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. The threshold is reduced to 11 or more employees beginning with the first quarter 2006 filings. All employers may file electronically 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:
NEW JERSEY DIVISION OF REVENUE
WR-30 Plain Paper Specifications
As of 10/01/2004

- 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.
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 an 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
NEW JERSEY DIVISION OF REVENUE
WR-30 Plain Paper Specifications
As of 10/01/2004

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