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

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Step 1 **Go to your withholding account**

From your myVTax logged-in home screen, click the **Summary** ❶ tab, then the **Withholding** ❷ panel.
To upload files required to file your **Withholding Annual Reconciliation**, click **File W2 / 1099 / WHT-434**. ❸
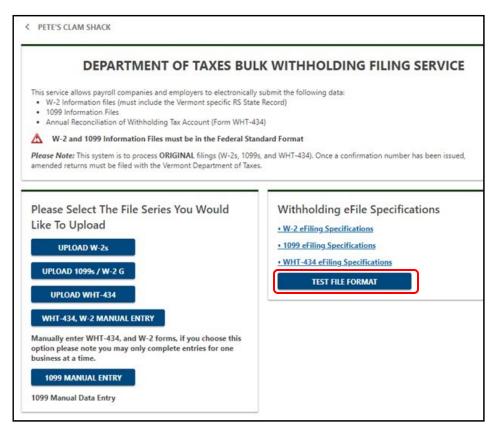
VERMONT
DEPARTMENT OF TAXES

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

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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

Keep in mind that the <u>Test File Format procedure does not file the return</u>. 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.
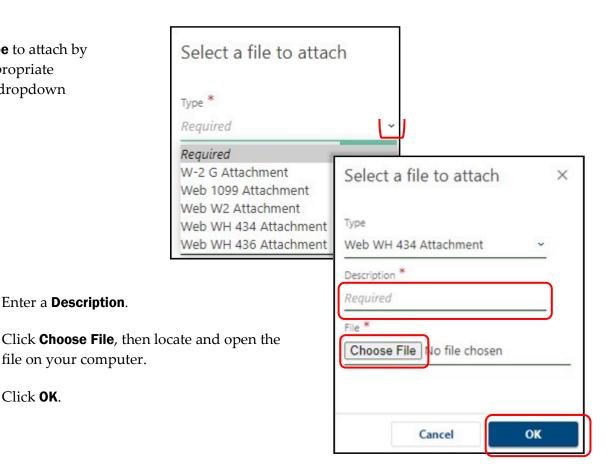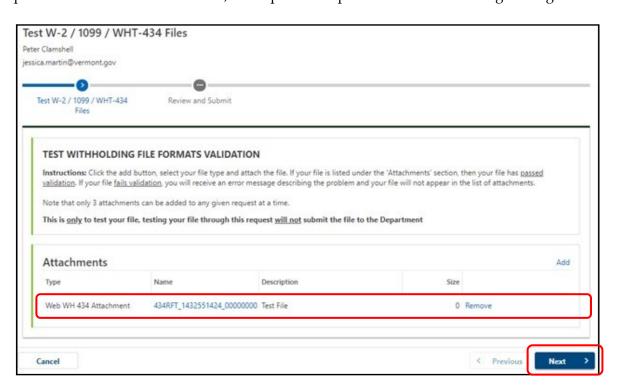
To upload a test file, click **Add** .

Test W-2 / 1099 / WHT-434 Files   ⑦ ✕

Test W-2 / 1099 / WHT-434 Files

Peter Clamshell
Peter@PetesClams.com

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

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 <u>passed validation</u>. If your file <u>fails validation</u>, 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 <u>only</u> to test your file, testing your file through this request <u>will not</u> submit the file to the Department

Attachments   Add

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.
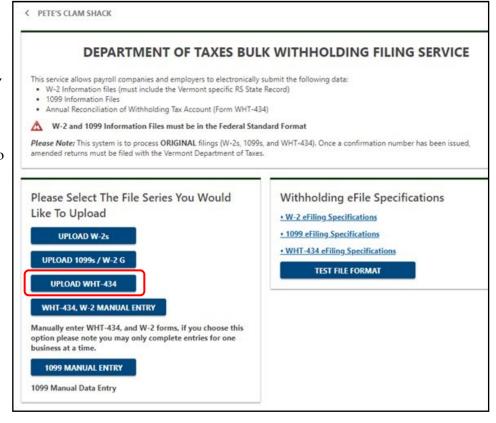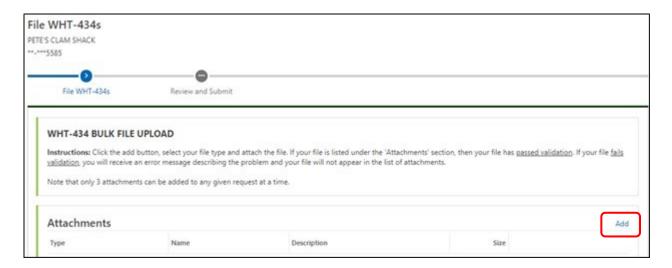
Test W-2 / 1099 / WHT-434 Files

Peter Clamshell
jessica.martin@vermont.gov

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Attachments   Add

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

Cancel   < Previous   **Next** >

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**.
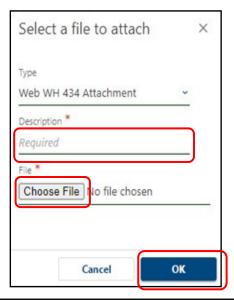

B. To upload the file, click **Add** .

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.

Attachments   Add

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
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✓ ————— ❯
File WHT-434s   Review and Submit

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

...ncel   < 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
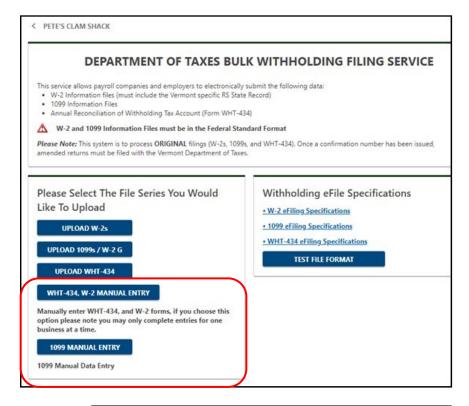
Click 'OK' to proceed.

Print

OK

F. Once the file is submitted, you will receive a **Confirmation** that you have successfully submitted your upload.
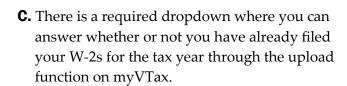
You may **print** it for your records if you wish.
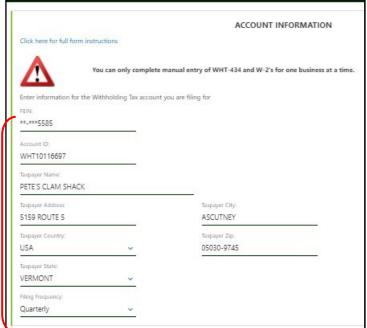
How to manually enter information

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

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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
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- 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:
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Taxpayer Address:
5159 ROUTE 5

Taxpayer City:
ASCUTNEY

Taxpayer Country:
USA

Taxpayer Zip:
05030-9745

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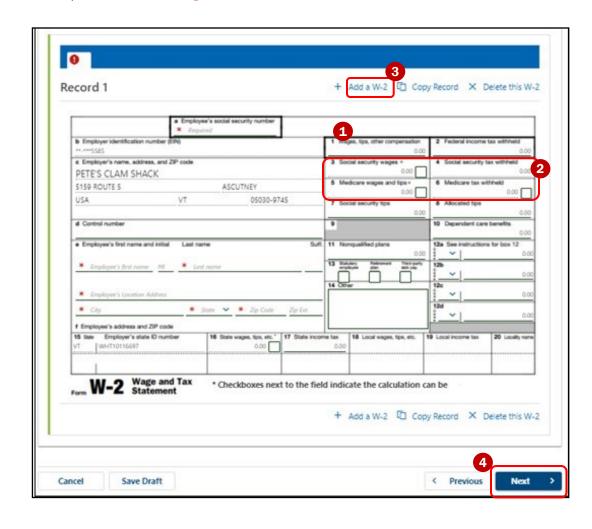
D. Enter your **Contact Information**, then click **Next**.

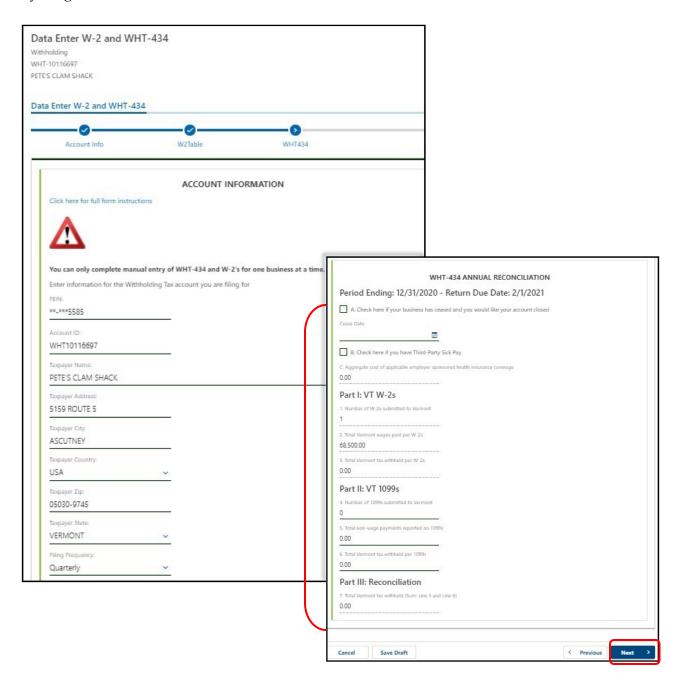**E.** When **Box 1** ① filled in, it automatically populates figures into **Boxes 3, 4, 5, and 6.** ②

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

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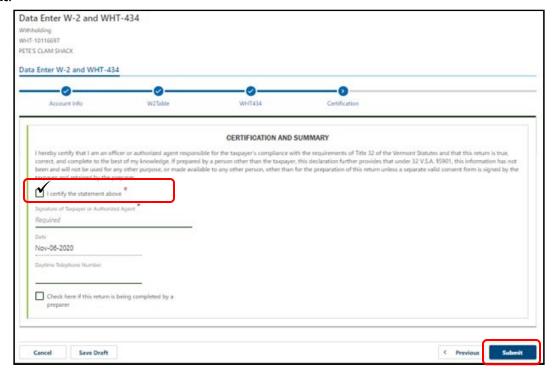If everything is accurate, click **Next**.

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**.

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