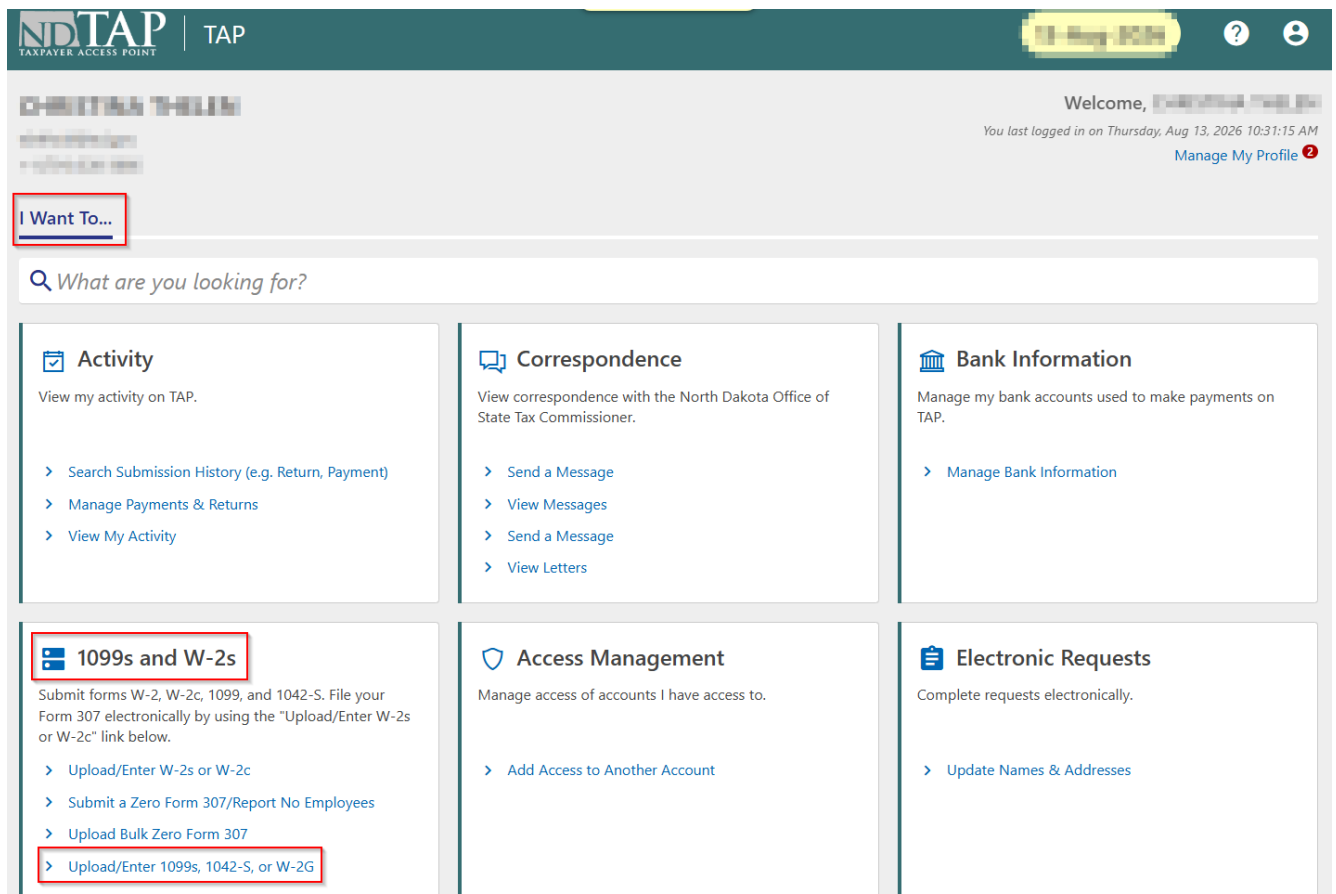## Step by step instructions for filing 1099s on North Dakota Taxpayer Access Point (ND TAP):

***If you need assistance at any time, please call our Customer Support team at 701-328-1257.

1. Go to the website: tap.tax.nd.gov and sign in.
   If you do not have a login, click "Sign up for Access" and create a new, 3rd party account.

2. Click on the "I Want To…" tab on the upper left. Then locate the 1099s and W-2s tile box. Click on "Upload/Enter 1099s, 1042-S, or W-2G".

3. To manually enter 1099s, select "Enter Information" and then "Next".
   If you are uploading a file of the 1099 information, continue to Step 10.

4. Add the Payer information (the person or business who is issuing the 1099).

5. On the next page, select the Payer and Filing Period. Click "Next".

Select a Payer

Select a payer from the list. If the payer is not listed or you want to review the information entered, please return to the previous page.

Select	ID:	Name:	Country:	Street:	City:	State:	Zip Code:
○	12-3456789	TAX DEPOT	USA	123 MAIN	BISMARCK	ND	12345

Select Filing Period

Select the filing period to key 1099s for and then click the "Next" button.

Select	Period
○	31-Dec-2025
○	31-Dec-2024
○	31-Dec-2023
○	31-Dec-2022
○	31-Dec-2021
○	31-Dec-2020

Cancel   Save Draft   ‹ Previous   Next ›

6. Now, select each type of 1099 you'll be submitting. Click "Next".

Select Forms

Select the forms to be keyed and then click the "Next" button.

Select	1099 Type
☐	1042-S
☐	1099-B
☐	1099-DIV
☐	1099-G
☐	1099-INT
☐	1099-MISC
☐	1099-NEC
☐	1099-OID
☐	1099-PATR
☐	1099-R
☐	1099-S
☐	W-2G

Cancel   Save Draft   ‹ Previous   Next ›

7. You will begin by entering the demographic information for the Payee (person or business receiving the 1099) for each specific type of 1099 you selected. Then you'll enter the other appropriate fields. _This example is for a 1099-MISC_. Each column represents a separate 1099, as you enter information, an additional column will appear. You'll enter all your 1099-MISC (or whichever type you're working with) on this page. When finished, click "Next".

| Upload Options | 1099 Payer | Select Payer/Filing Period | Select 1099 Types | 1099-MISC20 |

1099-MISC

As you enter the 1099-MISC information below, additional columns will appear to the right. A blank column will always be visible and cannot be removed. To add another 1099-MISC, continue to enter the information in the blank column available. To modify the information for a 1099-MISC, click the field you wish to change and enter the new information. To remove a 1099-MISC, you will need to click the 'X' at the bottom of the column. If you wish to proceed without adding a 1099-MISC, please go back and uncheck the 1099-MISC box.

Please add a 1099-MISC before moving to the next step!

ID Type	
ID	
Account Number	
Recipient Name Line 1	
Recipient Name Line 2	
Street Address	
City	
Country	
State or Province	
Zip or Postal Code	
Rents	
Royalties	

_Dc-b

Other Income	
Federal Income Tax Withheld	
Fishing Income	
Medical Health Care Pym	
Substitute Payment Div Int	
Crop Insurance	
Excess Golden Parachute	
Gross Proceeds	
Nonqualified Deferred Comp	
State Income Tax Withheld	

Cancel   Save Draft   ‹ Previous   Next ›

8. If you selected more than one 1099 type, you'll enter each of your 1099s for that type on the next page and so forth. Once you've entered all of your 1099s, you'll be brought to a page to review your information. Please take the time to make sure the Filing Period, number of forms, and Type of 1099s are correct, as well as any amounts of withholding. Check the box to Confirm everything is correct and then enter your Contact Details. Click "Submit".

9. On next page you'll receive a confirmation # that you can print for your records. This satisfies the electronic filing requirement of your 1099s. Please do not mail a paper Form 307 or 1099s.

10. To upload a 1099 file, select "Upload File" and then "Add Attachment".

Note: Your file must be in .txt format that complies with the Publication 1220 outlined by the IRS. For 1042-S, the .txt file must comply with Publication 1187. Excel spreadsheets and PDF's are not valid formats and will be rejected. If you are unsure whether your accounting software provides these types of files, reach out to your software vendor.

Next you'll need to select the type of 1099 and give a brief description (name) of your upload. Then, choose your file and click "Ok". You can only upload one file at a time.

As long as you have the correct format, you'll see your attachment listed. Click "Next".

1099 Add

Upload Options

Upload or Enter 1099 / 1042-S

How would you like to submit your information?

| Enter Information | Upload File |

Important Note: The 1099 text file must be formatted to comply with Publication 1220 outlined by the IRS. If you are uploading a 1042-S, the text file must be formatted to comply with Publication 1187. Excel spreadsheets and PDF documents are not valid formats and will be rejected.

Attachments

Type	Name	Description	Size	
1099 Upload File	TAP1099Upload_0461937920_1.txt	test	1.04 MB	Remove

📎 **Add Attachment**

Add Attachment

NOTE: Only one file or attachment can be submitted at a time. To add a different file, click "Remove" under the attachments to add the file you would like to upload.

Your file has been attached and can be seen in the "Attachments" section below. Click the "Submit" button to electronically transmit the 1099 information to the North Dakota Office of State Tax Commissioner.

| Cancel | Save Draft | | ‹ Previous | Next › |

11. On the next page, check the box to Confirm the file is complete. Then enter you Contact Details and click "Submit".

ND TAP | TAP   ❓ 👤

‹

1099 Add

Upload Options ✓   Review 1099 Summary ›

Confirm

☑ By checking this box, I declare that I have examined the 1099 file, and to the best of my knowledge and belief, the information is true, correct, and complete.

Contact Details

Enter the following contact information and click the "Submit" button at the bottom of the page.

Name *	Title *
Required	Required

Email	Phone
withhold@nd.gov	(701) 328-3666

| Cancel | Save Draft | | ‹ Previous | Submit |

12. There will be a confirmation # on the next page that you can print for your record. This satisfies the electronic filing requirement of your 1099s. Please do not mail a paper Form 307 or 1099s.

13. You can edit your submission if you realize you made a mistake or need to add additional 1099s. This MUST be done on the same day.

Navigate back to the main TAP page and selecting the "I Want To…" tab. Then, click "Search Submission History (e.g. Return, Payment)" in the Activity box.

From here, you should have a "Pending" tab. Make sure that is selected and find the submission you're needing to edit or delete.

In the upper right corner, select "Withdraw" to edit, or "Delete" to completely remove the submission.

If editing, your submission will then become a draft. Click "Yes" and then "Ok".
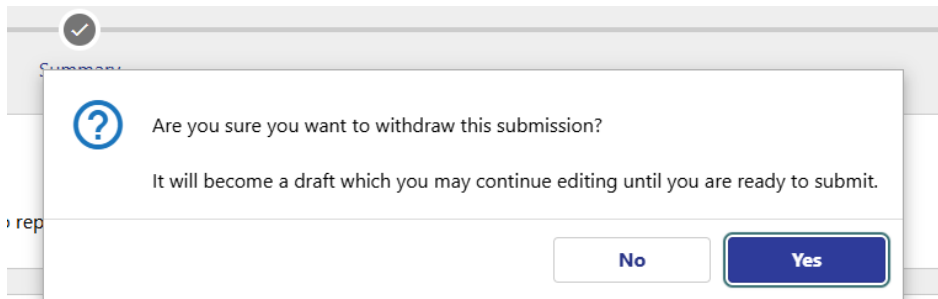
You can now begin editing your submission by clicking "Continue Editing" in the upper right corner.

< **Submissions**

1099 Add

Started

Confirmation #
0-886-190-848
Saved 13-Aug-2026 14:30:45 by

Continue Editing

> Continue Editing
> Delete

1099 Add

Upload Options

Upload or Enter 1099 / 1042-S