2016

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

[BULK 1099/W-2G ELECTRONICALLY FOR TAX YEAR 2016]

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

Version Control

Version Number/Date	Comments
1.0 – 12/01/16	Initial Release for 2016

This document is re-issued 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.

What's New:

Beginning in November 2016, the District of Columbia (DC) Office of Tax and Revenue (OTR) launches a new web portal, MyTax.DC.gov, making it **simpler, faster, and safer** to view and pay individual income and business taxes. For some tax types, you can use the portal to file your returns.

Bulk filing of 1099s will be made available beginning with tax year 2016 via MyTax.DC.gov. More information about how to bulk file will be explained later in these instructions. DC will continue to follow IRS Publication 1220 Tax Year 2016 (Rev. 10-2016) specifications for Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G.

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.

Reminders

- **DC no longer participates in the Combined Federal/State Filing Program (CF/SF).**
- The submission due date of informational statements is:
  - **January 31st of each year.**
- Employers must file informational electronically if the number of forms is 25 or greater. If 24 or fewer, the employer may file using paper forms attached to the **Form WT** Transmittal for Paper Forms W-2 and 1099. Reference the DC Income Tax Withholding Statements Electronic Submission Temporary Act of 2012".
- Make sure that your data file is in a .txt format.
- If you use a reporting representative to submit your file, you are responsible for the accuracy of the file.
- The only 1099s that are accepted by DC are:
  1099-B
  1099-DIV

1099-G
1099-INT
1099-MISC
1099-OID
1099-R

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General Information

These are the instructions for filing 1099 or W-2G information to the District of Columbia (DC) Office of Tax and Revenue (OTR) via electronic filing using the Internal Revenue Service (IRS) specifications for filing information returns electronically for 25 or more information returns.

The same file that you transmit to IRS can now be transmitted to the District of Columbia, with a required RS record for DC.

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

All submitters are required to create a logon ID through our web portal, MyTax.DC.gov, whether you are an employer, a payroll provider, a preparer, or enrolled agent. Please visit us online at https://mytax.dc.gov/. If you need 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

You must file electronically if you are filing 25 or more information returns via the new web portal, MyTax.DC.gov.

Paper

Even if you are a small business filing fewer than 25 information returns, OTR encourages you to file electronically using our bulk file upload method in lieu of sending paper.

Filing Options

Option 1 – 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'. DC does not provide approval for these vendors.

Option 2 – Multiple Employer Submissions (Third Party Bulk Filers)

This is the same process as option 1, 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 the IRS handbook to obtain additional information regarding data requirements and file acceptance in order 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)

Employer/Employee Record Information

Submitter's Information

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. Enter a blank in position 6 as DC is no longer a participant in the CF/SF Program.

B Payee Record

Do not use decimal points (.) to indicate dollars and cents. Only enter the payment year (2016) in position 2-5.

C Summary of B Records

Report the total number of payees and the totals of the payment amount fields for each payer and/or particular type of 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.

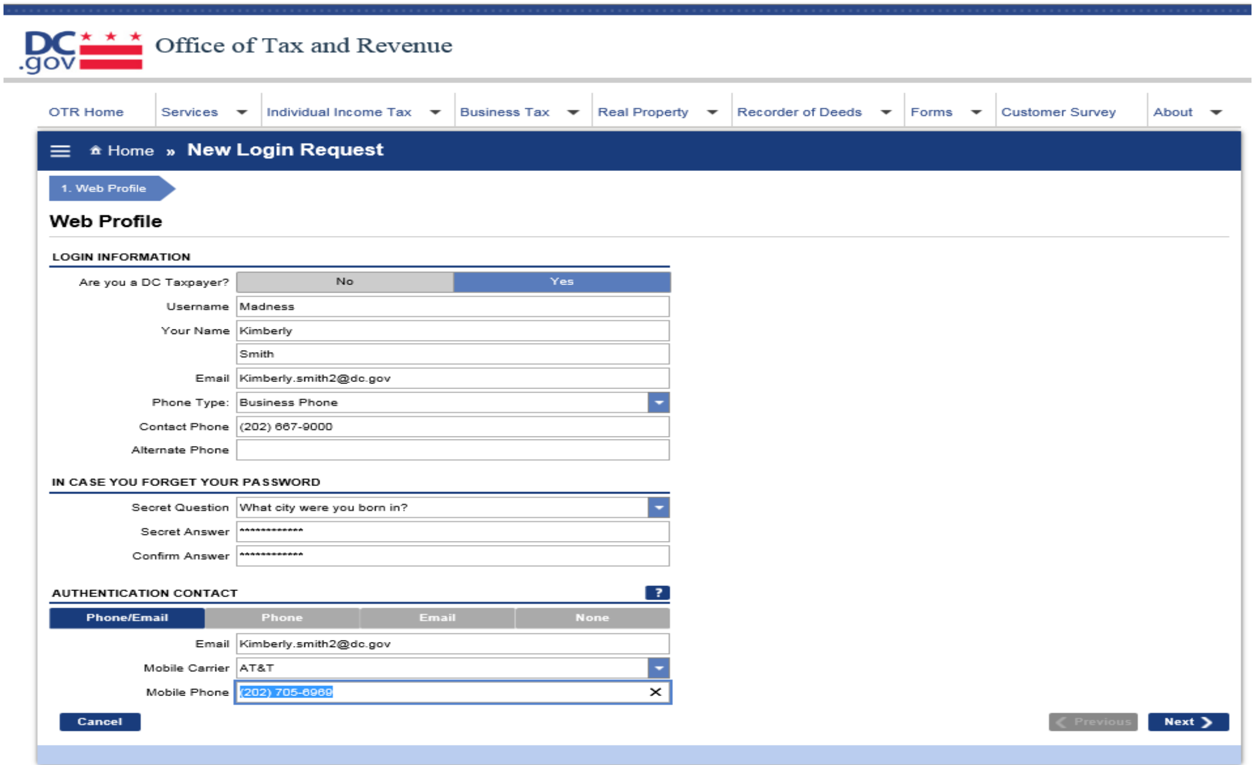
Payroll Provider Registration

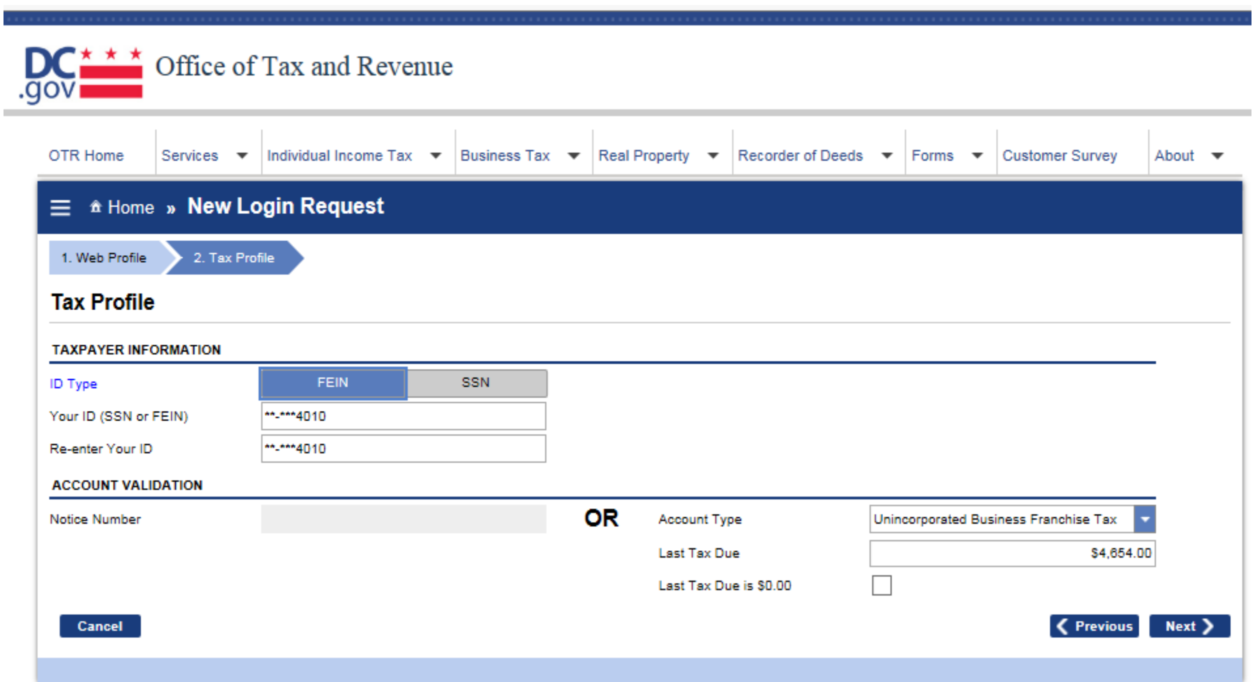
You must have a MyTax.DC.gov web logon in order to access the electronic W2/1099 submission process. The person completing the registration will be considered the ‘Administrator’ of the account. <u>Do not</u> use a fake FEIN/SSN when registering.

There are two methods to sign up to use MyTax.DC.gov:

- If you are a DC taxpayer, answer ‘Yes’
  - Enter your FEIN and the notice number from your registration letter. If you did not receive a notice, you can enter your last tax due amount or mark the “Last Tax Due is $0.00” checkbox. If you do not know the last tax due amount, contact the account administrator.
- If you are not a DC taxpayer, answer ‘No’
  - If you selected ‘No’ and the system prompts that an account exists for the FEIN entered, this is an indication that your company does have a presence in DC. Therefore, you will need to contact your company representative in order to obtain logon credentials to MyTax.DC. If that person within your company is unknown, a DC customer service agent can assist you in identifying that person. Contact them at (202)759-1946 or email e-services.otr@dc.gov.

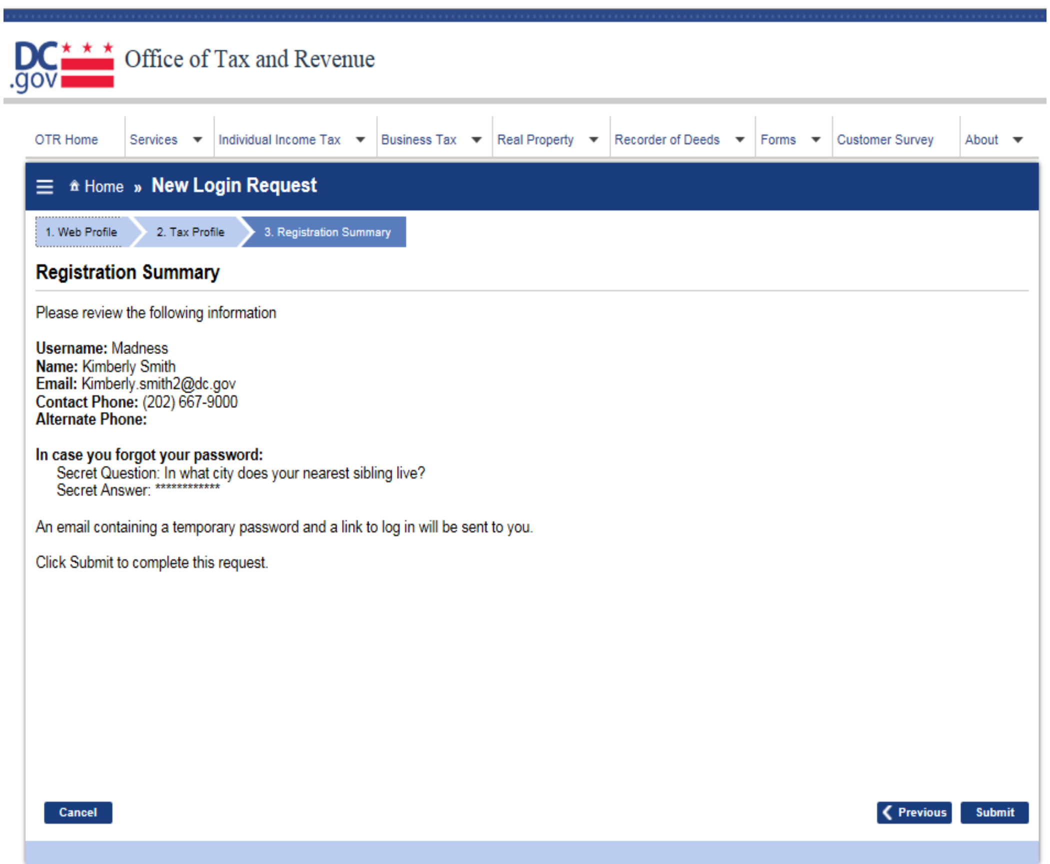
For either answer, complete all information, including a security question and an email address. Press ‘Next’ to continue.



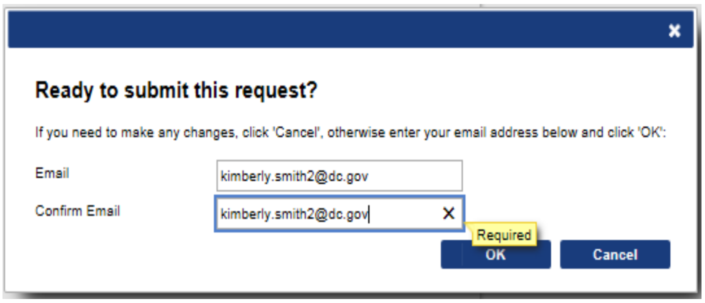


You will see this screen if you answered ‘No’ to being a DC taxpayer. Complete the information and click ‘Next’.

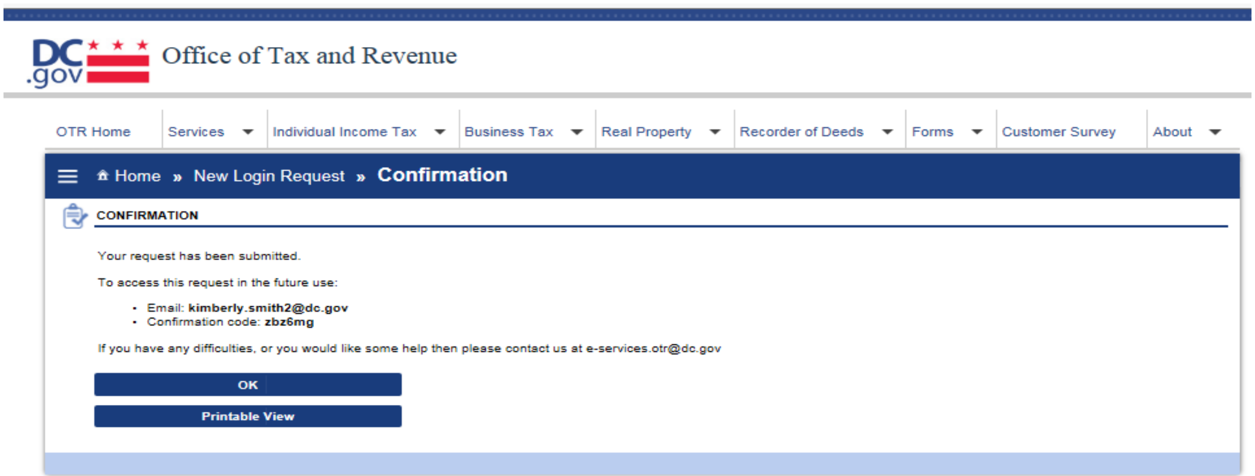
In either instance, you will receive a registration summary screen.



Once you have verified the above information, click ‘Submit’ and then ‘Ok’ or ‘Cancel’.



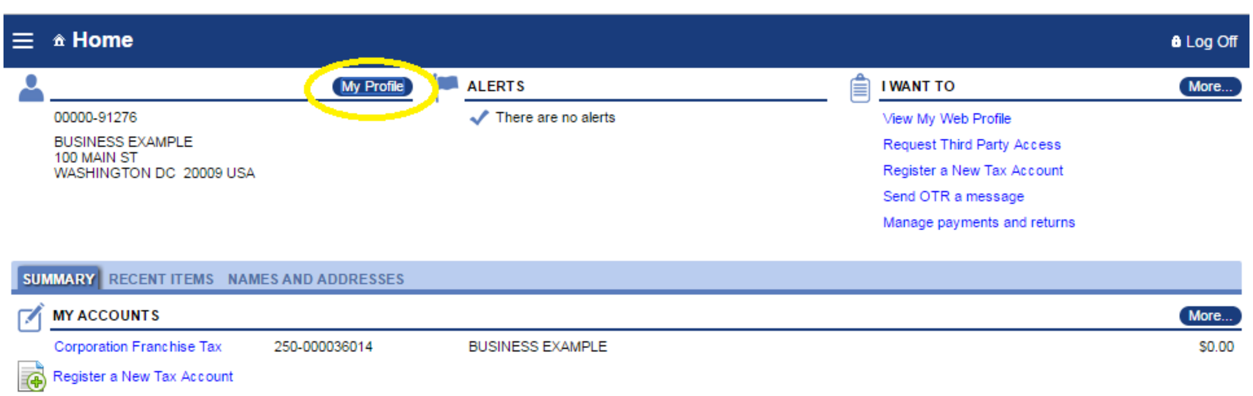
You will then receive a confirmation page. An email will be sent to you to continue the process.



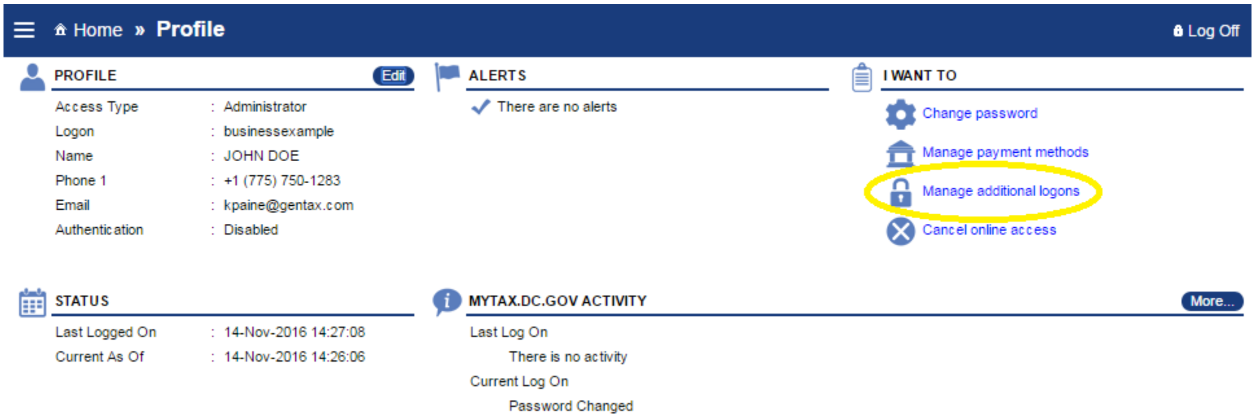
Once you have obtained your logon credentials, you are ready to add additional logons or continue to bulk processing.

Adding Additional Logons

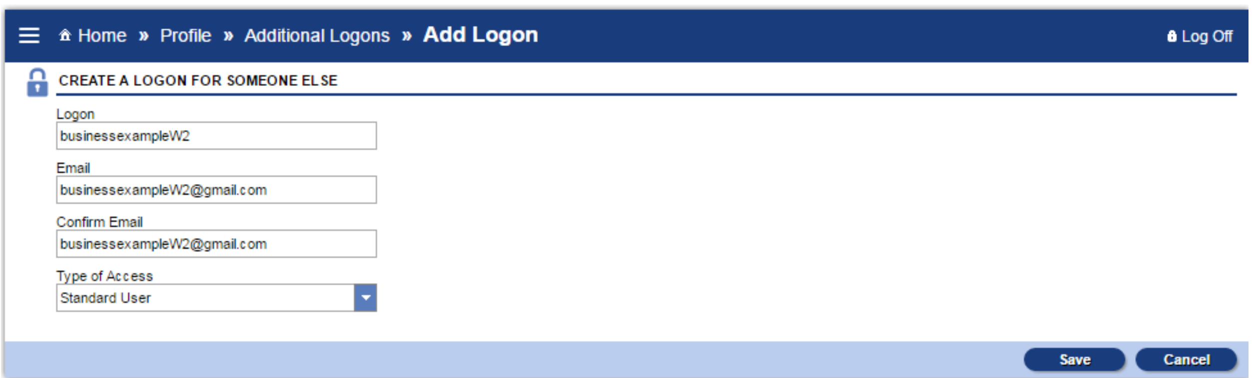
- After you or the account administrator has successfully logged into the account, additional logons can be added.



- After selecting 'My Profile' you will see 'Manage additional logons'



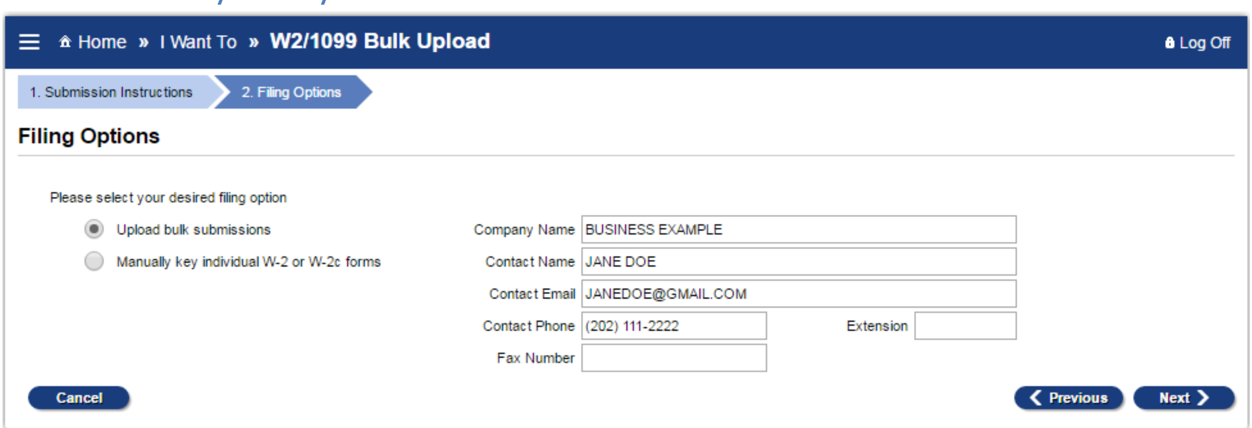
- Proceed with additional logon until complete. Ensure ‘Standard User’ is selected from the ‘Type of Access’ drop down selection.



- This is the standard user view on MyTax.DC.gov.

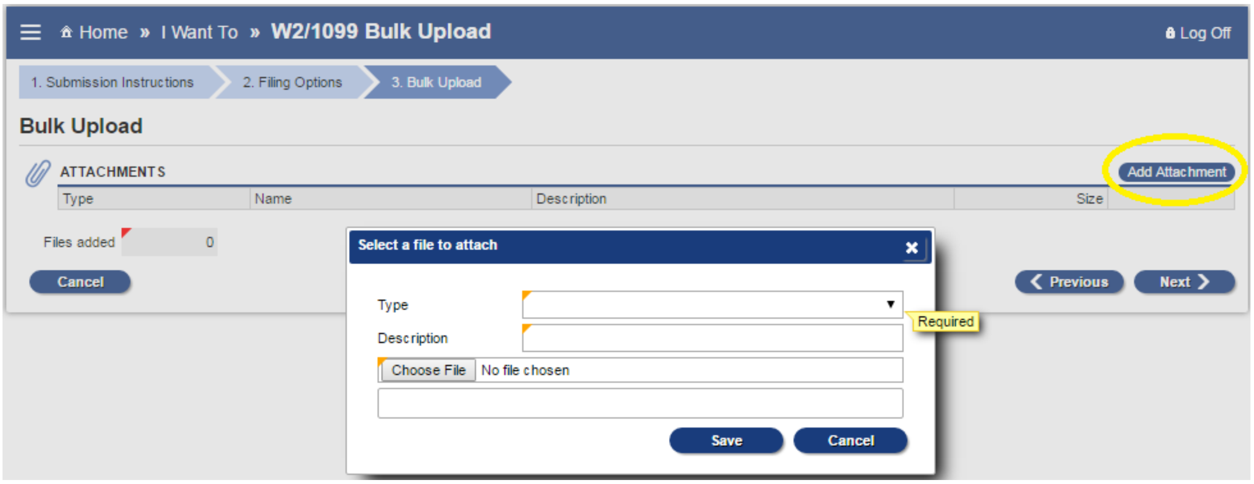
- On the far right of the home screen, you will see a list of common actions under the title of ‘I Want To’.
- To the right of the ‘I Want To’ title, there is a button labeled More
  More...
- Under **Bulk Processing**, press the link to access the **Submit W-2/1099** features.

Bulk File W-2/W-2C/1099

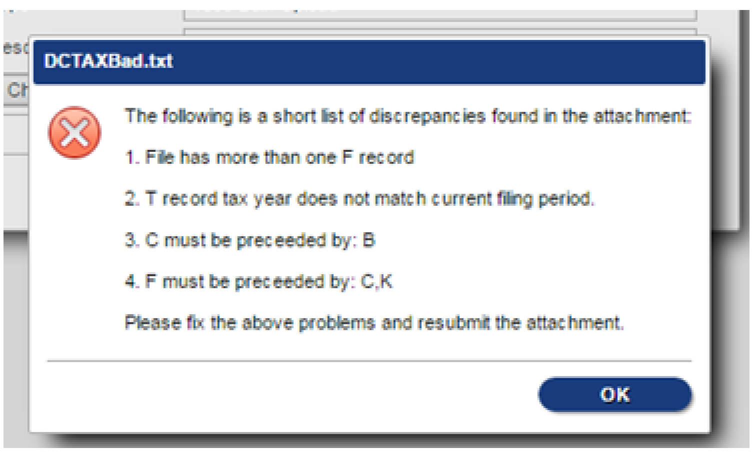


- Select ‘Upload bulk submissions’
- Step 1: Company Name
- Step 2: Contact information
  - Submitter and contact information needs to be the individual or company actually submitting the electronic W-2s.
- If the previous option was “**Upload Bulk Submission**” then the next step will be attaching the 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-2C or a 1099 bulk submission file
- Description: A free format text field that will distinguish between the attachments
- Example: 2016 Bulk Submission for DC Bagel
- Choose File: A navigation dialog to point to the file on the local machine



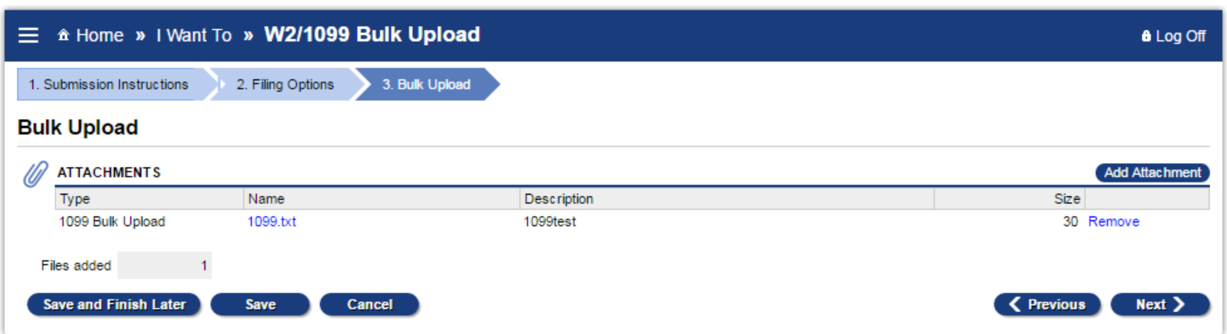
- If there are any errors, a list will automatically be displayed. You must correct the errors and resubmit the attachment.



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"

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



NOTE: The submission can be paused at any time by clicking the ‘Save and Finish Later’ button on the bottom left. By pressing this, the Portal will save the submission without submitting it, allowing the user to finish the submission at a later time.

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 either edited or deleted.