OTTER allows the following data types to be imported:

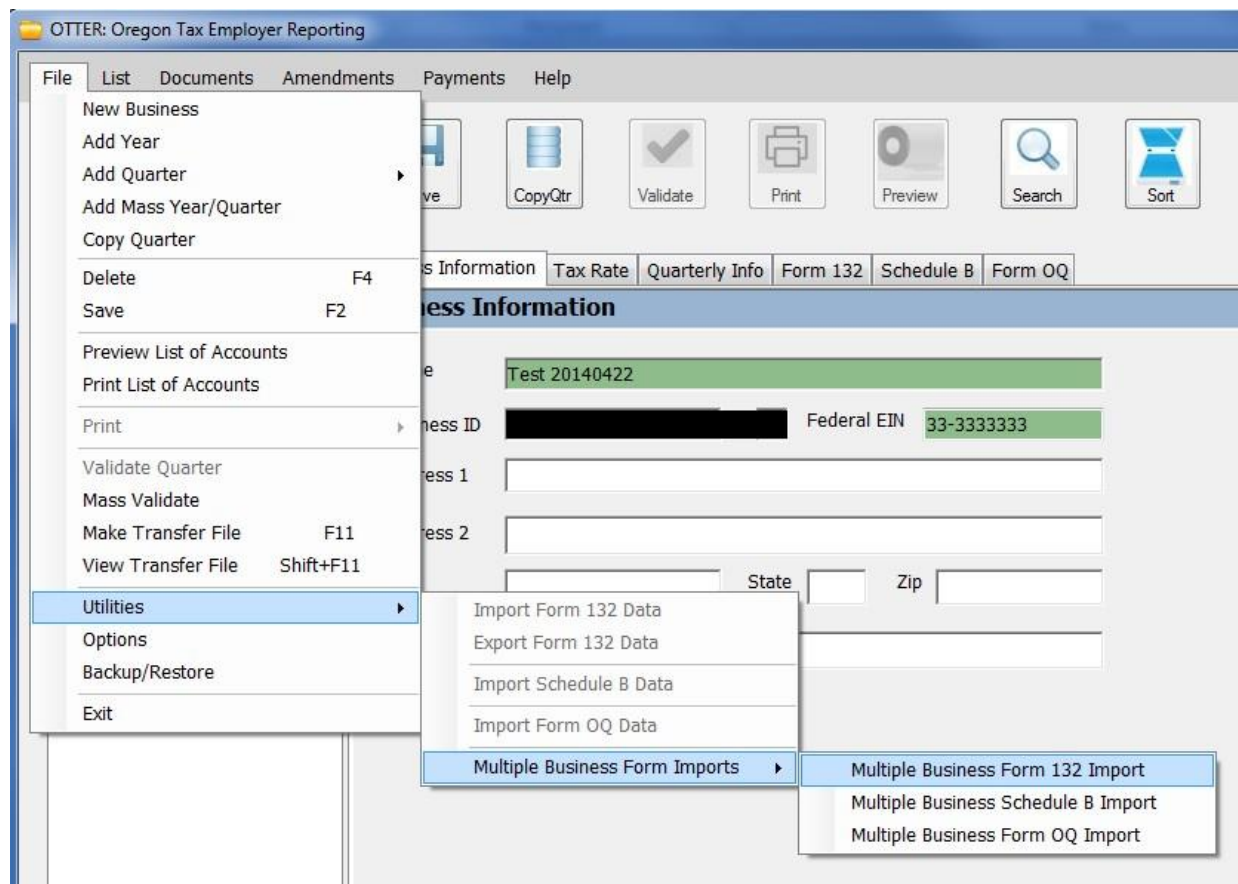| Form 132	Schedule B	Form OQ
EFW2	Excel	Excel
Excel	Delimited Text (ASCII)	Delimited Text (ASCII)
Delimited Text (ASCII)		

Instructions for Form 132:

EFW2 –Single Business Import:

File → Utilities → Import Form 132 Data
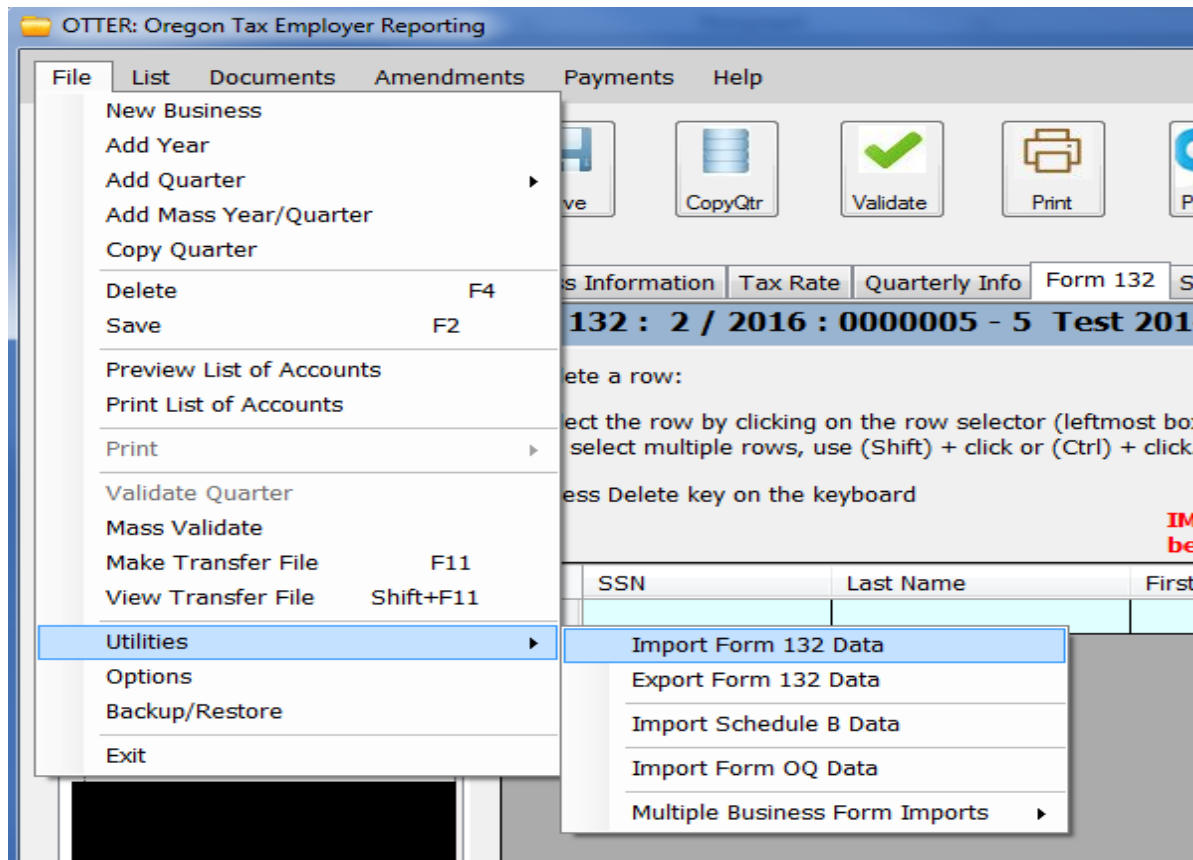
EFW2 – Multi Business Import:

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**

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**
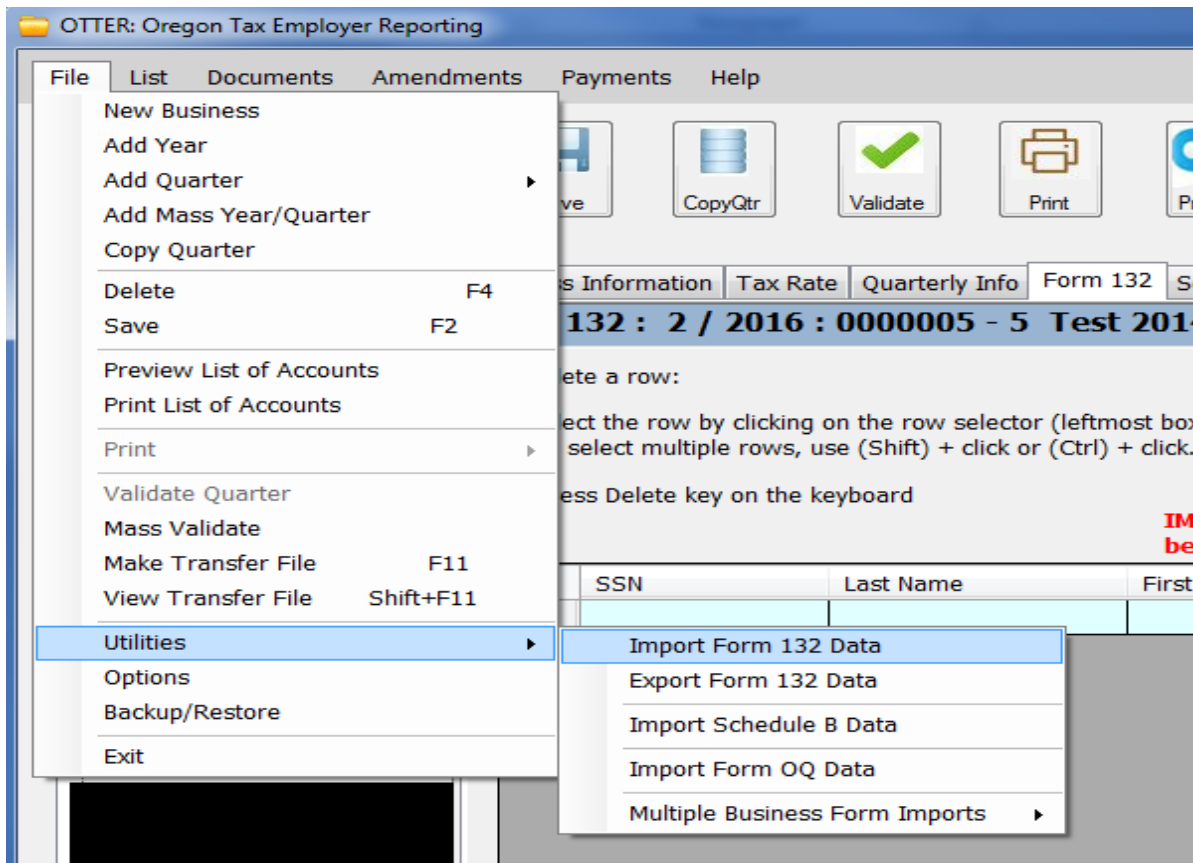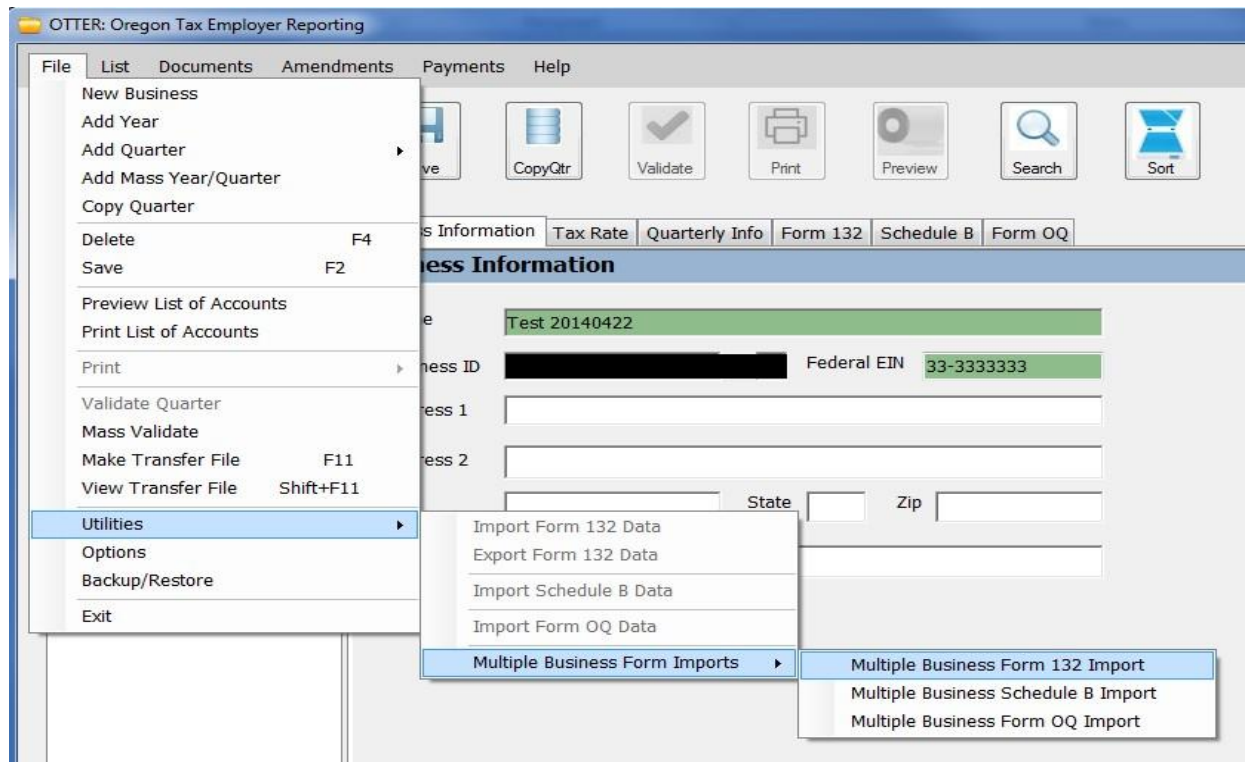- **Wages Paid**
- **State Withholding**

> **TIP!**
> ✔ *You may need to format your cells to text in all of the columns.*
> ✔ *You cannot have any extra columns in your spreadsheet.*

Example:

	Business ID	Year	Quarter	SSN	Last Name	First Name	Middle Initial	Hours	Wages Paid	State Withholding
1	Business ID	Year	Quarter	SSN	Last Name	First Name	Middle Initial	Hours	Wages Paid	State Withholding
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
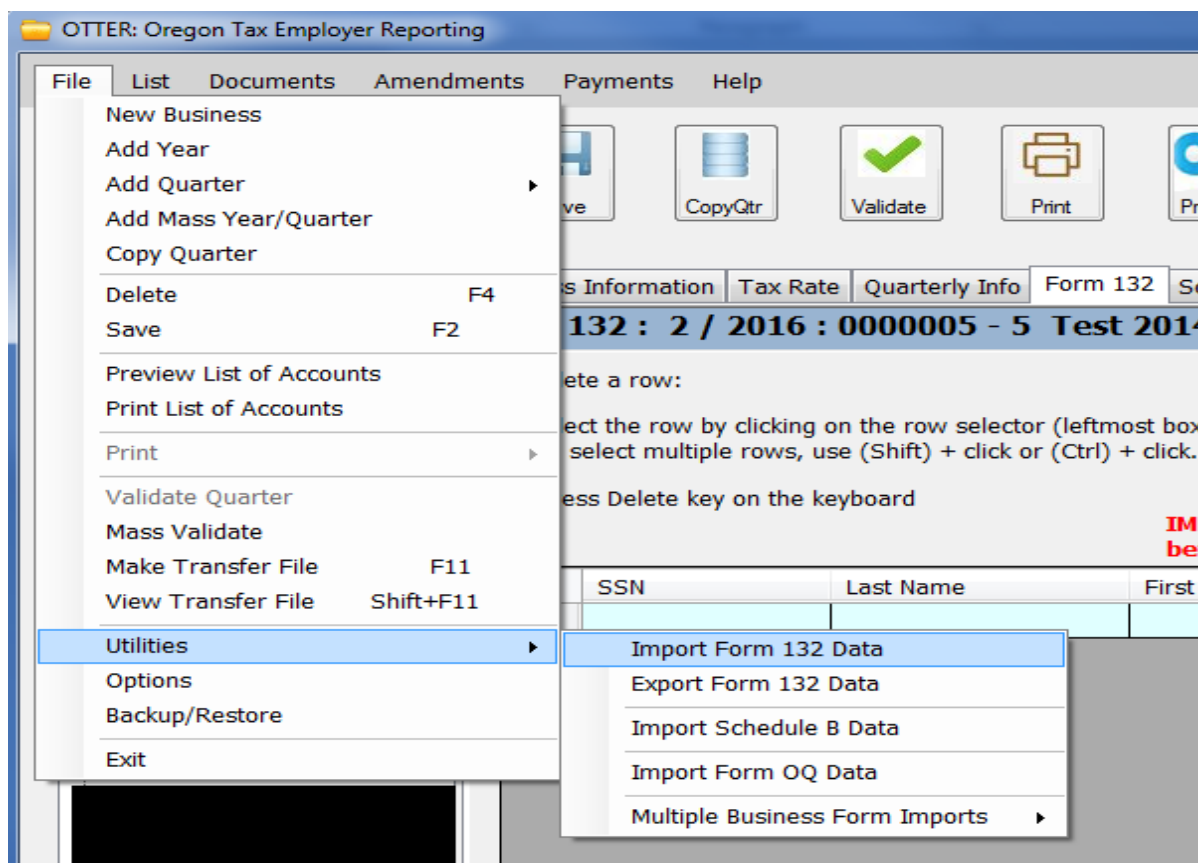
Example:

"000000001","Doll","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
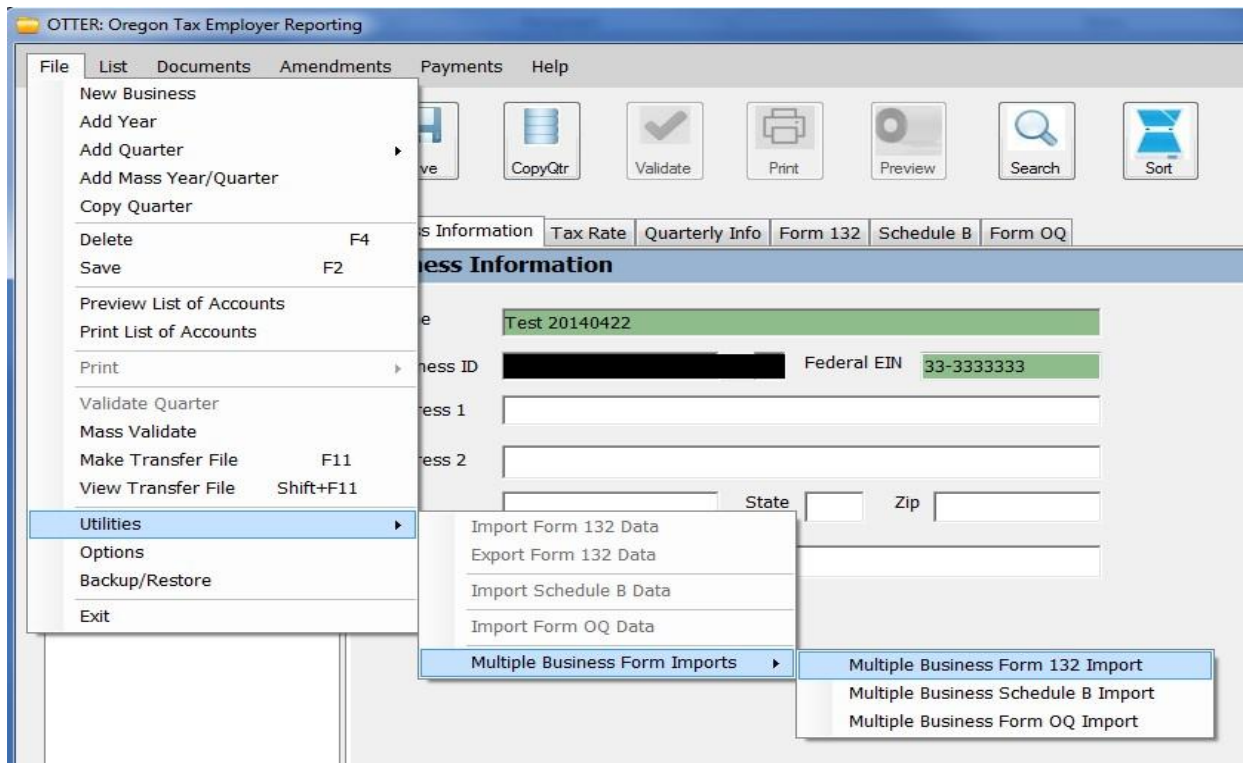
Excel - Single Business Import:

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
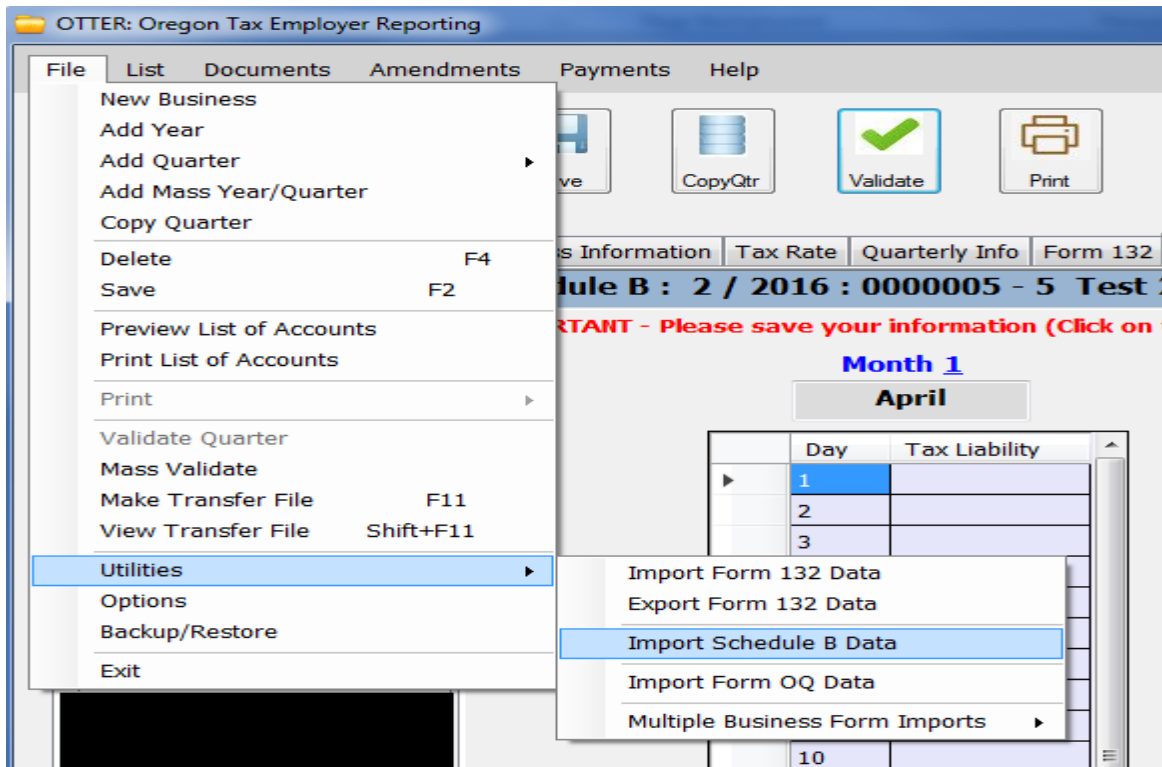
Excel - Multi Business Import:

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	2015	4	10/5/2015	130.64
3	0000001	2015	4	11/5/2015	117.78
4	0000001	2015	4	11/15/2015	118.44
5	0000001	2015	4	12/15/2015	105.36
6	0000002	2015	4	10/25/2015	110.56
7	0000002	2015	4	11/15/2015	118.44
8	0000002	2015	4	11/25/2015	129.36
9	0000002	2015	4	12/5/2015	123.36

> **TIP!**
> ✔ *You may need to format your cells to text in all of the columns.*
> ✔ *You cannot have any extra columns in your spreadsheet.*

File → Utilities → Multiple Business Form Import →Multiple Business Schedule B Import
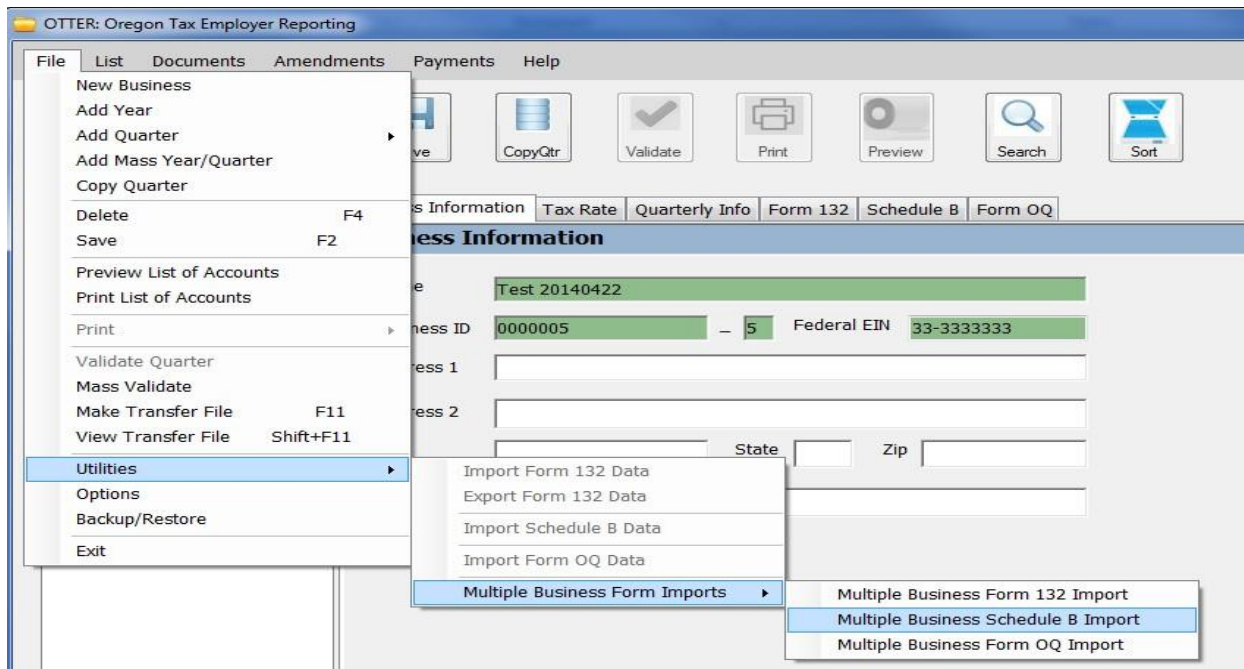
Delimited Text (ASCII) - Single Business Import:
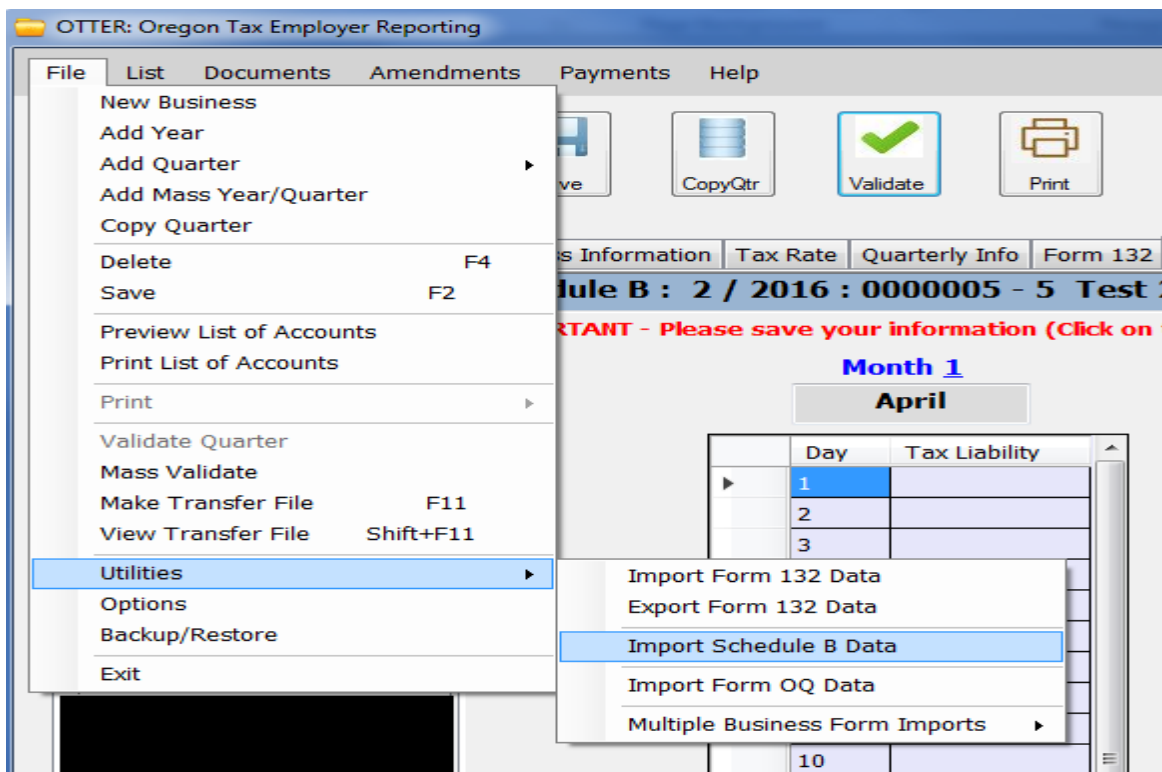
Your columns must be in the following order:

Date,Amount

Example:

> 10/01/2015,1630.64
> 10/05/2015,1540.99
> 11/15/2015,1518.00
> 11/20/2015,1568.44
> 12/26/2015,1313.54
> 12/31/2015,1777.00

File → Utilities → Import Schedule B Data

TIP!
✔ **You cannot have any extra columns in your spreadsheet.**
✔ **Your amount field must include the decimal.**

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 0:00:00,130.64
"4332211","2016","1",03/15/2016 0:00:00,109.00
"9899810","2016","1",01/09/2016 0:00:00,1430.64
"9899810","2016","1",02/15/2016 0:00:00,1309.23
"9899810","2016","1",03/01/2016 0:00:00,1617.78

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
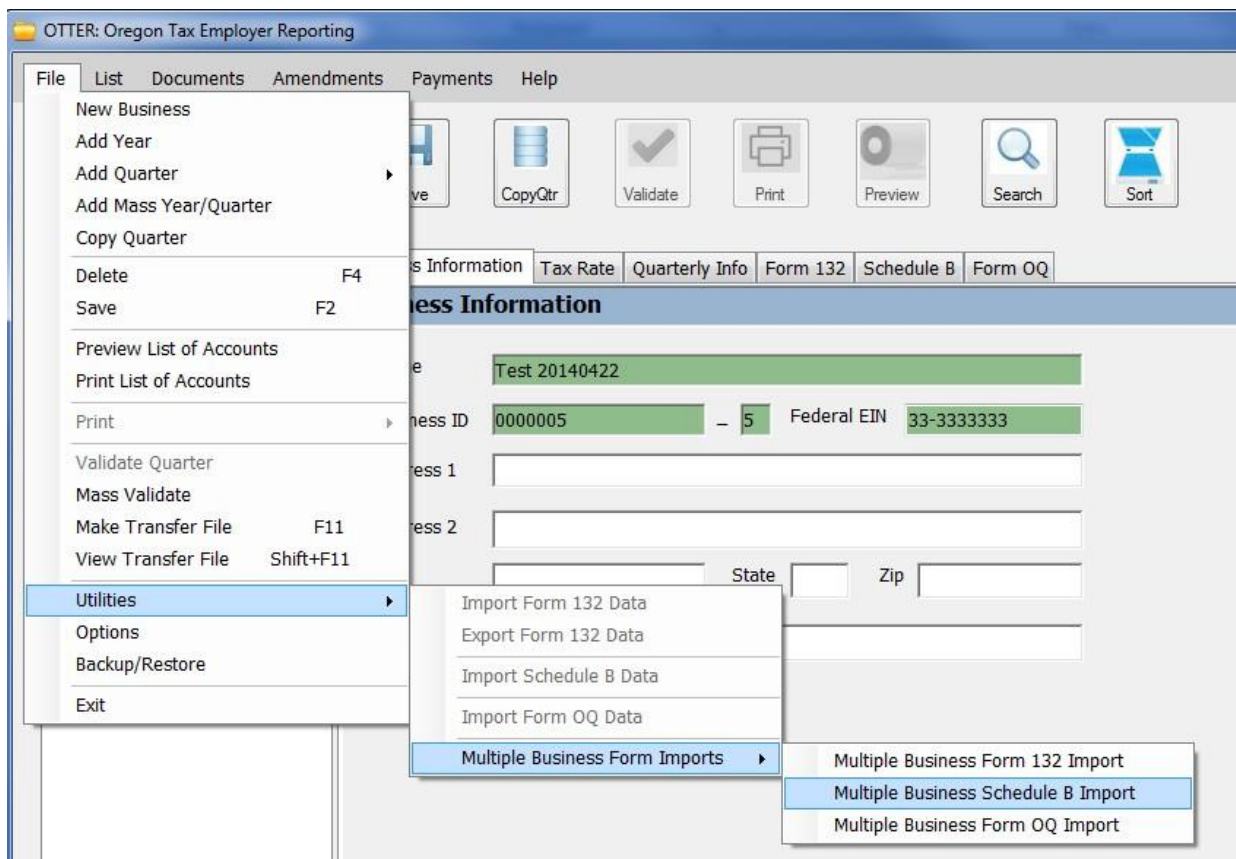
Excel - Single Business Import:

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 of the 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 Rat	UI Prepaid	UI Penalty	SWT Subject
2	19	22	24	550234	30690	0.03	2500	0	209743.98

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 of the 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	Month1	Month2	Month3	UI Subject	UI Excess	UI Rate	Prepaid	Penalty	SWT Subject
2	0000001	2016	1	19	22	24		30690	0.03	2500	0	209,743.98
3	0000002	2016	1	19	22	24		30690	0.03	2500	0	209,743.98

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 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 Wtihholding 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 decimals.*

Example:

21,24,23,15188.27,0.00,0.021,0.00,0.00,14188.27,,,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 Wtihholding 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 decimals.*

Example:

"1111111","2017","2",21,24,23,15188.27,0.00,0.021,0.00,0.00,14188.27,,,8000.00,0.00,7000.00,30.00,1140,,,,