



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

WITHHOLDING W-2/1099 Upload REGISTRATION INSTRUCTIONS

Thank you for choosing to electronically upload your Income Tax Withholding Information Returns!

Employers that elect to upload income tax withholding information returns electronically must follow the following three-step registration process.

Important Note: You will not be able to file a return 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-2/1099 Upload** link.
- B. Once you are on the upload 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

- A. Log on to W-2/1099 Upload 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-2/1099 Upload, 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-2/1099 Upload which allows you to file returns, obtain authorization codes for additional users, or remove access of existing users.

Instructions for using North Dakota Income Tax Withholding W-2/1099 Upload can be found in the W-2/1099 Upload Guideline on our web site at www.nd.gov/tax/indwithhold/electfiling. The guideline will be available by January 1, 2007.

If you have any questions about the W-2/1099 Upload 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.