Guideline

Income Tax Withholding W-2 Online Entry

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Tax Commissioner

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.

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.

28208

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/elecfiling/ 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.

Step 2: Register Income Tax Withholding Account (Go to http://www.nd.gov/tax/indwithhold/elecfiling/ 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.

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/elecfiling/ 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.

Complete Registration

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

Account Number:		(99999999999)
Authorization Code:		(99999999)

Cancel Submit

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Will open a new window (pop-up).
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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.

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

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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North Dakota Office of State Tax Commissioner
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	

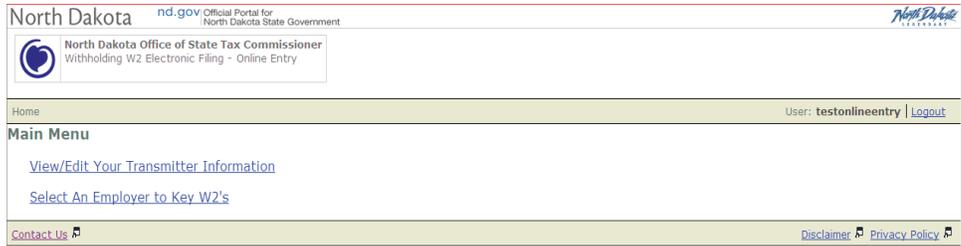Update Return to Main Menu

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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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Withholding W2 Electronic Filing - Online Entry
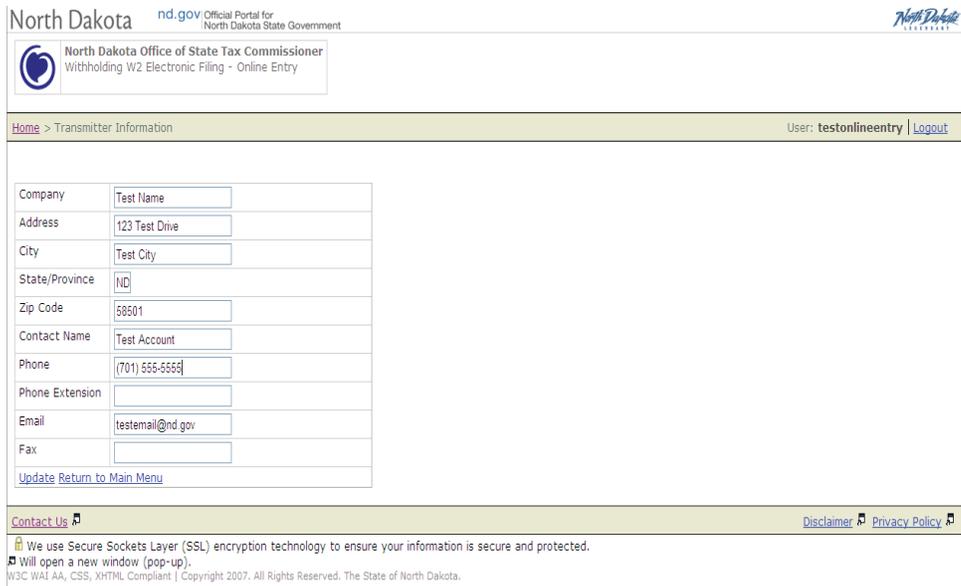
User: **testonlineentry** | Logout

Home > Employer

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	
Name	
Address	
City	
State/Province	
Zip/Postal Code	
Add Employer Return to Main Menu	

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List of Employers:

Employer Added Successfully

	FEIN	Name	Address	City	State/Province	Zip/Postal Code
Select Edit Delete	123456789	Test Employer	123 Test Drive	Test City	ND	58501

Add an Employer:

FEIN	
Name	
Address	
City	
State/Province	
Zip/Postal Code	
Add Employer Return to Main Menu	

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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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Withholding W2 Electronic Filing - Online Entry

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
Select | Edit | Delete	123456789	Test Employer	123 Test Drive	Test City	ND	58501

Add an Employer:

FEIN	
Name	
Address	
City	
State/Province	
Zip/Postal Code	

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.

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	
First Name	
Middle Initial	
Last Name	
Address	
City	
State/Province	
Zip Code	
Federal Wages, Tips, Other Comp	
Federal Income Tax Withheld	
ND State Wages, Tips, Etc	
ND Income Tax Withheld	

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
Edit Delete	555-55-5555	First		Last					$100,000.00	$15,000.00	$100,000.00	$3,000.00

Add a W2:

SSN	
First Name	
Middle Initial	
Last Name	
Address	
City	
State/Province	
Zip Code	
Federal Wages, Tips, Other Comp	
Federal Income Tax Withheld	
ND State Wages, Tips, Etc	
ND Income Tax Withheld	

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 Wth	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.