



# Guideline

## Income Tax Withholding W-2 Online Entry

*Ryan Rauschenberger*  
*Tax Commissioner*

*January 2014*

### Introduction

Welcome to the North Dakota Income Tax Withholding W-2 Online Entry service! W-2 Online Entry is a free web-based program for submitting W-2 information. The purpose of this guideline is to explain the features and advantages of the Online Entry system, instruct users how to register on-line and use the system, and provide instructions that explain the Information Returns.

**Eligible Users.** Any employer that holds a valid North Dakota Income Tax Withholding account is eligible to enter W-2 information. If you have not yet registered for an Income Tax Withholding account, you must apply and receive your account number before you register for W2 Online Entry. To apply for an Income Tax Withholding account, go to [www.nd.gov/tax/salesanduse/forms/withholdsalesapplication.pdf](http://www.nd.gov/tax/salesanduse/forms/withholdsalesapplication.pdf).

**Advantages of W-2 Online Entry.** The following W-2 Online Entry features will help make filing your Income Tax Withholding Information Returns on-line easier and more efficient than paper:

- **Availability:** You can register for W-2 Online Entry and file Income Tax Withholding Information Returns 24 hours a day, 7 days a week.
- **Login ID:** W2 Online Entry uses North Dakota's Login ID system, which allows you to use the same ID and password for other Internet services provided by the Tax Commissioner's Office and other state agencies. The Login ID provides you the ability to identify and control which employees or outside professionals have access.
- **Security:** W2 Online Entry uses Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
- **Paper and postage:** All registration and return filing is completed on-line. There is no more paper to shuffle, no postage to pay, and no mail delays to worry about.
- **Once registered,** you can key W-2s for multiple accounts without additional registration requirements.
- **If registered for W2 Online Entry,** you also have access to upload your W2s using our W2/1099 Upload Program.
- **If W-2 Information Returns are uploaded, or filed by another electronic means,** a Form 307 Reconciliation Return is not required.

## Filing Method

The following is the electronic method available to key your Income Tax Withholding Information Returns.

- **W-2 Online Entry.** The Income Tax Withholding Information Return is keyed through the Electronic Filing website. When using the online entry feature, you are not required to send in paper forms or submit the information by other electronic means (CD; Floppy Disk; E-mail; etc.). In addition, if the Information Return is submitted electronically, you do not file a Form 307 Reconciliation Return.

## Navigating and Entering Data in W-2 Online Entry

As you navigate through the W-2 Online Entry system and enter data, please remember these tips:

- Use the buttons provided in the application (i.e., Continue, Edit, Save, etc.) to navigate. All application buttons are located at the bottom of each page. Do not use your browser's Back and Forward buttons.
- For your convenience, a Main Menu link and Logout link are located near the top of each page.

## Registration Process

Registration for W-2 Online Entry is a quick, three-step process: (1) Obtain a North Dakota Login ID; (2) Register your account to obtain an authorization code; and, (3) Complete registration by entering the account number and authorization code.

Each person (user) needs only one Login ID for all on-line applications. Any user that already has a Login ID should go directly to Step 2 to begin using Withholding W-2 Online Entry.

When registering an account for W-2 Online Entry, use your business's withholding account. If you do not have a withholding account, but will be submitting W-2 information for other businesses, please contact our office to obtain a transmitter account number specifically for the W-2 Online Entry registration.

After your account is registered in Step 2, the Tax Commissioner mails an authorization code to the individual registering the account to the mailing address the Tax Commissioner has on file. This step prevents any unauthorized user from registering an account that he or she should not have access to. When the registration is completed in Step 3, only the user that registered the account in Step 2 may use the authorization code mailed by the Tax Commissioner's Office.

- \* Please note that if you are already registered for Withholding Webfile or W-2/1099 Upload, there is nothing more you need to do to register for W-2 Online Entry. Simply log in to the W-2 Online Entry System and enter your W-2 information.

**Step 1: North Dakota Login ID** (Go to <http://www.nd.gov/tax/indwithhold/electfiling/> and click [Access W-2 Online Entry](#))

- A. Click [Register Now](#).
- B. Complete the **Registration** page.
- C. Click **Create Account**.
- D. You will receive a confirmation e-mail within a few seconds.
- E. You must respond to the e-mail by clicking on the link provided.
- F. Your North Dakota Login ID is now ready to use. Go to Step 2.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Office of State Tax Commissioner  
Withholding W2 Electronic Filing - Online Entry

**Login**

You are entering the North Dakota Office of State Tax Commissioner Online Service. This service allows you to file and view withholding returns online.

**Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.**

**North Dakota login**

**Already Registered - Not Sure?**

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

**Login**

[Update your account](#)

**New to North Dakota Online Services?**

**Register Now!**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with filing or viewing your W2's or 307 withholding returns, please contact [Tax Department - Withholding Support](#).

[Contact Us](#) [Disclaimer](#) [Privacy Policy](#)

**Business/Organization Account Details**

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip:   (55554444)

\*Country:

\*Telephone:  (2223334444) Ext.:

**Security Questions**

\*Question 1:

\*Answer 1:

\*Question 2:

\*Answer 2:

**Security questions**

- used to verify your identity
- used to reset forgotten passwords

**Terms of Use:**

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
- You agree to utilize your business/employer representative North Dakota Login for North Dakota Online Services related to business information or business services. You agree to create a separate North Dakota Login to access your personal information such as North Dakota Game and Fish; Child Support Enforcement Parent Access, or other personal use North Dakota Online Services.

I Agree

For assistance with this online service, contact the [Service Desk](#).

North Dakota login

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**Step 2: Register Income Tax Withholding Account** (Go to <http://www.nd.gov/tax/indwithhold/elecfileing/> and click [Access W-2 Online Entry](#))

- A. Sign in by entering your Login ID and password.
- B. Enter the account number you want to register. Use your own account number to register. If you do not have a withholding account, but need to register to submit for other accounts, please contact our office.
- C. Click **Continue.**
- D. Based on the name and address displayed, verify you have selected the correct account.
- E. Enter your e-mail address and enter your name in the Attention Name box.
- F. Click **Submit.**
- G. You will receive a confirmation page.
- H. An authorization code will be mailed to the mailing address on file at the Tax Commissioners Office.

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Home User: testonlineentry | Logout

### Register New Account

You must be registered through our W2 Online Entry system and complete registration in order to access it. The registration process is completed through the use of a W2 Online Entry authorization code. If you have already received an authorization code for accessing this system, please go to the Complete Registration option. If you have not received an authorization code for this system and the account is not already registered through this W2 Online Entry system, enter the Account Number below. An account number is the Federal Employer Identification Number (FEIN) plus a two digit suffix (example: 12345678901).

Account Number:  (9999999999)

[Continue](#)

### Complete Registration

To complete registration, enter the account number and W2 Online Entry authorization code here.

Account Number:  (9999999999)

Authorization Code:  (9999999999)

[Cancel](#) [Submit](#)

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### Register New Account - Confirmation

Congratulations, your request to register an account for Withholding W2 Online Entry has been processed.

To ensure all information about this account remains confidential, the Tax Commissioner's office will send a letter to the taxpayer's mailing address currently on file. This letter will be mailed on the next business day and contain the W2 Online Entry authorization code that allows you to complete registration for this account.

[Return Home](#)

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**Important Note:** After you complete Step 2, Register Income Tax Withholding Account, an authorization code will be mailed to you at the mailing address we have on file for the account you are registering. When you register for W-2 Online Entry, please allow sufficient time (we recommend two weeks) for the authorization code to reach you by mail.

**Step 3: Complete Registration** (Go to <http://www.nd.gov/tax/indwithhold/elecfilling/> and click [Access W2 Online Entry](#))

- A. Sign in by entering your Login ID and password.
- B. Scroll to the **Complete Registration** section of the page.
- C. Enter the account number and authorization code you received in the mail.
- D. Click **Submit**.
- E. You will receive a confirmation page. You now have access to all W-2 Online Entry features for this account.

**Note:** The first time you log into the W-2 Online Entry System, you will be prompted to review your transmitter information. This is to ensure the information we have is up to date. You may review and update this at any time, but are only required to do so when you log in for the first time.

**Complete Registration**

To complete registration, enter the account number and W2 Online Entry authorization code here.

Account Number:	<input type="text" value=""/>	(9999999999)
Authorization Code:	<input type="text" value=""/>	(99999999)

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[Home](#) > Transmitter Information User: [testonlineentry](#) | [Logout](#)

Company	<input type="text" value="Test Name"/>
Address	<input type="text" value="123 Test Drive"/>
City	<input type="text" value="Test City"/>
State/Province	<input type="text" value="ND"/>
Zip Code	<input type="text" value="58501"/>
Contact Name	<input type="text" value="Test Account"/>
Phone	<input type="text" value="(701) 555-5555"/>
Phone Extension	<input type="text" value=""/>
Email	<input type="text" value="testemail@nd.gov"/>
Fax	<input type="text" value=""/>

[Update](#) [Return to Main Menu](#)

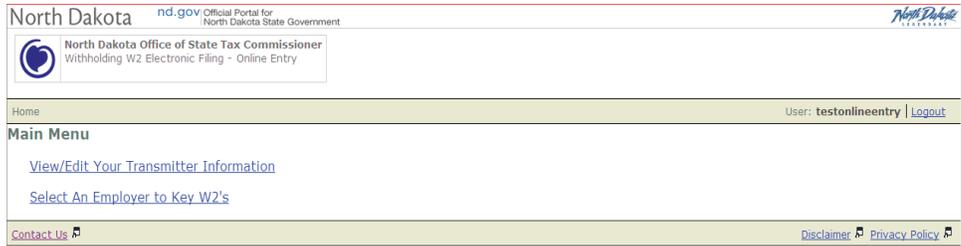
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## Main Menu

Once a user has completed registration for an account, that user may access all the features of W-2 Online Entry from the *Main Menu*.



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Home User: testonlineentry | Logout

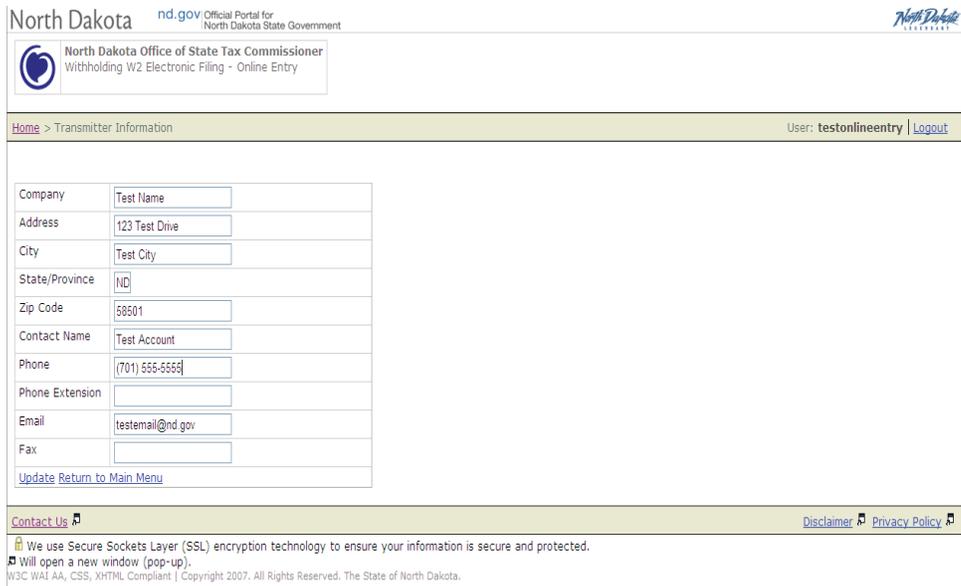
**Main Menu**

- [View/Edit Your Transmitter Information](#)
- [Select An Employer to Key W2's](#)

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## View/Edit Transmitter Information

You can view or edit your transmitter information at any time by clicking on the link from the main menu. Once you have reviewed or changed your information, you can click on “Update” and then on “Return to Main Menu.”



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Withholding W2 Electronic Filing - Online Entry

Home > Transmitter Information User: testonlineentry | Logout

Company	Test Name
Address	123 Test Drive
City	Test City
State/Province	ND
Zip Code	58501
Contact Name	Test Account
Phone	(701) 555-5555
Phone Extension	
Email	testemail@nd.gov
Fax	

[Update](#) [Return to Main Menu](#)

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# Select an Employer

To start the process of keying W-2's you must click on "Select an Employer to Key W-2's" from the Main Menu. For new users, the list of employers will be blank. You must add an employer in order to key W-2's.

To add an employer, fill in the required information and click on the "Add Employer" link at the bottom of the screen.

Once you have added an employer, you will see that information in the "List of Employers". You may add additional employers at any time.

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[Home](#) > [Employer](#) User: [testonlineentry](#) | [Logout](#)

Instructions: Choose an employer to continue. You may also modify your existing employers or add new employers below.

**List of Employers:**

You currently have no employers under your account. Please use the fields below to add one.

**Add an Employer:**

FEIN	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
<a href="#">Add Employer</a> <a href="#">Return to Main Menu</a>	

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**List of Employers:**

**Employer Added Successfully**

	FEIN	Name	Address	City	State/Province	Zip/Postal Code		
<a href="#">Select</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	123456789	Test Employer	123 Test Drive	Test City	ND	58501

**Add an Employer:**

FEIN	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
<a href="#">Add Employer</a> <a href="#">Return to Main Menu</a>	

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# Select an Employer - Continued

Once you have added an employer, you may either “Select” the employer to key W-2’s; “Edit” the employer to change demographic information; or “Delete” the employer to remove it from the Online Entry System. This can be done by clicking on the links next to the employer information.

Please note that if you delete an employer, you will also remove any returns from the W2 Online Entry System that have already been filed. They will still have been submitted to the Tax Department, but you will no longer have access to view what was previously filed.

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[Home](#) > [Employer](#)
User: [testonlineentry](#) | [Logout](#)

Instructions: Choose an employer to continue. You may also modify your existing employers or add new employers below.

List of Employers:

**Employer Added Successfully**

	FEIN	Name	Address	City	State/Province	Zip/Postal Code
<a href="#">Select</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	123456789	Test Employer	123 Test Drive	Test City	ND	58501

Add an Employer:

FEIN	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>

[Add Employer Return to Main Menu](#)

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# Entering W-2's

Click on “Select” next to the employer you wish to key W-2’s for. A list of the available tax years will be displayed. Click on “Start” next to the tax year you want to key W-2’s for.

Once you click on “Start” you will be given a couple of options including marking the return as final; view/modify/add W-2’s; or submitting W-2’s.

If you do not have any employees to submit but still have a requirement to file because you have an active account, you can submit the return without any employees and our system will create a 0.00 return.

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Withholding W2 Electronic Filing - Online Entry

Home > Employer User: [testonlineentry](#) | [Logout](#)  
Employer ID: 123456789 Employer Name: Test Employer

**Select a Return to Begin:**

Returns (Click to Hide...)

[Start](#) 2008 Return Required to File

Employer Options:  
[Choose a Different Employer](#)

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**2008 Tax Year**

Returns (Click to Hide...)

[Edit](#) [Delete](#) [View](#) 2008 Return Started

Employer Summary:  
There are no W2's for the selected tax year.

Final Return	Last Business Date
<input type="checkbox"/>	<input type="text"/>

[Update](#)

Employer Options:  
[Choose a Different Employer](#)  
[View/Modify/Add Employee W2's for Tax Year 2008](#)  
[Submit Your 2008 W2's for this Employer](#)

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# Entering W-2's – Continued

To enter W-2 information click on the “View/Modify/Add” link at the bottom of the screen. Key in the information for the W-2 and click on the “Add W2” link. If there are any errors, they will be displayed after clicking on the “Add W2” link. Once the W-2 has been added, it will be displayed under the Record Added heading. You may continue to add all the W-2's for the employer. Once all W-2's have been added, click on the “Return to Employer” link at the bottom of the screen.

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Withholding W2 Electronic Filing - Online Entry

Home > Employer > View W2's for Employer User: testonlineentry | Logout

Employer ID: 123456789 Employer Name: Test Employer

There are no employees for this account. You may add them below.

**Add a W2:**

SSN	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip Code	<input type="text"/>
Federal Wages, Tips, Other Comp	<input type="text"/>
Federal Income Tax Withheld	<input type="text"/>
ND State Wages, Tips, Etc	<input type="text"/>
ND Income Tax Withheld	<input type="text"/>

[Add W2](#) [Return to Employer](#)

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	SSN	First Name	Middle Initial	Last Name	Address	City	State or Province	Zip Code	Fed Wages, Tips, Other Comp	Fed Inc Tax Withheld	ND State Wages, Tips, Etc	ND State Income Tax
<a href="#">Edit</a> <a href="#">Delete</a>	555-55-5555	First		Last					\$100,000.00	\$15,000.00	\$100,000.00	\$3,000.00

**Add a W2:**

SSN	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip Code	<input type="text"/>
Federal Wages, Tips, Other Comp	<input type="text"/>
Federal Income Tax Withheld	<input type="text"/>
ND State Wages, Tips, Etc	<input type="text"/>
ND Income Tax Withheld	<input type="text"/>

[Add W2](#) [Return to Employer](#)

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# Submitting W-2's

Once you have entered all the W-2 information for an employer, you will see a summary of the information at the Employer screen. You have the option of editing the W-2 information by clicking on the "Edit" link and then selecting "View/Modify/Add" under the Employer Options heading.

Once you are satisfied with the W-2's that have been entered, you can click on the "Submit Your W-2s" link at the bottom of the screen. When you click on this link, you will be given a summary page asking you to review the information. If everything looks correct, you can click on the "Submit" button.

Once you click on the "Submit" button, you will be directed to a site that identifies your confirmation number and other information about your return.

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Withholding W2 Electronic Filing - Online Entry

Home > Employer User: testonlineentry | Logout

Employer ID: 123456789 Employer Name: Test Employer

### 2008 Tax Year

Returns (Click to Hide...)

[Edit](#) [Delete](#) [View](#) 2008 Return | Started

**Employer Summary:**

W2's	Fed Wages, Tips, Other Comp	Fed Inc Tax With	State Wages, Tips, Etc	State Income Tax
1	\$100,000.00	\$15,000.00	\$100,000.00	\$3,000.00

Final Return  Last Business Date  [Update](#)

**Employer Options:**  
[Choose a Different Employer](#)  
[View/Modify/Add Employee W2's for Tax Year 2008](#)  
[Submit Your 2008 W2's for this Employer](#)

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**Confirm:**

You are about to file your W2's & 307 Reconciliation Return with the following information:

- Period ending: December 31, 2008
- Due date: February 28, 2009
- North Dakota income tax withheld per W-2s: \$3,000.00

[Submit](#)

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Your return was successfully submitted.

**Your confirmation number is W978636555222696.**

**DO NOT** send any paper copies to our office.

Returns are processed the evening of every business day after 8:00PM Central Time. Your return may be modified up until it is processed by our system.

**Please note:** If you edit your return you must resubmit it again in order for it to be processed. Resubmitting your return will generate a new confirmation number.

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## **Making Changes to Filed Returns**

Once a return has been submitted, you have until 8:00 p.m. Central Time to “Edit” the return to make changes to W-2 information. Please note that if you pull the return back before 8:00 p.m., you will need to resubmit the return in order to complete the Online Entry process.

If changes need to be made to W-2’s after they have been picked up by our office, you will need to complete a paper W-2C and submit it to our office.

## **Penalty Provisions**

If a return is not filed on or before the due date, the law provides penalty charges for the delinquency of \$10.00 per document up to a maximum of \$2,000.00.

If you have any questions about the W-2 Online Entry System, please call the Registration Section at (701) 328-1257 or email them at [taxregistration@nd.gov](mailto:taxregistration@nd.gov).