

2023

Government of the District of Columbia,
Office of the Chief Financial Officer,
Office of Tax and Revenue



[SPECIFICATIONS FOR FILING FORMS 1099/W-2G ELECTRONICALLY]

File formats and processing for electronic 1099/W-2G in the DC Taxpayer Portal

Version Control Log

Version Number/Date	Comments
1.0 – 11/30/2023	Initial Release for 2023

This document is reissued every tax year and may be updated at any time to ensure that it contains the most current information. The Version Control Log will indicate what has changed from the initial publication.

New:

- Starting TY2023 (filing in 2024), the District of Columbia (DC) is now participating in the Combined Federal/State Filing Program (CF/SF). However, for the annual reporting of W-2G/1099s, DC still requires a separate filing for TY2023 directly with OTR via bulk upload or online data entry on OTR's tax portal, MyTax.DC.gov.

Reminders:

- The District of Columbia (DC) Office of Tax and Revenue (OTR) will no longer accept CD-ROMs or any other media for filing the 1099/W-2G. You must use the bulk upload or online data entry via OTR's tax portal, MyTax.DC.gov.
- More information about how to bulk file will be explained later in these instructions. The District of Columbia will continue to follow Internal Revenue Service (IRS) Publication 1220 Tax Year 2023 (Rev. 9-2023) specifications for Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G.
- The only 1099s that are accepted by the District of Columbia are:

1099-B 1099-DIV 1099-G 1099-INT 1099-NEC
1099-MISC 1099-OID 1099-R 1099-K

- Filers are not required to submit test files. The file format must conform to the specifications found in Part C (Record Format Specifications and Record Layouts) of Publication 1220. PDFs will not be accepted.
- The submission due date for informational statements is:
 - January 31st of each year**
- Employers must file electronically if the number of forms is 25 or greater. If the number of forms is 24 or fewer, then employers may file electronically using our online manual data entry application. Reference the "DC Income Tax Withholding Statements Electronic Submission Temporary Act of 2021."

- Please ensure that your data file is in a .txt or .zip format.
- If you use a reporting representative to submit your file, you are responsible for the accuracy of the file.
- Copies of federal Form 1099 must be submitted to report income of \$600 or more, or other payments subject to DC withholding, other than salaries or wages subject to withholding, paid to a DC resident individual in any calendar year.
- Dividends, endowment gains and other taxable income of \$600 or more are required to be reported unless excluded by regulations.

General Information

Below are the instructions for filing the 1099 or W-2G information returns via electronic filing using the IRS specifications and 25 or more information returns are being filed.

Visit [IRS.gov](https://www.irs.gov) for IRS Publication 1220 which outlines the IRS specifications for filing information returns electronically.

DO NOT send paper or PDF copies of 1099s or W-2Gs if you have submitted your file(s) electronically. These are for your records.

All submitters are required to create a logon ID through MyTax.DC.gov, whether they are an employer, payroll provider, preparer, or enrolled agent. For assistance with obtaining a logon ID or authorizing a third-party to submit the 1099/W-2G, please review the tutorials/FAQs on the web portal. Instructions are also included in this guide.

Filing

Electronic Filing

Filing 25 or more information returns must be done electronically via the web portal, [MyTax.DC.gov](https://www.MyTax.DC.gov).

Paper Filing

Small businesses filing fewer than 25 information returns can file electronically using OTR's online manual data entry application or file upload method.

Filing Options

Option 1 – Manual Online Entry (Small Business)

Filing 24 or fewer 1099/W-2Gs? It's easy to file electronically with online data entry. This option is available for small business employers or preparers and allows the preparation and submission of up to 24 1099/W-2Gs per report over a secure internet service.

Option 2 – Bulk File Submission (Larger Businesses)

Filing 25 or more 1099/W-2Gs or using third-party bulk filing? It's easy to file electronically with "1099 File Upload." This electronic filing option is available for larger businesses and third-party bulk filers. Using approved software that generates the correct 1099 record format specifications, the bulk file submission allows an employer/payroll provider or others to electronically submit their 1099/W-2Gs. To find a provider, search for "Form 1099 Software Providers." OTR does not provide approval for these vendors.

Option 3 – Multiple Employer Submissions (Third Party Bulk Filers)

This is the same process as option 2, with the difference being that a third-party can submit files containing multiple employers. The mechanics of submitting these multi-employer bulk submissions is the same as the Bulk File Submission.

1099/W-2G Data Requirements and File Acceptance

Please refer to Publication 1220 to obtain additional information regarding data requirements and file acceptance to eliminate file rejection due to errors. Listed below are the 1099/W-2G record requirements for file creation of records to be submitted to the OTR:

- T – Transmitter Record (required)
- A – Payer (required)
- B – Payee (required)
- C – Summary of Payee “B” Records (required)
- K - State Totals for CF/SF (optional)
- F – End of Transmission (required)

Record Specifications

Record Length

All employer records must adhere to the required record length for both 1099 and W-2G as follows: 750 positions.

Each record must terminate with a carriage return at the end of each row.

‘T’ Transmitter Record

It is imperative that the required Publication 1220 ‘T’ Record be entered in the designated positions. Failure to include correct and complete transmitter contact information may result in OTR rejecting your file submission.

‘A’ Payer Record

Identifies the person making payments. The payer is responsible for the completeness, accuracy, and timely submission of electronic files.

'B' Payee Record

Do not use decimal points (.) to indicate dollars and cents. Only enter the payment year (2023) in position 2-5.

Positions 723-734, State Income Tax Withheld, the amount must be entered, right justified, and unused positions must be zero filled even though the IRS defines this field as optional.

'C' Summary of B Records

Report the total number of payees and the totals of the payment amount fields for each payer and/or return. The 'C' record must follow the last 'B' record for each type of return for each payer.

'K' Record

The 'K' Record is optional.

'F' End of Transmission Record

Summary of the entire file. It is written after the last 'C' record (or last 'K' record, where applicable) of the entire file.

Upload File Specifications

Files must be in the format .txt or .zip. Any files submitted that are 200MB (uncompressed) or larger will be rejected.

The maximum number of file attachments (less than 200MB) per file type is five (5).

For example:

File 1: 8.50 MB

File 2: 90 MB

File 3: 60 MB

More than five attachments can be submitted in an additional request.

Sign-up for MyTax.DC.gov/Payroll Provider Registration

In order to bulk file the W-2/1099 you must have a MyTax.DC.gov web logon to access the electronic bulk filing option. The individual completing the registration will become the Administrator for all accounts associated with the Taxpayer Identification Number (TIN). *Do not* use an invalid TIN when registering.

You can review the tutorial at

[https://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/How to Sign Up for MyTax.DC .gov Businesses 1220.pdf](https://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/How%20to%20Sign%20Up%20for%20MyTax.DC.gov%20Businesses%201220.pdf) that contains the information for nexus and non-nexus business entities to access the secure web portal.

Adding Additional Logons

After you or the account administrator have successfully logged into the account, you can add additional logons.

1. Select **Manage My Profile** in the upper left block of the page.



DC BUSINESS
00013-33250
123 4TH ST NE
WASHINGTON DC 20002-5931

Welcome, BUSINESS OWNER
You last logged in on Wednesday, Dec 1, 2021 11:24:43 AM
Manage My Profile

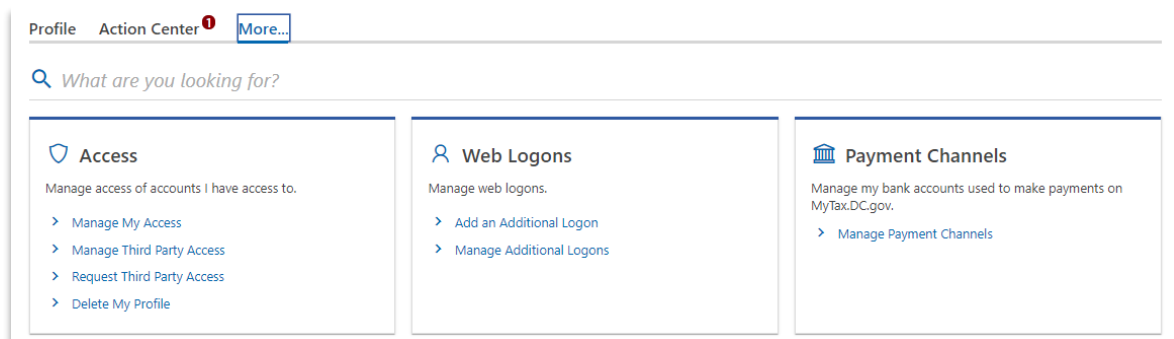
2. Select **More** in the menu bar.



Manage My Profile
BUSINESS OWNER
owner@dc.test

Profile Action Center **1** More...

3. Select **Add an additional logon**.



Profile Action Center **1** More...

What are you looking for?

- Access**
Manage access of accounts I have access to.
 - > Manage My Access
 - > Manage Third Party Access
 - > Request Third Party Access
 - > Delete My Profile
- Web Logons**
Manage web logons.
 - > Add an Additional Logon
 - > Manage Additional Logons
- Payment Channels**
Manage my bank accounts used to make payments on MyTax.DC.gov.
 - > Manage Payment Channels

4. At the Create a Logon for Someone Else page, enter a Logon, Name, and Email. For Type of Access, select *Standard User*.

The screenshot shows the 'Add Additional Logon' page with a progress bar indicating the 'Logon Information' step is active. The main form area is titled 'Create a Logon for Someone Else' and contains several required fields: 'Logon', 'Name', 'Email', 'Confirm Email', and 'Type of Access'. The 'Type of Access' dropdown menu is open, showing 'Standard User' as the selected option. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

5. At the Account Access page, select the Grant Access checkbox for each Account the user should access.

The screenshot shows the 'Add Additional Logon' page with a progress bar indicating the 'Account Access' step is active. The main form area lists three accounts with their respective 'Grant Access' checkboxes:

Account Name	Account ID	Grant Access
Personal Property Tax	400-001415256 - DC BUSINESS	<input type="checkbox"/>
Corporation Franchise Tax	250-001415254 - DC BUSINESS	<input type="checkbox"/>
Sales & Use Tax	350-001415255 - DC BUSINESS	<input type="checkbox"/>

At the bottom left, there is a 'Cancel' button. At the bottom right, there are 'Previous' and 'Submit' navigation buttons.

6. Repeat as needed for additional users.

W-2/1099 Bulk Upload

Home » I Want To » **W2/1099 Bulk Upload** Log Off

1. Submission Instructions **2. Filing Options**

Filing Options

Please select your desired filing option

Upload bulk submissions

Manually key individual W-2 or W-2c forms

Company Name

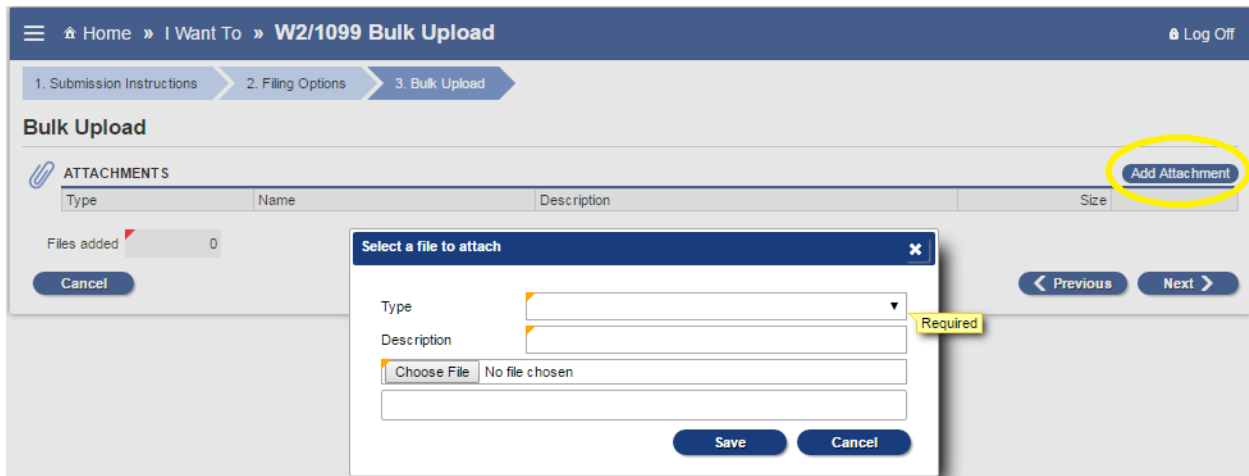
Contact Name

Contact Email

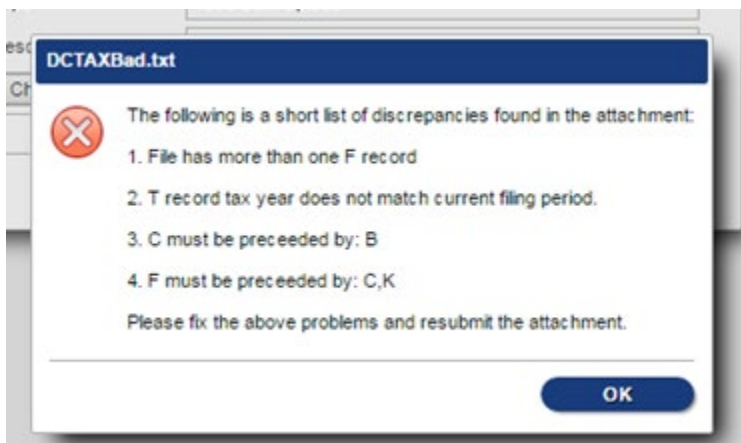
Contact Phone Extension

Fax Number

- Select 'Upload bulk submissions'
- Step 1: Enter Company Name
- Step 2: Enter Contact information
 - Submitter and contact information needs to be the individual or company submitting the electronic 1099s/W-2Gs
- If the previous option was 'Upload Bulk Submission' then the next step will be attaching the bulk submissions to the Electronic Submission request
- From here, a pop-up screen will appear titled "Select a file to attach"
- Select your file(s) by clicking on 'Add Attachment.' Include the type of file submission and a description and save
- Type: Tells the Portal that this is a W-2 or a 1099 bulk submission file
- Description: A free format text field that will distinguish between the attachments
- Example: 2023 Bulk Submission for DC Bagel
- Choose File: A navigation dialog to point to the file on the local machine



- If there are any errors, a list will automatically be displayed. You must correct the errors and resubmit the attachment.



Common Errors

Validation	Error
Empty File	The File Contains No Records: "FileName"
File beginning with incorrect record type	File does not start with a correct identifier or is empty
Submitter FEIN	Invalid FEIN: "FieldValue"
Employee SSN	Invalid SSN: "FieldValue"
Tax Year	Invalid year: "FieldValue"
State Taxable Wages	This is a required field. Invalid value: "FieldValue"

DCSTATE.TXT



Invalid file line length on line 16

OK

Recommendation

Use a text editor, such as Notepad++, to verify that the length of each line follows the requirements (**W-2:** 512 **1099:** 750) Look for extra spaces at the end of a record or an extra blank line added to the end of the final record.

- If the file validation is successful, you will see the following:

Type	Name	Description	Size
1099 Bulk Upload	1099.txt	1099test	30

Note: The submission can be paused at any time by clicking the ‘Save and Finish Later’ button at the bottom left-hand corner of the screen. By pressing this, the portal will save the submission without submitting it, allowing the user to finish the submission later.

Manual Submission of 1099/W-2G

If the option chosen was "Manually key individual forms," verify the information is correct, as this will be automatically pulled into each individually keyed 1099/W-2G.

Please select your desired filing option

Upload bulk submissions

Manually key individual W-2 or W-2c forms

Company Name: BUSINESS EXAMPLE

Contact Name: JANE DOE

Contact Email: JANEDOE@GMAIL.COM

Contact Phone: (202) 111-2222 Extension:

Fax Number:

Home » I Want To » **W2/1099 Bulk Upload** Log Off

1. Submission Instructions > 2. Filing Options > 3. Verify Information

Verify Information

Please be sure that the submitting company's Employer Identification Number (FEIN) has been provided and verify the address or enter another if the contact address is different from the submitting company's address.

Company FEIN

Submitter address is different from company address

Company Name

Mailing Address

City, State

Zip Country

[Cancel](#) [Previous](#) [Next](#)

Form Submission

Determine which type of form will be submitted or removed from the electronic submission.

After selecting the form type, a "List" screen will pop up and allow the user to manually enter the forms by selecting the 'Add new <Form>' on the left of the window or on the top right of the list.

Editing Records Before Submission of File

- Editing an Online Data Entry file is easy; go to the 1099 Data Entry page and follow the steps listed below.
- To update the submitter and/or employer information, click on the link corresponding to the information you wish to update.
- To update the employee information, click on the 'Update' link corresponding to the employee record you wish to update.
- To delete employee information, click on the 'Delete' link corresponding to the employee record you wish to delete.

File Status

The status of your 1099 submission will appear on the Submission History page. The statuses may be as follows:

- **PENDING** – A request was submitted, but the system has not yet picked it up for processing. At this stage, the request can be deleted.
- **PROCESSING** – A request was submitted, and the system is processing the file. No changes can be made at this stage.
- **COMPLETED** – The system has successfully processed the file. No changes can be made at this stage.

- **DELETED** – The request has been withdrawn by the submitter. No changes can be made at this stage.
- **NOT SUBMITTED** – A request is in progress and has not yet been submitted. At this stage, the request can be submitted, edited or deleted.

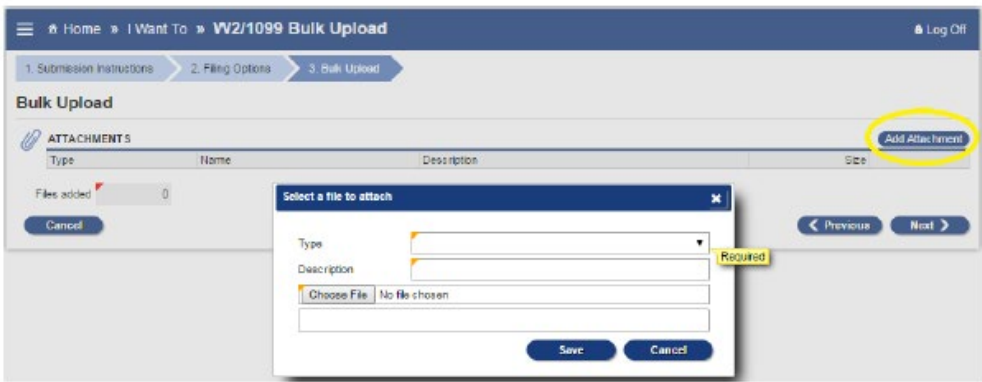
Validating Your File

DC OTR does not offer a formal testing environment to assess bulk upload files for error. However, you can assess your file for any validation errors within our production environment by following the first few steps outlined in the W2/1099 Bulk Upload Procedures. See below.

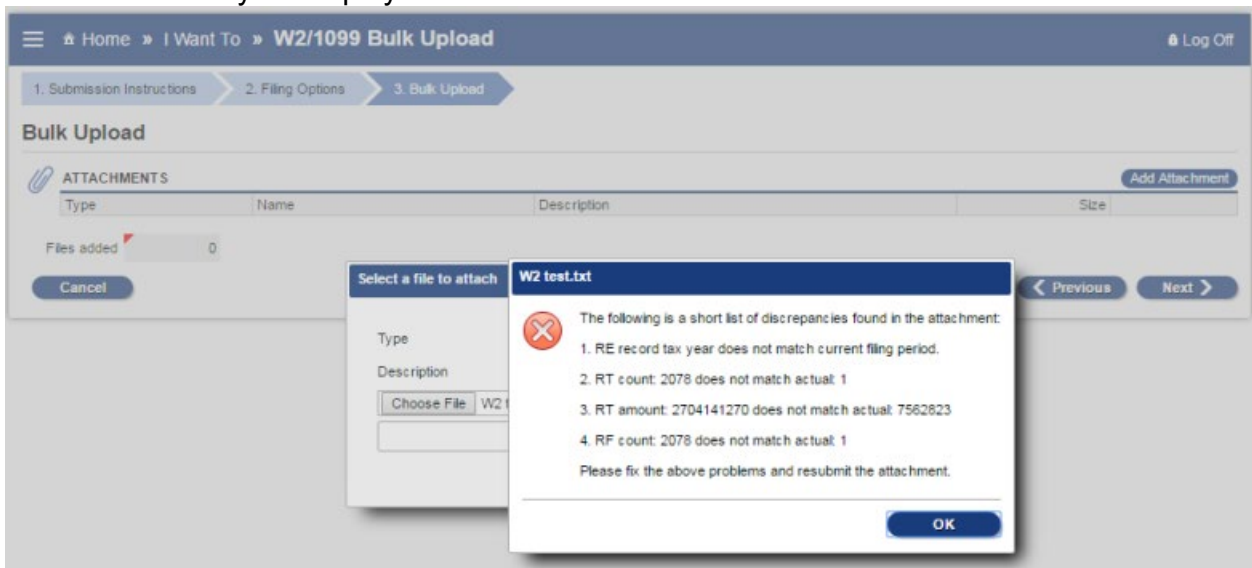
NOTE: We strongly discourage utilizing counterfeit data to validate your files. If the file is uploaded in error it will be sent directly for processing to our system and validated in our Production environment.

The screenshot shows a web application interface for 'W2/1099 Bulk Upload'. The breadcrumb trail is 'Home » I Want To » W2/1099 Bulk Upload'. There are two tabs: '1. Submission Instructions' and '2. Filing Options', with the second tab being active. The page title is 'Filing Options'. Below the title, it says 'Please select your desired filing option'. There are two radio buttons: 'Upload bulk submissions' (which is selected) and 'Manually key individual W-2 or W-2c forms'. To the right of the radio buttons are several input fields: 'Company Name' (BUSINESS EXAMPLE), 'Contact Name' (JANE DOE), 'Contact Email' (JANEDOE@GMAIL.COM), 'Contact Phone' ((202) 111-2222), 'Extension' (empty), and 'Fax Number' (empty). At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

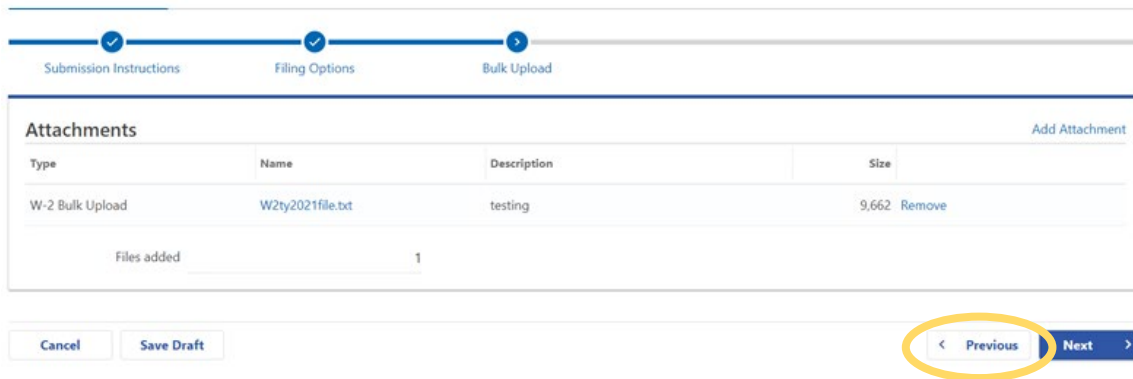
- Select 'Upload bulk submissions'
- Step 1: Enter Company Name
- Step 2: Enter Contact information
 - Submitter and contact information needs to be the individual or company submitting the electronic 1099s/W-2Gs
- If the previous option was 'Upload Bulk Submission' then the next step will be attaching the bulk submissions to the Electronic Submission request
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- Select your file(s) by clicking on 'Add Attachment.' Include the type of file submission and a description and save
- Type: Tells the Portal that this is a W-2 or a 1099 bulk submission file
- Description: A free format text field that will distinguish between the attachments
- Example: 2023 Bulk Submission for DC Bagel
- Choose File: A navigation dialog to point to the file on the local machine




- If there are any errors on the file you would like to validate , a list will automatically be displayed like below



- If any errors populate review and select OK . Then select **Previous** to remove file



- If no errors populate on the file you would like to validate, and you do not wish to process the file select  and then select Remove to remove the file

Submission Instructions Filing Options Bulk Upload

Attachments Add Attachment

Type	Name	Description	Size	
W-2 Bulk Upload	W2ty2021file.txt	testing	9,662	Remove

Files added: 1

Cancel Save Draft **Previous** Next