



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

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## Withholding Webfile Registration Instructions

The North Dakota Office of State Tax Commissioner offers an electronic solution to filing your North Dakota Withholding Returns (Form 306). Withholding Webfile offers access to file current returns and view previously filed returns. When filing electronically, automatic calculations create error free returns and electronic payments avoid potential questions of when the return and payment were mailed. An e-mail reminder will replace the mailed returns as a reminder to file with no more mail delays or postage to worry about.

The webfile system offers two electronic payment methods: ACH Credit and ACH Debit

**ACH Credit** – The employer instructs its bank to make an ACH Credit payment to the Office of State Tax Commissioner with sufficient information to identify the payment as an income tax withholding return (Addenda Layout provided at the time of registration). The ACH Credit acts as the return (nothing else needs to be filed or sent to our office).

**ACH Debit** – The income tax withholding return is submitted over the Internet and payment is made through an ACH Debit transaction. Under this payment method, the employer authorizes the State of North Dakota to electronically transfer the payment from the employer's bank account to the State's bank account. In addition, under this method, the Office of State Tax Commissioner pays all associated bank fees.

Employers who wish to electronically file their income tax withholding returns must follow the three-step registration process. Completing the registration process informs the Office of State Tax Commissioner that you elect to file electronically; identifies the payment method you choose (ACH Credit or ACH Debit); and provides the necessary banking information if you choose to pay using an ACH Debit transaction.

*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](http://www.nd.gov/tax), click on *Income Tax Withholding*, then *Electronic Filing*, and then the **Access Webfile** link. Or, go directly to <https://secure.apps.state.nd.us/tax/withholding/webfile/login.htm>.
- B. Once you are on the Webfile site, click on the **Register Now** link.
- C. Immediately after you register for a Login ID, you will receive a confirmation e-mail. Click on the link in the confirmation email, and your Login ID and password are ready to use. *You must follow the instructions in the confirmation email.*

### **STEP 2 Register Account**

- A. Log on to Webfile using your Login ID and password.
- B. Enter your eleven digit account number. Click Continue.
- C. Enter an e-mail address and select a Filing/Payment method. If you choose ACH Debit, you must also provide your bank account information.

- 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. *Note: If you have more than one account to register, click on the **Register Another Account** link.*
- F. You will be able to complete Step 3 once you receive the 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 Webfile using your Login ID and password.
- B. Click on the **Complete Registration** link and enter the eleven digit account number and authorization code.
- C. To complete the registration for more accounts, click the **Main Menu** button and click on the **Complete Registration** link.

Once you have completed Step 3, you have access to all the online features of Withholding Webfile. If you choose ACH Debit, you are able to file, view previously filed returns, update payment information, obtain authorization codes for additional users, or remove access of existing users. If you choose ACH Credit, you will not have access to update payment information or file returns as the ACH Credit transaction acts as your return.

If you have any questions regarding the Withholding Webfile System, or if you need assistance in completing the steps outlined above, please call our office at (701) 328-1248 or email us at [withhold@nd.gov](mailto:withhold@nd.gov).