



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
Cory Fong, Commissioner

WITHHOLDING W-2/Online Entry REGISTRATION INSTRUCTIONS

Thank you for choosing to electronically key your Income Tax Withholding W-2 information!

Employers that elect to key income tax withholding W-2 information electronically must follow the following three-step registration process.

Important Note: You will not be able to key information the same day you begin the registration process. You must allow time to receive an authorization code in the mail.

STEP 1 North Dakota Login ID *(If you already have a ND login ID, proceed to step 2.)*

- A. Go to www.nd.gov/tax, click on *Income Tax Withholding*, then *Electronic Filing*, and then the **Access W-2 Online Entry** link.
- B. Once you are on the online entry site, click on the **Register Now** link located to the right of the *Login* button.
- C. Immediately after you register for a Login ID, you will receive a confirmation e-mail. *You must follow the instructions in the confirmation e-mail.*
- D. Click on the link in the confirmation e-mail. Your Login ID and password are ready to use.

STEP 2 Register Account *(If you are already registered for webfile or W-2/1099 upload, your login ID and Password will work for the W-2 Online Entry System)*

- A. Log on to W-2 Online Entry using your Login ID and password.
- B. Enter your eleven digit account number. Your account number is your Federal Employer Identification Number plus a two digit suffix. [example: 12345678901]. Click Continue.
Note: When registering an account, use your own withholding account. If you do not have one, but will be submitting for other accounts, please contact our office to receive a transmitter account for the sole purpose of completing registration.
- C. Enter an e-mail address.
- D. Enter an individual's name in the "Attention Name" line. An authorization code will be mailed to this person's attention.
- E. After you click the Submit button, you will see a page that confirms your registration.
- F. You will be able to complete Step 3 once you receive an authorization code. Our office will mail the authorization code to the mailing address we have on file for the account.

STEP 3 Complete Registration *(You must have your authorization code to complete Step 3.)*

- A. After receiving your authorization code, log on to the W-2 Online Entry, using your Login ID and password.
- B. Scroll to *Complete Registration* and enter the account number and authorization code.

Once you have completed Step 3, you have access to all the on-line features of W-2 Online Entry.

Instructions for using North Dakota Income Tax Withholding W-2 Online Entry can be found in the W-2 Online Entry Guideline on our web site at www.nd.gov/tax/indwithhold/elecfileing.

If you have any questions about the W-2 Online Entry system, or if you need assistance in completing the steps outlined above, please call our office at 701-328-1248 or e-mail us at withhold@nd.gov.