

# Guide to Submitting W-2s, 1099s, and WHT-434

## Table of Contents

<a href="#">Step 1:</a> Go to your withholding account	1
<a href="#">Step 2:</a> Test your files for upload	2
<a href="#">Step 3:</a> W-2, 1099, and WHT-434 submission page	4
<a href="#">Step 4:</a> How to manually enter information	6

### Step 1 Go to your withholding account

From your myVTax logged-in home screen, click the **Summary** **1** tab, then the **Withholding** **2** panel. To upload files required to file your **Withholding Annual Reconciliation**, click **File W2 / 1099 / WHT-434**. **3**

The screenshot displays the myVTax interface for a user named Peter Clamshe. The account is for PETE'S CLAM SHACK, located at 5159 ROUTE 5 UNIT 739, ASCUTNEY VT 05030-9745. The account number is WHT-10116697, and the current balance is \$1,867.60. The 'Summary' tab (1) is selected in the navigation bar. A search bar (2) contains the word 'withholding'. In the 'I Want To' section, the option 'File W2 / 1099 / WHT-434' (3) is highlighted with a red box. Other options include 'Validate Withholding File Format', 'Manage Business Principals', and 'File Bulk WHT436'. A notification about the 2020 Health Care Contribution rate update is also visible.

## Step 2 Test your files for upload

A. Before filing or uploading any information, it is strongly suggested that you validate the withholding file format. To do so, click **Test File Format**.

The screenshot shows the 'PETE'S CLAM SHACK' user interface for the 'DEPARTMENT OF TAXES BULK WITHHOLDING FILING SERVICE'. It lists supported file types: W-2 Information files, 1099 Information Files, and Annual Reconciliation of Withholding Tax Account (Form WHT-434). A warning states that W-2 and 1099 files must be in the Federal Standard Format. A 'Please Note' indicates that the system processes ORIGINAL filings. The interface is divided into two main sections: 'Please Select The File Series You Would Like To Upload' and 'Withholding eFile Specifications'. The first section contains buttons for 'UPLOAD W-2s', 'UPLOAD 1099s / W-2 G', 'UPLOAD WHT-434', 'WHT-434, W-2 MANUAL ENTRY', and '1099 MANUAL ENTRY'. The second section contains links for 'W-2 eFiling Specifications', '1099 eFiling Specifications', and 'WHT-434 eFiling Specifications', with a red box highlighting the 'TEST FILE FORMAT' button.

Keep in mind that the Test File Format procedure does not file the return. You will file in **Step 3**.

B. The next screen allows you to add and upload a test file to make sure the information you want to upload is in the correct format.

To upload a test file, click **Add**.

The screenshot shows the 'Test W-2 / 1099 / WHT-434 Files' interface. It displays the user's name 'Peter Clamshell' and email 'Peter@PetesClams.com'. A progress bar shows the current step is 'Test W-2 / 1099 / WHT-434 Files', with 'Review and Submit' as the next step. The main section is titled 'TEST WITHHOLDING FILE FORMATS VALIDATION' and includes instructions on how to add and validate files. A note states that only 3 attachments can be added at a time. A red box highlights the 'Add' button in the 'Attachments' table.

Type	Name

C. Select the file **Type** to attach by choosing the appropriate option from the dropdown menu.

Select a file to attach

Type \*

Required

Required

W-2 G Attachment

Web 1099 Attachment

Web W2 Attachment

Web WH 434 Attachment

Web WH 436 Attachment

Select a file to attach

Type

Web WH 434 Attachment

Description \*

Required

File \*

Choose File No file chosen

Cancel OK

D. Enter a **Description**.

Click **Choose File**, then locate and open the file on your computer.

Click **OK**.

E. If the file shows up under the Attachments section, it has passed inspection. Click **Next** to begin filing it.

Test W-2 / 1099 / WHT-434 Files

Peter Clamshell  
jessica.martin@vermont.gov

Test W-2 / 1099 / WHT-434 Files Review and Submit

**TEST WITHHOLDING FILE FORMATS VALIDATION**

**Instructions:** Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

Note that only 3 attachments can be added to any given request at a time.

This is only to test your file, testing your file through this request will not submit the file to the Department

**Attachments**

Type	Name	Description	Size	
Web WH 434 Attachment	434RFT_1432551424_00000000	Test File	0	Remove

Cancel Previous **Next**

Step 3

W-2, 1099, and WHT-434 submission page

A. Once you have verified the file you are going to upload is valid, click on the appropriate **upload** button for the file type.

For this example we are going to **Upload WHT-434**.

B. To upload the file, click **Add** .

C. Then:

Enter a **Description**.

Click **Choose File**, then locate and open the file on your computer.

Click **OK**.

Select a file to attach

Type  
Web WH 434 Attachment

Description \*  
Required

File \*  
Choose File No file chosen

Cancel OK

D. Your uploaded attachment will now appear.

Click **Next**.

WHT-434 BULK FILE UPLOAD

Instructions: Click the add button, select your file type and attach the file. If your file is listed under the 'Attachments' section, then your file has passed validation. If your file fails validation, you will receive an error message describing the problem and your file will not appear in the list of attachments.

Note that only 3 attachments can be added to any given request at a time.

Type	Name	Description	Size	
Web WH 434 Attachment	434RFT_1432551424_0000000000.tx	WH 434	0	Remove

Cancel Previous Next

E. Click **Submit**.

File WHT-434s

PETE'S CLAM SHACK  
\*\*-\*\*\*5585

File WHT-434s Review and Submit

This File WHT-434s submission is ready to submit.

Cancel Previous Submit

Confirmation

Your Annual Reconciliation WHT-434 file(s) have been successfully submitted.

Your Confirmation number is: 0-113-573-888

Questions or concerns? Contact us:  
Vermont Department of Taxes Call: (802) 828-6802  
133 State Street Or Email: myVTax Support  
Montpelier, VT 05602-3667

Click 'OK' to proceed.

Print

OK

F. Once the file is submitted, you will receive a **Confirmation** that you have successfully submitted your upload.

You may **print** it for your records if you wish.

## Step 4 How to manually enter information

**A.** Choose the appropriate **Manual Entry** button.

PETE'S CLAM SHACK

### DEPARTMENT OF TAXES BULK WITHHOLDING FILING SERVICE

This service allows payroll companies and employers to electronically submit the following data:

- W-2 Information files (must include the Vermont specific RS State Record)
- 1099 Information Files
- Annual Reconciliation of Withholding Tax Account (Form WHT-434)

**W-2 and 1099 Information Files must be in the Federal Standard Format**

**Please Note:** This system is to process **ORIGINAL** filings (W-2s, 1099s, and WHT-434). Once a confirmation number has been issued, amended returns must be filed with the Vermont Department of Taxes.

Please Select The File Series You Would Like To Upload

UPLOAD W-2s

UPLOAD 1099s / W-2 G

UPLOAD WHT-434

**WHT-434, W-2 MANUAL ENTRY**

Manually enter WHT-434, and W-2 forms, if you choose this option please note you may only complete entries for one business at a time.

1099 MANUAL ENTRY

1099 Manual Data Entry

Withholding eFile Specifications

- W-2 eFiling Specifications
- 1099 eFiling Specifications
- WHT-434 eFiling Specifications

TEST FILE FORMAT

**B.** Your account information will appear automatically, but can be edited.

ACCOUNT INFORMATION

Click here for full form instructions

**You can only complete manual entry of WHT-434 and W-2's for one business at a time.**

Enter information for the Withholding Tax account you are filing for

FEIN:  
##-###5585

Account ID:  
WHT10116697

Taxpayer Name:  
PETE'S CLAM SHACK

Taxpayer Address:  
5159 ROUTE 5

Taxpayer City:  
ASCUTNEY

Taxpayer Country:  
USA

Taxpayer State:  
VERMONT

Filing Frequency:  
Quarterly

**C.** There is a required dropdown where you can answer whether or not you have already filed your W-2s for the tax year through the upload function on myVTax.

Choose **Yes** or **No** as appropriate.

Have you already filed your W-2s or did you have zero Withholding for 2020 through our upload service on this site? \*

Required

No

Yes

and W-2s can be filed through this service. If you need to file prior year W-2s or annual reconciliations,

D. Enter your **Contact Information**, then click **Next**.

**Contact Information**

Contact Name:  
PETER CLAMSHELL

Phone Number:  
(802) 867-5309

Indicate who prepared this file:  
Self-Prepared

Cancel Save Draft < Previous **Next** >

E. When **Box 1** **1** filled in, it automatically populates figures into **Boxes 3, 4, 5, and 6** **2**

Box fields that include a red asterisk can be manually overridden as needed.

To add more than one W-2, click **Add a W-2** **3**

Click **Next** **4**

**Record 1** + Add a W-2 Copy Record X Delete this W-2

**1** **2** **3** **4**

**W-2 Wage and Tax Statement**

\* Checkboxes next to the field indicate the calculation can be

+ Add a W-2 Copy Record X Delete this W-2

Cancel Save Draft < Previous **Next** >

**F.** Review all information and make changes if needed using the **Previous** button.  
If everything is accurate, click **Next**.

**Data Enter W-2 and WHT-434**  
Withholding  
WHT-10116697  
PETE'S CLAM SHACK

**Data Enter W-2 and WHT-434**

Account Info    W2Table    WHT434

**ACCOUNT INFORMATION**

Click here for full form instructions

You can only complete manual entry of WHT-434 and W-2's for one business at a time.

Enter information for the Withholding Tax account you are filing for

FEIN:  
\*\*\_\*\*\*5585

Account ID:  
WHT10116697

Taxpayer Name:  
PETE'S CLAM SHACK

Taxpayer Address:  
5159 ROUTE 5

Taxpayer City:  
ASCUTNEY

Taxpayer Country:  
USA

Taxpayer Zip:  
05030-9745

Taxpayer State:  
VERMONT

Filing Frequency:  
Quarterly

**WHT-434 ANNUAL RECONCILIATION**  
Period Ending: 12/31/2020 - Return Due Date: 2/1/2021

A. Check here if your business has ceased and you would like your account closed  
Cease Date: \_\_\_\_\_

B. Check here if you have Third-Party Sick Pay

C. Aggregate cost of applicable employer sponsored health insurance coverage  
0.00

**Part I: VT W-2s**

1. Number of W-2s submitted to Vermont  
1

2. Total Vermont wages paid per W-2s  
68,500.00

3. Total Vermont tax withheld per W-2s  
0.00

**Part II: VT 1099s**

4. Number of 1099s submitted to Vermont  
0

5. Total non-wage payments reported on 1099s  
0.00

6. Total Vermont tax withheld per 1099s  
0.00

**Part III: Reconciliation**

7. Total Vermont tax withheld (Sum: Line 3 and Line 6)  
0.00

Cancel    Save Draft    < Previous    **Next** >

When you enter information for the W-2 and click **Next**, that information is automatically completed for the WHT-434 as well. You may add any 1099 information and file the WHT-434 at the same time.



**G.** Click the **Certification** checkbox.

Fill in all required **Contact** information.

Click **Next**.

The screenshot shows a web form titled "Data Enter W-2 and WHT-434" for "Withholding" under "WHT-10116697" for "PETE'S CLAM SHACK". A progress bar at the top indicates four steps: "Account Info", "W2Table", "WHT434", and "Certification", with the "Certification" step currently active. The main content area is titled "CERTIFICATION AND SUMMARY" and contains a certification statement: "I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the preparer and retained by the preparer." Below this statement is a checkbox labeled "I certify the statement above" which is checked and highlighted with a red box. Underneath are fields for "Signature of Taxpayer or Authorized Agent" (with a "Required" label), "Date" (filled with "Nov-06-2020"), and "Daytime Telephone Number". At the bottom of the form is a checkbox labeled "Check here if this return is being completed by a preparer". At the very bottom of the page are buttons for "Cancel", "Save Draft", "Previous", and "Submit", with the "Submit" button highlighted by a red box.

**H.** The **Confirmation** screen will display. You may **Print** this confirmation for your records.

The screenshot shows a "Confirmation" screen with the following text: "Your Annual Reconciliation WHT-434 and/or W-2 have been successfully submitted." and "Your Confirmation number is: 1-187-315-712". It provides contact information for the Vermont Department of Taxes: "133 State Street, Montpelier, VT 05602-3667", "Call: (802) 828-6802", and "Or Email: myVTax Support". Below this is the instruction "Click 'OK' to proceed." At the bottom of the screen are two buttons: "Print" and "OK", both highlighted with red boxes.