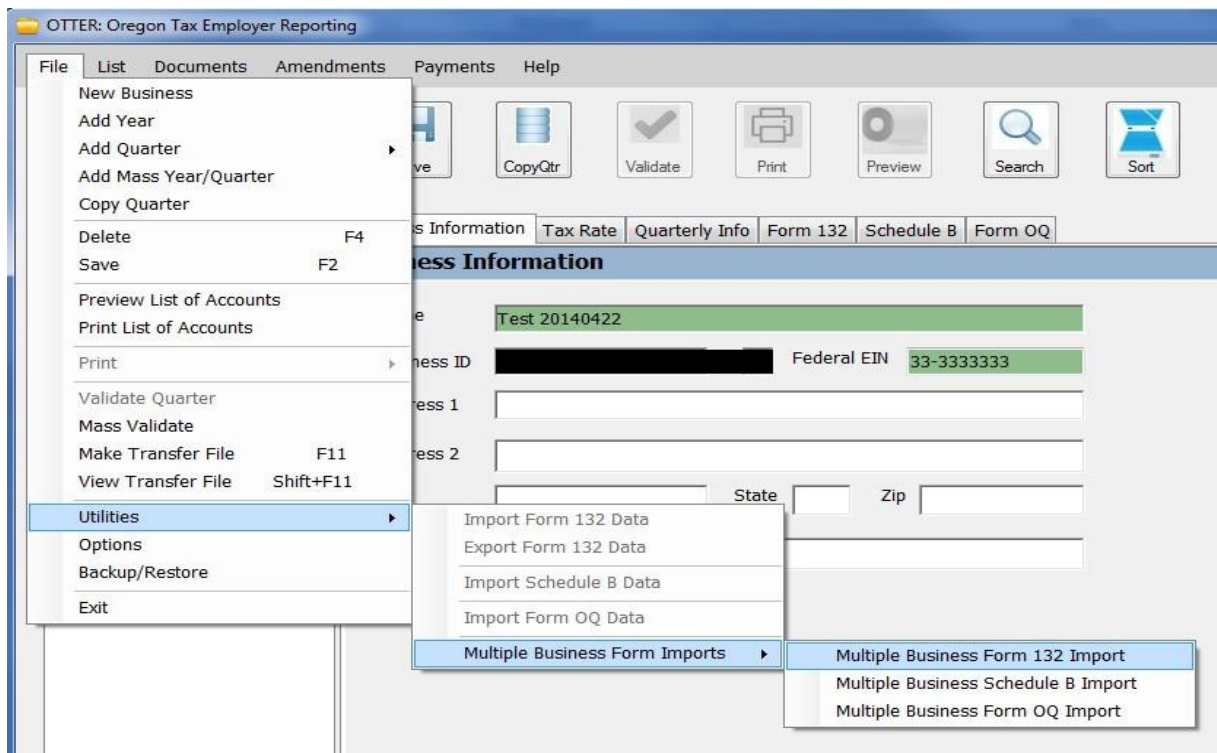
Example:

```
"0055555","2016","4","000000001","DOLL","BARBIE","L",12,409.28,1
"0055555","2016","4","000000002","DOLL","Ken",,26,1159.56,12
"0222222","2016","4","000000011","Toes","Twinkle",,309,3894.00,600
"0222222","2016","4","000000099","Jones","Smith",,325,4500.00,500
```

TIP!

- ✓ You cannot have any extra fields in your file.
- ✓ Your wages paid field must include the decimal.

File → Utilities → Multiple Business Form Import → Multiple Business Form 132 Import



Instructions for Schedule B:

Excel - Single Business Import:

Column headings should be labeled as follows:

- **Date**
- **Amount**

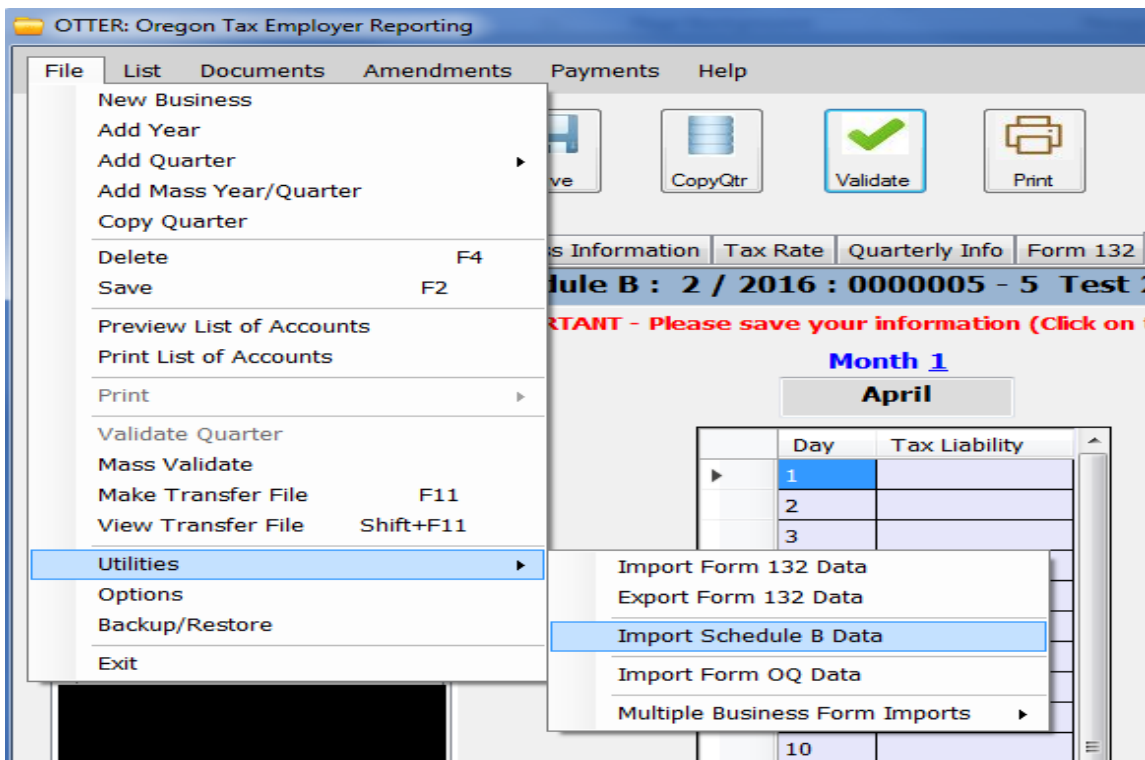
Example:

	A	B
1	Date	Amount
2	10/5/2015	130.64
3	10/15/2015	109.23
4	10/25/2015	110.56
5	11/5/2015	117.78
6	11/15/2015	118.44
7	11/25/2015	129.36
8	12/5/2015	123.36
9	12/15/2015	105.36
10	12/25/2015	133.54

TIP!

✓ You cannot have any extra columns in your spreadsheet.

File → Utilities → Import Schedule B Data



Excel - Multi Business Import:

Column headings should be labeled as follows:

- **Business ID**
- **Year**
- **Quarter**
- **Date**
- **Amount**

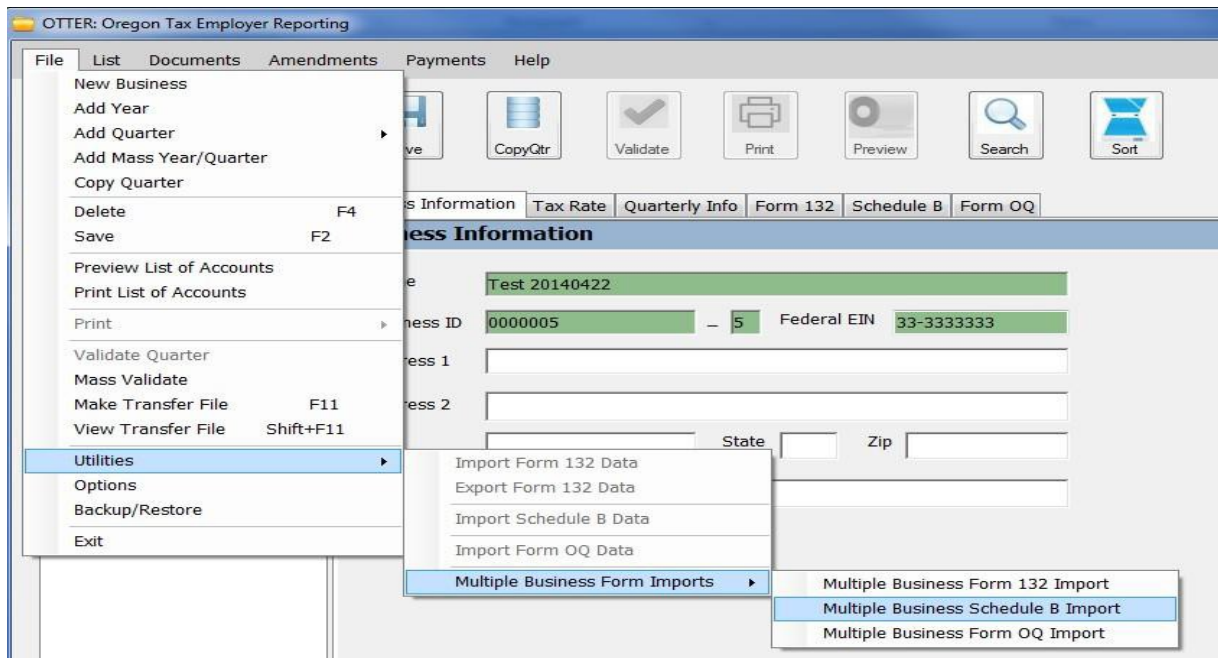
Example:

	A	B	C	D	E
1	Business ID	Year	Quarter	Date	Amount
2	0000001	2018	4	10/5/2018	130.64
3	0000001	2018	4	11/5/2018	117.78
4	0000001	2018	4	11/15/2018	118.44
5	0000001	2018	4	12/15/2018	105.36
6	0000002	2018	4	10/25/2018	110.56
7	0000002	2018	4	11/15/2018	118.44
8	0000002	2018	4	11/25/2018	129.36
9	0000002	2018	4	12/5/2018	123.36

TIP!

- ✓ You may need to format your cells to text in all columns.
- ✓ You cannot have any extra columns in your spreadsheet.

File → Utilities → Multiple Business Form Import → Multiple Business Schedule B Import



Delimited Text (ASCII) - Single Business Import:

Your columns must be in the following order:

Date,Amount

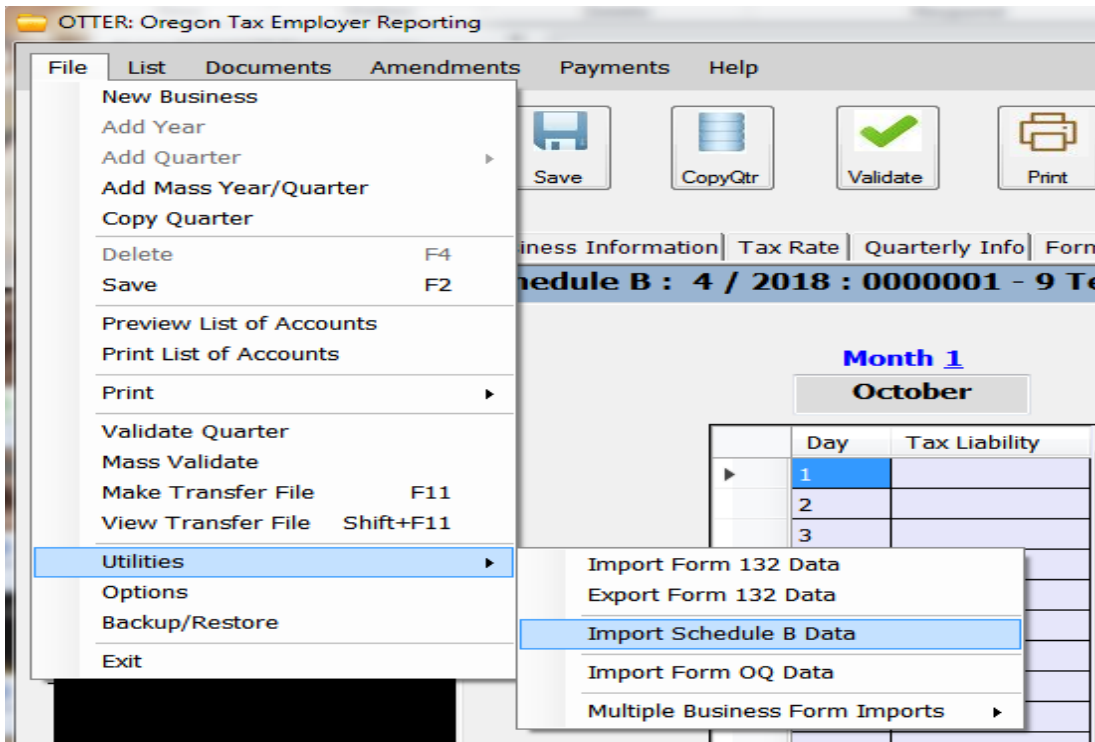
Example:

10/01/2018,1630.64
10/05/2018,1540.99
11/15/2018,1518.00
11/20/2018,1568.44
12/26/2018,1313.54
12/31/2018,1777.00

TIP!

- ✓ You cannot have any extra columns in your spreadsheet.
- ✓ Your amount field must include the decimal.

File → Utilities → Import Schedule B Data



Delimited Text (ASCII) - Multi Business Import:

Your columns must be in the following order:

"Account Number","Year","Quarter",Date,Amount

Example:

"4332211","2016","1",01/05/2016,130.64

"4332211","2016","1",03/15/2016,109.00

"9899810","2016","1",01/09/2016,1430.64

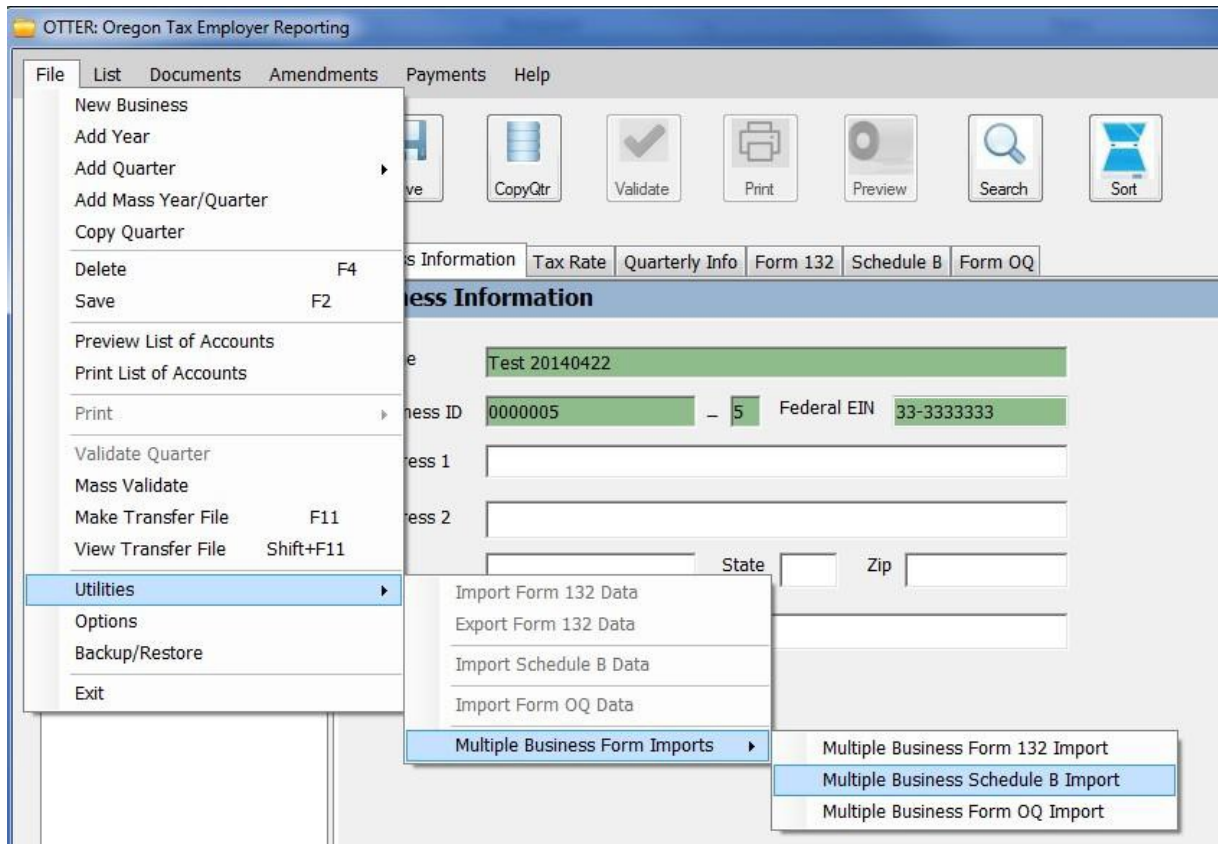
"9899810","2016","1",02/15/2016,1309.23

"9899810","2016","1",03/01/2016,1617.78

TIP!

- ✓ You cannot have any extra columns in your spreadsheet.
- ✓ Your amount field must include the decimal.

File → Utilities → Multiple Business Form Import → Multiple Business Schedule B Import



Instructions for Form OQ:

Excel - Single Business Import:

Column headings should be labeled as follows:

- **Workers Month 1**
- **Workers Month 2**
- **Workers Month 3**
- **UI Subject Wages**
- **UI Excess Wages**
- **UI Tax Rate**
- **UI Prepaid**
- **UI Penalty**
- **SWT Subject Wages**
- **SWT Tax**
- **SWT Prepaid**
- **Trimet Subject Wages**
- **Trimet Prepaid**
- **Lane Transit Subject Wages**
- **Lane Transit Prepaid**
- **WBF Hours**
- **WBF Prepaid**
- **State Withholding Month 1**
- **State Withholding Month 2**
- **State Withholding Month 3**

TIP!

- ✓ *You may need to format your cells to text in all columns.*
- ✓ *You cannot have any extra columns in your spreadsheet.*

Example:

	A	B	C	D	E	F	G	H	I
1	Workers Month 1	Workers Month 2	Workers Month 3	UI Subject	UI Excess	UI Tax Rate	UI Prepaid	UI Penalty	SWT Subject
2	19	22	12	55023.34	25000.00	0.030	2500.00	0.00	25000.00
3									

Excel - Multi Business Import:

Column headings should be labeled as follows:

- **Business ID**
- **Year**
- **Quarter**
- **Workers Month 1**
- **Workers Month 2**
- **Workers Month 3**
- **UI Subject Wages**
- **UI Excess Wages**
- **UI Tax Rate**
- **UI Prepaid**

- UI Penalty
- SWT Subject Wages
- SWT Tax
- SWT Prepaid
- Trimet Subject Wages
- Trimet Prepaid
- Lane Transit Subject Wages
- Lane Transit Prepaid
- WBF Hours
- WBF Prepaid
- State Withholding Month 1
- State Withholding Month 2
- State Withholding Month 3

TIP!

- ✓ You may need to format your cells to text in all columns.
- ✓ You cannot have any extra columns in your spreadsheet.

Example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Business ID	Year	Quarter	Workers Month 1	Workers Month 2	Workers Month 3	UI Subject	UI Excess	UI Tax Rate	UI Prepaid	UI Penalty	SWT Subject
2	00000001	2018	1	19	22	12	55023.34	25000.00	0.030	2500.00	0.00	25000.00
3	00000002	2018	1	12	12	13	60000.00	5000.00	0.030	3000.00	100.00	30000.00

Delimited Text (ASCII) - Single Business Import:

Your columns must be in the following order:

Workers Month 1,Workers Month 2,Workers Month 3,UI Subject Wages,UI Excess Wages,UI Tax Rate,UI Prepaid,UI Penalty,SWT Subject Wages,SWT Tax,SWT Prepaid,Trimet Subject Wages,Trimet Prepaid,Lane Transit Subject Wages,Lane Transit Prepaid,WBF Hours,WBF Prepaid,State Withholding Month 1,State Withholding Month 2,State Withholding Month 3

TIP!

- ✓ You cannot have extra fields in your file.
- ✓ Your wages paid field must include the decimal.

Example:

21,24,23,15188.27,0.00,0.024,0.00,0.00,14188.27,,,8000.00,0.00,7000.00,30.00,1140,,,,

Delimited Text (ASCII) - Multi Business Import:

Your columns must be in the following order:

“Business ID”,“Year”,“Quarter”,Workers Month 1,Workers Month 2,Workers Month 3,UI Subject Wages,UI Excess Wages,UI Prepaid,UI Penalty,SWT Subject Wages,SWT Tax,SWT Prepaid,Trimet Subject Wages,Trimet Prepaid,Lane Transit Subject Wages,Lane Transit Prepaid,WBF Hours,WBF Prepaid,State Withholding Month 1,State Withholding Month 2,State Withholding Month 3

TIP!

- ✓ You cannot have extra fields in your file.
- ✓ Your wages paid field must include the decimal.

Example:

“1111111”,“2019”,“1”,21,24,23,15188.27,0.00,0.024,0.00,0.00,14188.27,,,8000.00,0.00,7000.00,30.00,1140,,,,