Office of the Commissioner for Revenue Malta

FSS Payer Annual Reconciliation

Electronic Lodgement Specifications

Updated May 2022

Introduction

In order to simplify and speedup end of year processing and to reduce problems due to keying errors FSS Payers are encouraged to lodge their annual reconciliation information with CFR in an electronic format.

Furthermore, employers who require to file more than 9 FS3 forms for a particular year are obliged to file such data through the CFR portal. More information and application forms can be attained from www.cfr.gov.mt.

By complying to these specifications, the data will be subject to online validations, ensuring correctness and provided with an instant automated feedback.

Specifications for Electronic Lodgement of Tax, Social Security and Maternity Fund information on FS3s

Requirements by Payers

- provide the electronic information in a format and procedure approved by CFR;
- maintain a copy of the data lodged in electronic format in his/her own system for at least nine (9) years from the date of submission if all transactions are complete;
- be in a position to satisfy a CFR request for paper copies within a time limit as specified by CFR;
- issue FS3 forms to all payees.

A checksum is implemented at the end of each record. All the characters of each records will be processed through an algorithm and the result is appended at the end of each record in the file.

Checksum calculation (Example)

Each character is given a weight according to its position in the line, starting from the left-hand side of each line, starting with the number 1 and incrementing consecutively by one moving to the right. The ASCII value of each character in the line is multiplied by its weight and each result is added to get one final sum.

Append the resulting sum at the end of each line preceded by the field delimiter
(Do not include the last delimiter in checksum calculation).

Field delimiters should also be included in the checksum calculation.

Example: *Checksum test*

Assign each character a weight:

A Character	B ASCII Value	C Weight Result	D (B*C)
C	67	1	67
h	104	2	208
e	101	3	303
c	99	4	396
k	107	5	535
s	115	6	690
u	117	7	819
m	109	8	872
	32	9	288
t	116	10	1160
e	101	11	1111
s	115	12	1380
t	116	13	1508

Total All Fields 9337

Actual text written to file would be (assuming pipe delimited text): Checksum test|9337

File Format

The annual reconciliation information is to be provided in two variable length files in ASCII format with fields delimited by pipes "|":

1. The first file will contain one record only for each employee with the tax information of the FS3

2. Second file will contain a record for each Social Security and Maternity Fund Transaction for each employee.

These two files are to have the following names:

1. first file (i.e. FS3 information)   =   ppppppF3.yy
2. second file (i.e. SSC and Maternity Fund information)   =   ppppppSS.yy

("pppppp" represents the PE number and "yy" is the relevant basis year)

The data fields to be contained in each file are set-out on the following pages. Note that:

- not all the information that needs to be included on the paper copies of the FS3s is to be provided electronically;
- unless a field is indicated as being "must be in a certain format" then the field can be any number of characters up to the maximum;
- leading zeroes are to be removed from the data fields wherever possible;
- leading and trailing blanks or spaces are to be removed from the data fields wherever possible;
- the only fields to be provided in cents are the Social Security and Maternity Fund fields;
- a Carriage Return/Line Feed (CR/LF) marker is to be placed at the end of each record.

File 1 FS3 Tax Record Layout

A record for each FS3 issued by the FSS Payer will be contained in this file.

No.	Field on FS3	Field Description on FS3	Max No of Characters	Notes
1	A1	Year	4	Must be YYYY format
2		Payee's Surname	25	Free format field - can contain blanks between words BUT NO LEADING BLANKS AND NOHYPHENS ("-")
3	A2	Payee's ID Card/IT Reg. No.	9	NO SPACES or BRACKETS between characters
4	A3	Payee's Social Security No.	9	NO SPACES or BRACKETS between characters
5	A4	Spouse's ID Card/IT Reg. No.	9	
6	B1	Period From	8	Must be in ddmmyyyy format
7	B2	Period To	8	Must be in ddmmyyyy format
8	C1	Gross Emoluments (Main & Other)	6	} numeric values only (no cents) and no negative numbers (i.e. with a "-" in front)
9	C1A	Overtime (Eligible for 15% tax deduction)	6	} " ditto "
10	C1B	Director's Fees	6	} " ditto "
11	C2	Gross Emoluments (Part time)	6	} " ditto "
12	C5	Category 1: Company Cars	6	} " ditto "
13	C6	Category 2: Use of an asset and Accommodation	6	} " ditto "
14	C7	Category 3: Other benefits and services	6	} " ditto "
15	C3a	Gross Emoluments (Share Options at 15%)	6	} " ditto "
16	C8	Non Taxable Cash Allowance	6	} " ditto "
17	D1	Tax Deductions (Main & Other)	6	} " ditto "
18	D1A	Tax Deductions (Eligible Overtime)	6	} " ditto "
19	D2	Tax Deductions (Part Time)	6	} " ditto "

20	D3	Tax Deductions (Arrears)	6	} " ditto "
21	D3a	Tax Deductions (15% tax on Share Options)	6	} " ditto "
22		Number of Overtime Hours	6	Numeric value, may include decimal (maximum for basis years 2020 and 2021 must be 100.00)
23	E	Social Security Contributions Totals	7	Numeric value only (including cents)
24		Maternity Fund Contributions Totals	7	Numeric value only (including cents)
25	F1	Payer PE No.	6	Numeric
26	F2	Date	8	Must be in ddmmyyyy format
27		Checksum	7	Integer as explained in Checksum Calculation

* Please note that no hyphen or minus ("-") or any other special character should be included in any of the above fields. Only data relating to social security or maternity fund could contain a 'dot' (example: Social Security Contributions Totals and Maternity Fund Contributions Totals).

File 2 FS3 Social Security Record Layout

Information on Social Security and Maternity Fund contributions will be contained in this file.

No.	Field on FS3	Field Description on FS3	Max No of Characters	Notes
1	A1	Year	4	Must be YYYY format
2		Payee's Surname	25	Free format field - can contain blanks between words BUT NO LEADING BLANKS AND NO HYPHENS ("-")
3	A2	Payee's ID Card/IT Reg. No.	9	NO SPACES or BRACKETS between characters
4		Basic Weekly Wage (Section E)	7	Decimal (including cents)
5		Number of Weeks (Section E)	2	Numeric
6		Category(Section E)	1	Alpha Character
7		Payee - Contributions paid by Payee	7	Decimal - no negative amounts (i.e. with a "-" in front)
8		Payer - Contributions paid by Payer	7	Decimal - no negative amounts (i.e. with a "-" in front)

9		Maternity Fund Contributions	7	Decimal - no negative amounts (i.e. with a "-" in front)
10		Unpaid Contributions Date From	8	date must be in ddmmyyyy format
11		Unpaid Contributions Date To	8	date must be in ddmmyyyy format
12		Number of Unpaid Contributions	2	Numeric
13	F1	Payer PE No.	6	Numeric
14		Checksum	7	Integer as explained in Checksum Calculation

Please note that no hyphen or minus ("-") or any other special character should be included in any of the above fields. Only data relating to social security or maternity fund could contain a 'dot' (example: Basic Weekly Wage, Contributions paid by Payee, Contributions paid by Payer, and Maternity Fund Contributions).

N.B. This file will have a transaction for each Basic Wage the payee has received during the period of employment, that is, there may be more than one SSC record for each employee.

Example

The following is an example of the correct format for providing FS3 emoluments, tax, social security and maternity fund contributions information to the CFR.

In this example there were four FSS Payee Statements of Earnings (FS3s) issued by the payer during the year with emoluments and net fringe benefits totalling € 65,601, tax deductions totalling € 9,929, social security contributions totalling € 1,898 and maternity fund contributions totalling € 93.27.

File 1 (FS3-TAX) would be saved with the name 123456F3.20
File 2 (FS3-SSC/Maternity Fund) would be saved with the name 123456SS.20

The relevant information on the paper copies of the FS3s is as follows:

No.	FS3 fields	FS3 Field Description	Record 1	Record 2	Record 3	Record 4
1	A1	Year	2020	2020	2020	2020
2		Payee's Surname	Azzopardi	Farrugia	Vella	DeGiorgio
3	A2	Payee's ID Card/IT Reg. No.	2222222M	3456668M	111111M	77777M
4	A3	Payee's Social Security No.	A11111111	B22222222	C33333333	D44444444

5	A4	Spouse's ID Card/IT Reg. No.	3333333M			
6	B1	Period From	01012020	001012020	01072020	15062020
7	B2	Period To	31122020	31122020	31102020	31122020
8	C1	Gross Emoluments (Main & Other)	40000	10000	0	3000
9	C1A	Overtime (Eligible for 15% tax deduction)	0	171	0	0
10	C1B	Director's fees	5000	0	0	0
11	C2	Gross Emoluments (Part time)	0	0	4800	0
12	C5	Category 1: Company Cars	1880	500	0	0
13	C6	Category 2: Use of an asset and accommodation	0	0	0	400
14	C7	Category 3: Other benefits and services	0	0	0	0
15	C3a	Gross Emoluments (Share Options at 15%)	100	0	0	0
16	C8	Non-Taxable Car Cash Allowance	0	250	0	0
17	D1	Tax Deductions (Main & Other)	8995	173	0	0
18	D1A	Tax Deduction (Eligible Overtime)	0	26	0	0
19	D2	Tax Deductions (Part Time)	0	0	720	0
20	D3	Tax Deductions (Arrears)	0	0	0	0
21	D4	Tax Deductions (15% tax on Share Options)	15	0	0	0
22		Number of Overtime Hours	0	25	0	0
23	E	Social Security Contributions Totals	0	1898	0	0
24		Maternity Fund Contributions Totals	0	28.60	15.08	14.50
25	F1	Payer PE No.	123456	123456	123456	123456
26	F2	Date	31122020	1122020	1122020	1122020
27		Checksum	547104	507009	410294	395842

2020|Azzopardi|2222222M|A11111111|3333333M|01012020|31122020|40000|0|5000|0|1880|0|0|100|0|8995|0|0|0|15|0|0|0|123456|31122020|547104

2020|Farrugia|3456668M|B22222222||01012020|31122020|10000|171|0|0|500|0|0|0|250|173|26|0|0|0|25|1898|28.60|123456|31122020|507009

2020|Vella|111111M|C33333333||01072020|31102020|0|0|0|4800|0|0|0|0|0|0|0|0|720|0|0|0|0|15.08|123456|31122020|410294
2020|DeGiorgio|77777M|D44444444||15062020|31122020|3000|0|0|0|0|400|0|0|0|0|0|0|0|0|0|0|0|0|14.5|123456|31122020|395842

N.B.   1) **Part time tax rate change from 15% to 10% as from the basis year 2022.**
       2) **Maximum eligible overtime income as from 2022 is €10,000**

Social Security and Maternity Fund information on FS3

Social Security and Maternity Fund Contributions information has to be provided in detail for each Basic Wage which was paid out to the employee by the employer.

No.	FS3 fields	FS3 Field Description	Record 1	Record 2	Record 3
1	A1	FS3 Field Descriptions	2020	2020	2020
2		Payee's Surname	Farrugia	Vella	DeGiorgio
3	A2	Payee's ID Card/IT Reg. No.	3456668M	111111M	77777M
4		Basic Weekly Wage (Section E)	182.45	194.46	103.45
5		Number (Section E)	52	26	29
6		Category (Section E)	C	C	B
7		Payee - Contributions paid by Payee	949		
8		Payer - Contributions paid by Payer	949		
9		Maternity Fund Contributions	28.60	15.08	14.50
10		Unpaid Contributions Date From			
11		Unpaid Contributions Date To			
12		Number of Weeks Unpaid			
13	F1	Payee PE No	123456	123456	123456
14		Checksum	130899	111951	126062

2020|Farrugia|3456668M|182.45|52|C||949|949|28.60||||123456|130899

2020|Vella|111111M|194.46|26|C|0.00|0.00|15.08||||123456|111951

2020|DeGiorgio|77777M|103.45|29|B|0.00|0.00|14.50||||123456|126062

- payee's surname can contain blanks or spaces between words (but no leading or trailing blanks or spaces);
- payee's surname can be upper or lower case and should include alpha characters from A to Z only;
- payee's surname can also include name as long as field does not exceed 25 characters and provided that the **surname is always shown first**;
- no brackets or spaces should be included in the payee's ID Card/IT Reg. No or the Social Security No. (Eg: 12345M is correct – 12345(M) is wrong);
- in Social Security number, the alpha characters should precede numeric figures (Eg. A123456789);
- leading zeroes are to be removed from the data wherever possible;
- the only fields to be provided in cents (and thus the decimal point is accepted) are the Social Security and Maternity Fund contributions in both files;
- each record in both files must have a <CRLF> marker at the end of each record;
- the totals of fields on all the FS3 records must be equal to the totals shown in respective fields on the FS7 form;
- The total count of rows in the 'F3' file must be equal to the number indicated in field 'B1' of the FS7 (i.e. total number of FS3 forms).

Summary of on-line validations

Field	Box No.	Explanation
		Only one FS3 record per employee is allowed except for spouses who are not held as the responsible spouse who got married or widowed during the year.
FS3		Two records are to be provided; one for the period during which the spouse was single (where the Spouse reference will be void) and the other for the period when married or in civil union (where the spouse reference will be provided).
		Unique records are identified by PE Number, Year, Employee Reference and Spouse Reference.
		Basic wage changes or more than one period of unpaid contributions have to be recorded in multiple records for the employee in the SSC file.
		Where no social security contributions are due, however maternity fund contributions are still payable, the basic weekly wage, number of contributions and category should still be reported.
Year field in FS3	A1	The year field in the FS3 must be equal to that in the accompanying FS7.
ID / Income Tax Registration No.	A2	Identity Card Numbers and Income Tax Registration Numbers will be checked directly with the CFR Registration systems. This means that the Identity Card Numbers and Taxpayer Registrations Number provided must be correct and the surname information matches with that of the CFR.
		At any time of the year, in anticipation to the actual data submission, a payer can avail of the facility to validate the payees' ID or Income Tax numbers through the CFR portal.
Spouse's ID/ Income Tax Registration No.	A4	This field must be empty if employee is not married or in civil union.
Dates in Period (from, to)	B1 and B2	These dates must be valid dates in **ddmmyyyy** format and the year of each date must equal the year field in A1. The dates in B1 and B2 must correctly reflect the period of employment during the year for each employee.
Gross Emoluments & Fringe Benefits	C1, C1A, C1B, C2, C3, C3a, C4, C5, C6, C7, C8	FS3s with total zero emolument and fringe benefit values are not accepted. All values must be positive whole numbers (i.e. no decimals) and the following totals must reconcile: • The total emoluments of all relevant FS3 lines must be equal to the total given in the FS7. This applies to each emolument type. • Gross Emoluments (FSS part-time and overtime) cannot exceed the established threshold. If such amount is exceeded, the surplus should be transferred to main income. • Maximum qualifying overtime emoluments declared must be in accordance with the Tax on Overtime Rules S.L.123.200 • The Non-Taxable Car Cash Allowance cannot be more than 50%, up to a maximum of 1,170 of the Car Cash Allowance.
Tax Deductions	D1, D1A, D2, D3, D3a, D4	All tax deductions values must be positive whole numbers (i.e. no decimals). Tax Deduction (FSS Part-time) cannot exceed the established thresholds. Part Time Tax deductions exceeding the limit should be recorded in the FSS Main Tax Field. The total of each value of each tax deducted in every FS3 must be equal to the corresponding value on the FS7
Overtime Hours		Maximum value (**applicable only for the basis years 2020 and 2021**) cannot be more than 100.00

Social Security and Maternity Fund Information	E	The records for Social Security Contributions (SSC) and Maternity Fund Contributions must be correctly submitted. Incomplete records where any of the Basic Weekly Wage, number of contributions, category, payee/payer/maternity contributions (whichever applicable) is missing will not be accepted.
		In principle, persons whose employment is the main activity where social security contributions are deductible and civil status is not married or not in civil union, the person may not qualify to be treated as a part-timer for income tax purposes. This translates into the logic that s single (non-married) employee cannot have Social Security Contributions greater than Gross Emolument (FSS Main) Basic Wage, payee's share, payer's share and maternity fund contributions must be reported up to the first two decimal figures, for example: basic wage of 300.659 should be reported as 300.65. This figure will be the basis for the workings of SSC. However, when working out the contribution deductible, the resulting figure should be rounded to the nearest cent, e.g. 30.07 Pensioners over 65 years of age should not pay SSC nor maternity fund contributions declared on their behalf, no matter what their earnings are. Moreover, the following validations are also fully enforced: • Category must be one of 'A', 'B', 'C', 'D', 'E' and 'F'. • Category must correspond to the weekly basic wage of the employee • The amounts paid by the payee and the payer cannot be less than the rate multiplied by the number of contributions. The total Social Security and Maternity Fund Contributions in all FS3s must be equal to the value in E1 and E2 in the FS7.

More Contact Information

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