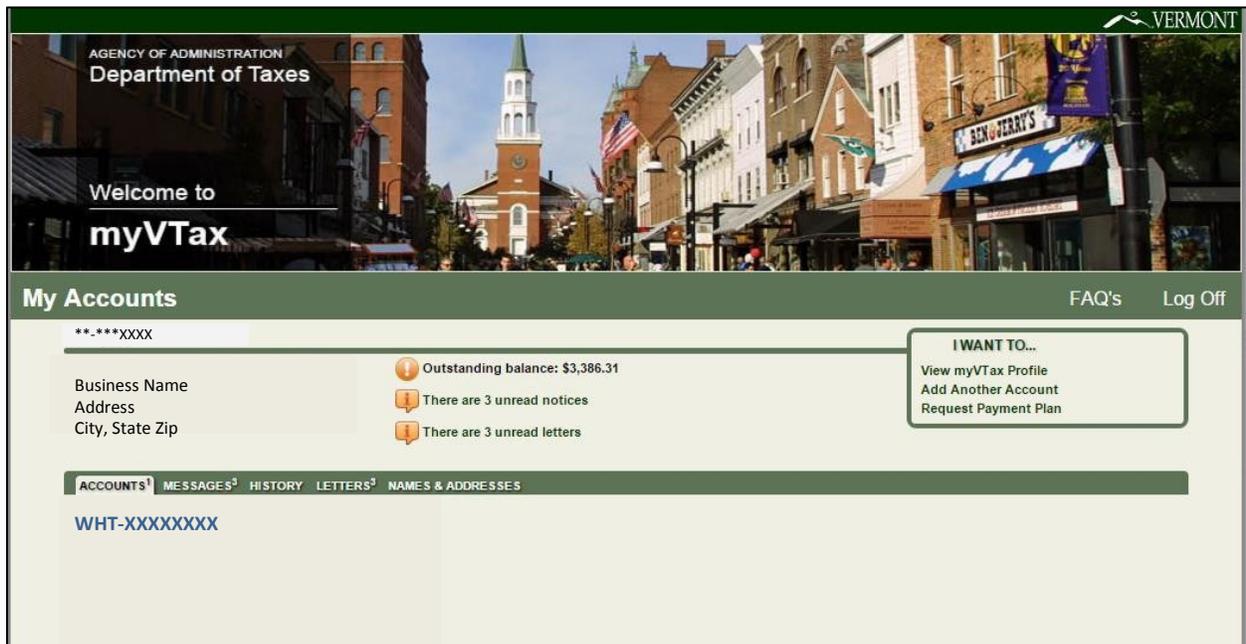


Guide to Submitting W-2s, 1099s, and WHT-434

To upload files required to file your W-2, 1099, and WHT-434 forms, you must log in to your myVTax account and navigate to the Withholding Account by clicking the **Withholding Account ID** hyperlink from **My Accounts**.



Once in the Withholding Account, we strongly recommend that prior to filing or uploading any information, you test your files to make certain they are formatted correctly for myVTax. To do this, click the **Validate Withholding File Format** hyperlink in the **I Want To...** section.

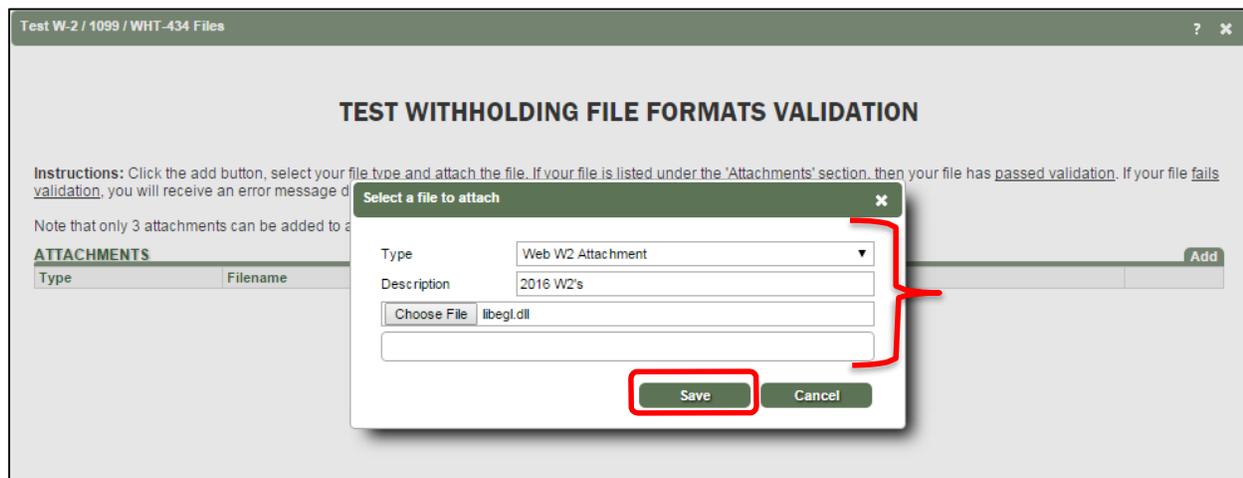


The next screen allows you to add and upload a test file to make sure the information you want to upload is in the correct format. To do this, click on the **Add** button.

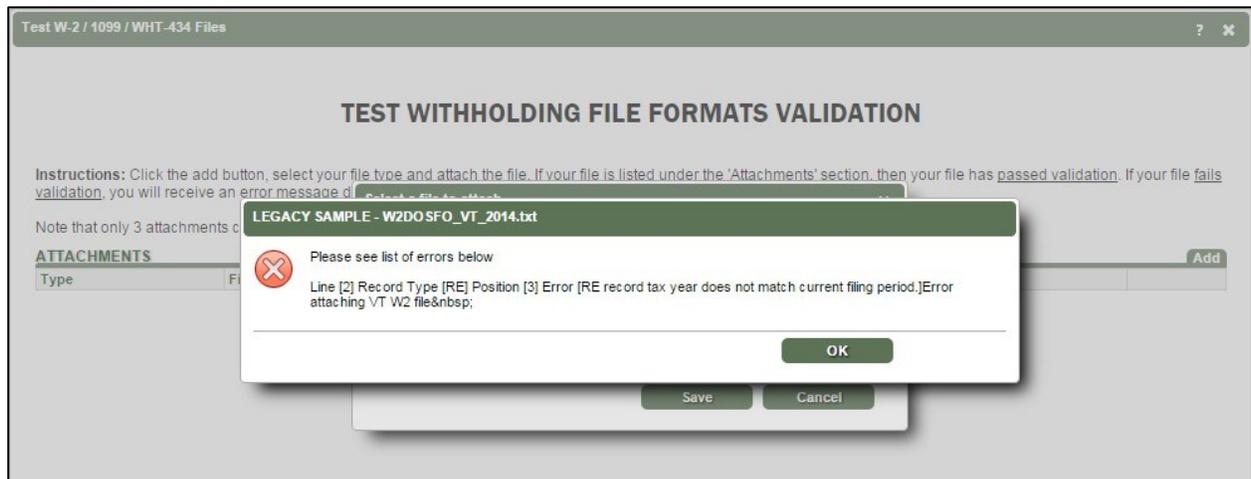


You will then do the following:

- Select the **Type** by choosing the appropriate option from the pull down menu.
- Manually enter a **Description**.
- Click on the **Choose File** button, locate and open the file.
- Click **Save**.

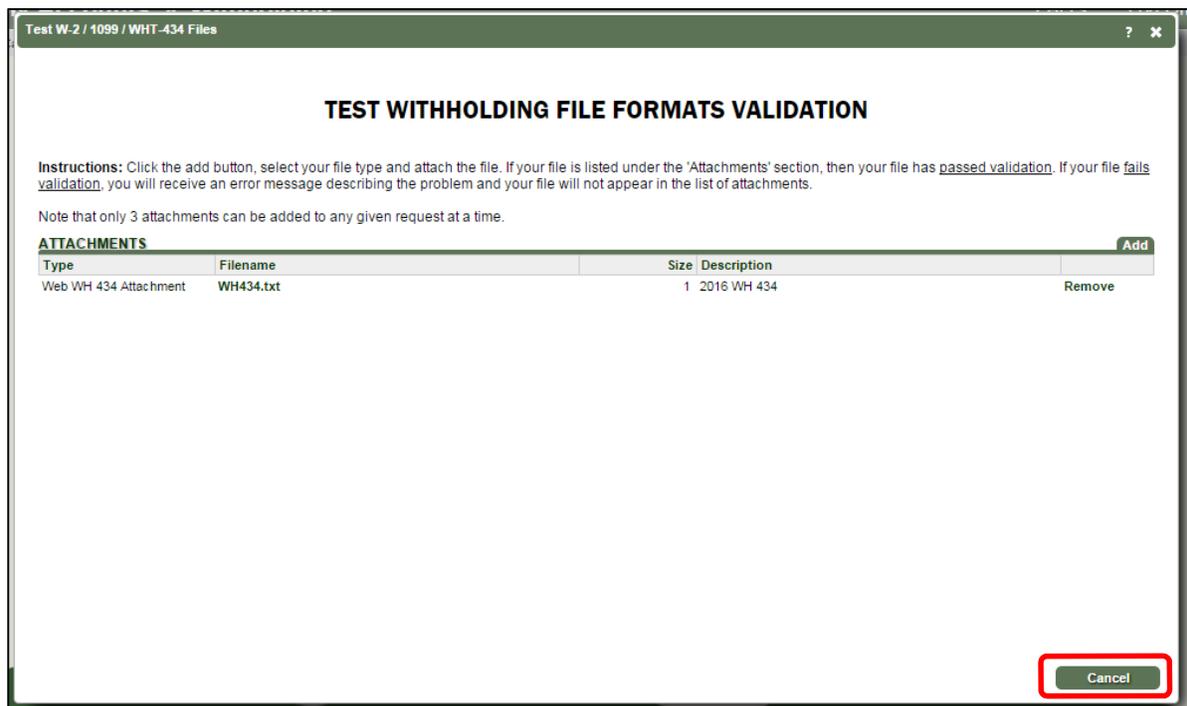


If there is an error(s) with the format of the attachment, you will receive an error message with details of the error(s). Click **OK** to close the error message.

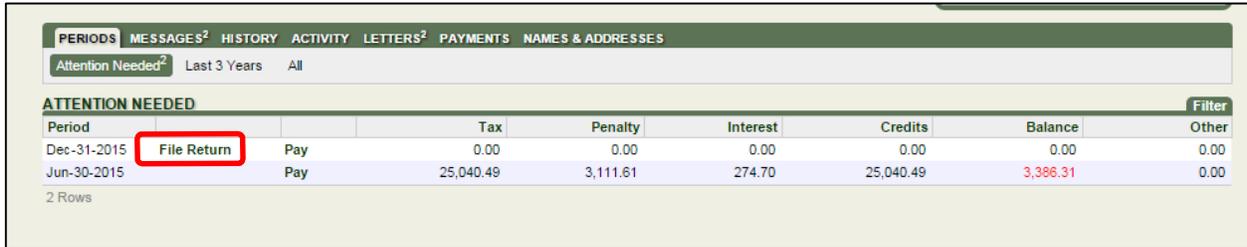


Once a file has been uploaded, it will appear as shown below. As this is only a test, you will **not** see a "Save" button. Instead, click **Cancel** to return to the previous page.

A pop-up window (not shown here) will appear to let you know that any changes you made will not be saved. You do not want to save changes to the test upload, so click **Yes** to close the pop-up window.



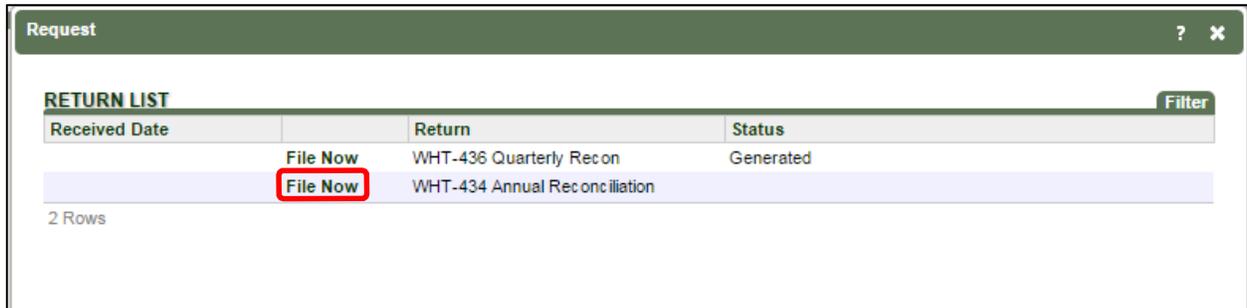
To file the WHT-434, click the **File Return** hyperlink shown next to the 4th quarter period (in this example, it is Dec-31-2015).



The screenshot shows a table titled "ATTENTION NEEDED" with a "Filter" button on the right. The table has columns for "Period", "Pay", "Tax", "Penalty", "Interest", "Credits", "Balance", and "Other". The first row is for "Dec-31-2015" with a "File Return" link highlighted in a red box. The second row is for "Jun-30-2015" with a "Pay" entry and various numerical values. Below the table, it says "2 Rows".

Period	Pay	Tax	Penalty	Interest	Credits	Balance	Other
Dec-31-2015	File Return	0.00	0.00	0.00	0.00	0.00	0.00
Jun-30-2015	Pay	25,040.49	3,111.61	274.70	25,040.49	3,386.31	0.00

Click the **File Now** hyperlink next to "WHT-434 Annual Reconciliation."



The screenshot shows a window titled "Request" with a "RETURN LIST" table. The table has columns for "Received Date", "Return", and "Status". The first row is for "WHT-436 Quarterly Recon" with a "File Now" link. The second row is for "WHT-434 Annual Reconciliation" with a "File Now" link highlighted in a red box. Below the table, it says "2 Rows".

Received Date	Return	Status	
	File Now	WHT-436 Quarterly Recon	Generated
	File Now	WHT-434 Annual Reconciliation	

The next screen offers you several options:

- Upload W-2s
- Upload 1099s
- Upload WHT-434
- Data Entry

This screen also includes **Withholding eFile Specifications** for uploading.

Choose which form you want to submit by clicking the **Upload W2s**, **Upload 1099s**, or **Upload WHT-434** button.

Note: The steps for completing the upload are the same for all three types of uploads.

Request

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

WITHHOLDING EFILE SPECIFICATIONS

- [2015 W-2 eFiling Specifications](#)
- [2015 1099 eFiling Specifications](#)
- [2015 WHT-434 eFiling Specifications](#)

TEST FILE FORMAT

PLEASE SELECT THE FILE SERIES YOU WOULD LIKE TO UPLOAD

UPLOAD W-2s

UPLOAD 1099s

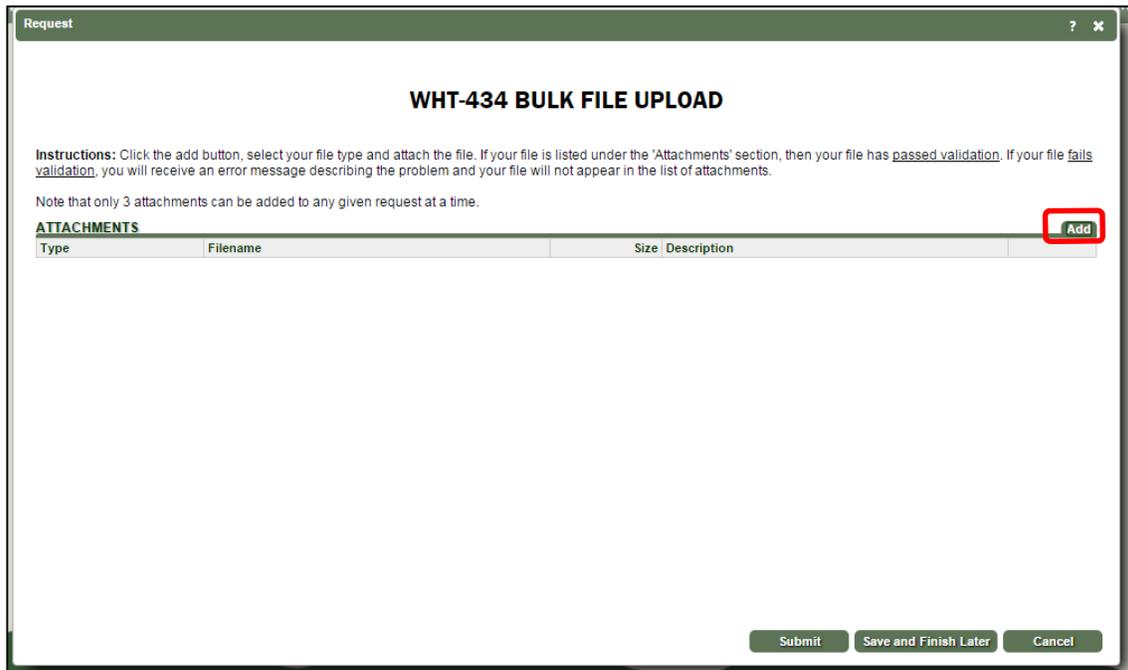
UPLOAD WHT-434

DATA ENTRY

Manually enter WHT-434, and W2 forms, if you choose this option
please note you may only complete entries for one business at a time.

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.

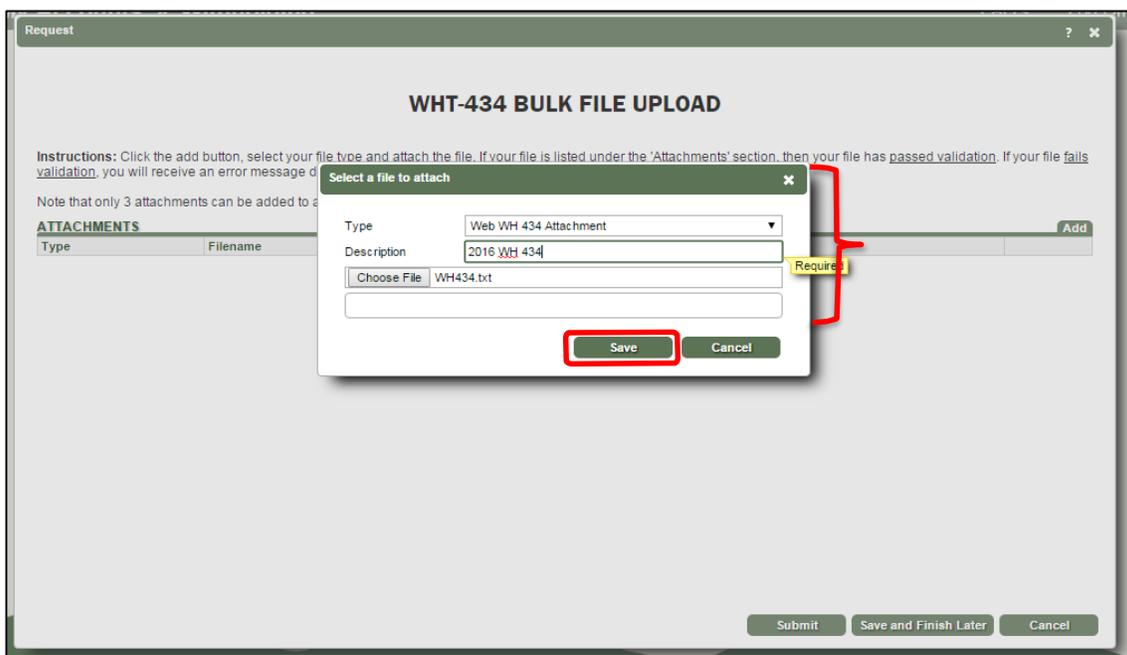
In this example, **Upload WHT-434** was selected. Once the window opens, click the **Add** button.



In the pop-up window, the **Type** is already shown as “Web WH 434 Attachment.”

- Enter a **Description**.
- Choose a file by clicking the **Choose File** button. Then, locate and open the file you want to upload.
- Click **Save**.

Note: If you do not have time to finish the uploading your files, click **Save and Finish Later**.



Your uploaded attachment will appear. Click **Submit**.

Request [?] [X]

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	Filename	Size	Description		
Web WH 434 Attachment	WH434.txt	1	2016 WH 434		Remove

[Submit] [Save and Finish Later] [Cancel]

Once the file is submitted, you will receive a confirmation indicating you have successfully submitted your upload. Click **OK** to continue.

Request [?] [X]

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

Your Confirmation number is: **0-934-387-712**

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.

[OK] [Print]

As an alternative to uploading files, you may manually enter information by clicking the **Data Entry** button.

Request

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

WITHHOLDING EFILE SPECIFICATIONS

- [2015 W-2 eFiling Specifications](#)
- [2015 1099 eFiling Specifications](#)
- [2015 WHT-434 eFiling Specifications](#)

TEST FILE FORMAT

PLEASE SELECT THE FILE SERIES YOU WOULD LIKE TO UPLOAD

UPLOAD W-2s

UPLOAD 1099s

UPLOAD WHT-434

DATA ENTRY Manually enter WHT-434, and W2 forms, if you choose this option please note you may only complete entries for one business at a time.

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.

Each section will need to be completely filled in. There is a required field in a drop-down box to determine if you have already filed your W-2s for the tax year through the upload service on this site. Choose **Yes** or **No** as appropriate.

Request

1. Account Info

ACCOUNT INFORMATION

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:

Account ID:

Taxpayer Name:

Taxpayer Address:

Filing Frequency:

Have you already filed your W-2s for 2015 through our upload service on this site?

Note: Only 2015 annual reconciliations and W-2s can be filed through this service. If you need to file prior year W-2s or annual reconciliations, you must mail them to the Department.

Previous **Next** Save and Finish Later Cancel

This drop-down will display **Yes** or **No**.

By selecting **No**, you will be brought to a W-2 form which requires each field to be filled in. When you enter information into Box 1 of the form, it automatically populates figures into boxes 3, 4, 5 and 6.

Box fields with an asterisk (*) may be manually overridden as needed.

To add more than one W-2, click the **Add a W-2** hyperlink located in the upper-right corner of the form. Once you've added all W-2s and completed all information in each W-2, click **Next**.

Request ? ✕

1. Account Info
2. W2Table

W-2 WAGE AND TAX STATEMENT

6789

✕ Delete this W-2
 📄 Copy row
 ➕ Add a W-2

a Employee's social security number <input type="text" value="***.**XXXX"/>		1 Wages, tips, other compensation <input type="text" value="10,000.00"/>		2 Federal income tax withheld <input type="text" value="2,000.00"/>	
b Employer identification number (EIN) <input type="text" value="***.**XXXX"/>		3 Social security wages * <input type="text" value="10,000.00"/> <input type="checkbox"/>		4 Social security tax withheld <input type="text" value="620.00"/>	
c Employer's name, address, and ZIP code <input type="text" value=""/>		5 Medicare wages and tips* <input type="text" value="10,000.00"/> <input type="checkbox"/>		6 Medicare tax withheld <input type="text" value="145.00"/>	
d Control number <input type="text" value=""/>		7 Social security tips <input type="text" value="0.00"/>		8 Allocated tips <input type="text" value="0.00"/>	
e Employee's first name and initial Last name Suff. <input type="text" value="JANE"/> <input type="text" value="L"/> <input type="text" value="DOE"/>		9 <input type="text" value=""/>		10 Dependent care benefits <input type="text" value="0.00"/>	
<input type="text" value="133 STATE ST"/>		11 Nonqualified plans <input type="text" value="0.00"/>		12a See instructions for box 12 <input type="text" value="112.00"/>	
<input type="text" value="MONTPELIER"/> <input type="text" value="VT"/> <input type="text" value="05602"/> <input type="text" value="Zip Ext."/>		13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		12b <input type="text" value="0.00"/>	
f Employee's address and ZIP code		14 Other <input type="text" value=""/>		12c <input type="text" value="0.00"/>	
15 State <input type="text" value="VT"/>	16 State wages, tips, etc.* <input type="text" value="10,000.00"/> <input type="checkbox"/>	17 State income tax <input type="text" value="500.00"/>	18 Local wages, tips, etc. <input type="text" value=""/>	19 Local income tax <input type="text" value=""/>	20 Locality name <input type="text" value=""/>

Form W-2 Wage and Tax Statement * Checkboxes next to the field indicate the calculation can be overridden

✕ Delete this W-2
 📄 Copy row
 ➕ Add a W-2

1 - 1 of 1 Show Errors				
Employee's social security	Employee's first name	Last name	State wages, tips, etc.	State income tax
✕ ***.**-XXXX	JANE	DOE	10,000.00	500.00

Previous
Next
Save and Finish Later
Cancel

After you have submitted all W-2s, you will then complete the WHT-434 Return. Fill in all the required information. Click **Next**.

Request ? ✕

1. Account Info **2. WHT434**

ACCOUNT INFORMATION

 **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:

Account ID:

Taxpayer Name:

Taxpayer Address:

Filing Frequency:

WHT-434 ANNUAL RECONCILIATION

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

PART I: VT W-2S

1. Number of W-2s submitted to Vermont	<input type="text" value="10"/>
2. Total Vermont wages paid per W-2s	<input type="text" value="10,000.00"/>
3. Total Vermont tax withheld per W-2s	<input type="text" value="10,000.00"/>

PART II: VT 1099S

4. Number of 1099s submitted to Vermont	<input type="text" value="0"/>
5. Total non-wage payments reported on 1099s	<input type="text" value="0.00"/>
6. Total Vermont tax withheld per 1099s	<input type="text" value="0.00"/>

PART III: RECONCILIATION

7. Total Vermont tax withheld [Sum: Line 3 and Line 6]	<input type="text" value="10,000.00"/>
--	--

Fill in all required information on the "Certification and Summary screen." Click **Submit**.

Request

1. Account Info 2. WHT434 3. Certification

CERTIFICATION AND SUMMARY

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 taxpayer and retained by the preparer.

I certify the statement above

Signature of Officer or Authorized Agent: ROGER RABBIT

Date: Jan-20-2016

Daytime Telephone Number: (802) XXX-XXXX

Check here if this return is being completed by a preparer

Previous **Submit** Save and Finish Later Cancel

The confirmation page will then display.

Request

Your Annual Reconciliation WHT-434 and/or W-2 have been successfully submitted.

Your Confirmation number is: X-XXX-XXX-XXX

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.

OK Print