

A Note From the Commissioner:

Thank you for your interest in North Dakota Income Tax Withholding WebFile. We are pleased to be able to offer this valuable service. Using WebFile to file your income tax withholding return is faster and more efficient than filing a paper return.

If you already use WebFile, you know how convenient it can be. If you are new to it, give us a call. We'd enjoy letting you know how this program can save you time, money, and reduce paperwork.

Using technology effectively is just one way our office is committed to providing you the best customer service possible. If you ever have suggestions about how we can improve our service to you, please let us know.

Sincerely,



Cory Fong
TAX COMMISSIONER

Who do I Contact for More Information?

Please contact us at:

Office of State Tax Commissioner
600 E. Boulevard Ave. Dept. 127
Bismarck, ND 58505-0599

Phone: (701)328.1241

Email: taxregistration@nd.gov

Web site: www.nd.gov/tax

STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
600 E. BOULEVARD AVE., DEPT. 127
BISMARCK, NORTH DAKOTA 58505-0599



*Use WebFile to file your
Income Tax Withholding
Return electronically
– it's fast and convenient!*

Office of State Tax Commissioner
Cory Fong, Tax Commissioner



File and pay your income tax withholding electronically!

What is Income Tax Withholding WebFile?

WebFile is a free and secure online service that is available to anyone who files an income tax withholding return. WebFile allows you to file your income tax withholding return electronically, directly from our web site.

Why Use WebFile?

- It's easy.
- Convenient - available 24 hours a day, 7 days a week.
- Safe and secure – WebFile ensures your information is secure and protected.
- Cost effective – WebFile eliminates paper and reduces postage costs.
- Electronic payment options are available.
- Access multiple accounts using only one login ID.
- Add or remove authorized users any time.
- View previously filed returns for the past six years.
- Update your account and payment information online.

How do I get started using WebFile?

You can access WebFile from our web site at www.nd.gov/tax/indwithhold/elecfile and select the “Access WebFile” link.

- **Already Registered.** If you are already registered, you simply enter your North Dakota Login and Password and then select the appropriate account.
- **New to WebFile.** If you are new to WebFile, click the “**Register Now**” link to create your unique Login and Password, and to register your income withholding tax account.
 - As part of the registration process, you will need to enter your account number and the authorization code. This information was included in your new account instructions letter.
 - If you have not received an authorization code, login using your North Dakota Login and complete the “**Register New Account**” section. An authorization code will be mailed.

After you have completed the registration process, you can select your payment method, view previously filed returns, and file your return electronically.

Note: Your North Dakota Login will enable you to access and manage a number of State of North Dakota accounts, such as Sales Tax, Income Tax Withholding, Job Service, and Workforce Safety and Insurance.



What are my WebFile Options?

If you have completed an application and have a withholding account, you are eligible to register to electronically file your return.

- **Withholding WebFile.** The Form 306 withholding return is submitted over the Internet and payment is made by an ACH Debit transaction.
- **Withholding E-File.** File your return simply by sending an ACH Credit transaction. Nothing needs to be sent in the mail or submitted online.
- **Withholding W-2/1099 Upload.** Information is uploaded over the Internet through our site in a text file.
- **Withholding W-2 Online Entry.** W-2 information is keyed into our system over the Internet through our site.

What are my Payment Options?

When you register for WebFile, you will choose one of the following payment options:

- **ACH Credit.** If you select the ACH Credit payment option, you will be responsible for authorizing your financial institution to transfer the funds to the North Dakota Tax Commissioner's bank account. Your financial institution may charge you a fee for this transaction. For details, visit our web site at www.nd.gov/tax/indwithhold/elecfile and select the “Withholding ACH Credit E-File Handbook” link.
- **ACH Debit.** Choosing this method to pay your electronically filed returns requires you to provide your banking information on the Tax Department's secure web site. When filing the return, you have the option to specify the date and the amount to be drafted.