

Step by step instructions for filing W-2s 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 file box. Click on "Upload/Enter W-2s or W-2c".
3. W-2s can be entered manually or by uploading a file. To enter W-2s manually, select "W-2" and then "Enter Information". Then click "Next" on the bottom right. Skip to Step 4 for instructions on uploading a file.

Only check the box on this screen if you have no employees and did not issue any W-2's.

W-2 Add

Upload Options

Employee Information

☐ Check this box if there are no W-2s to report this period.

Upload or Enter W-2 / W-2c

Which form do you wish to submit?

☐ W-2 ☐ W-2c

How would you like to submit your W-2 information?

☐ Enter Information ☐ Upload File

Cancel Save Draft < Previous Next >

Begin by entering the Employer information and then click “Next”.

W-2 Add

Workflow Step 1

✓ Upload Options

➤ Add/Modify Employers

Add / Modify W-2 Employers

As you enter the employer information below, additional columns will appear to the right. A blank column will always be visible and cannot be removed. To add another employer, continue to enter the information in the blank column available. To modify the information for an employer, click the field you wish to change and enter the new information. To remove an employer, you will need to check the box at the bottom of the column indicating "Delete". Employers with "Delete" checked will be removed from this list after the submission processes overnight.

Please add employer information. 1

ID Type	
FEIN	
Name	
Country	
Street	
City	
State	
Zip Code	
Delete	<input type="checkbox"/>

CancelSave Draft

< PreviousNext >

Select the Employer, the Filing Period, and click “Next”.

✓

✓

✕

Upload Options

Add/Modify Employers

Select Employer/Filing Period

Select an employer

Select an employer from the list. Employers with "Delete" checked will be removed from this list after this submission processes. If the employer is not listed, please return to the previous page to add them.

Select	FEIN	Name	Country	Street	City	State	Zip Code	Delete
<input type="radio"/>	12-3456789	TAX DEPOT	USA	123 MAIN	BISMARCK	ND	12345	<input type="checkbox"/>

Select A Filing Period

Select the filing period to key W-2s for and then click the 'Next' button.

Select	Period
<input type="radio"/>	31-Dec-2025
<input type="radio"/>	31-Dec-2024
<input type="radio"/>	31-Dec-2023
<input type="radio"/>	31-Dec-2022
<input type="radio"/>	31-Dec-2021
<input type="radio"/>	31-Dec-2020

Cancel

Save Draft

< Previous

Next >

Now, fill in the employee W-2 information. Each column represents a separate W-2, as you enter information, an additional column will appear. You will enter all your W-2s on this screen. When finished, click "Next".

Enter Form W-2 Information

As you enter the W-2 information below, additional columns will appear to the right. A blank column will always be visible and cannot be removed. To add additional W-2's, continue to enter the information in the blank column available. To modify the information for a W-2, click the field you wish to change and enter the new information. To remove a W-2, you will need to click the 'X' at the bottom of the column.

Please enter the W-2 information before moving to the next step! If you do not have any W-2(s) to submit, please return to the 'Upload Options' step and check the box to indicate this.

SSN	
First Name	
Middle Initial	
Last Name	
Country	
Street Address	
City	
State	
Zip Code	
Federal Wages (Box 1)	
Federal Income Tax Withheld (Box 2)	
Check this box if zero federal withholding	<input type="checkbox"/>
ND State Wages (Box 16)	
ND Income Tax Withheld (Box 17)	
Check this box if zero state withholding	<input type="checkbox"/>

Note: When entering W-2s, if there is no withholding for Federal and/or State income tax, you MUST check the box below that line item to indicate so.

Federal Wages (Box 1)	5,000.00
Federal Income Tax Withheld (Box 2) *	
Check this box if zero federal withholding	<input type="checkbox"/>
ND State Wages (Box 16)	5,000.00
ND Income Tax Withheld (Box 17) *	
Check this box if zero state withholding	<input type="checkbox"/>
	X

On the next page is your summary. Review everything to make sure it is correct, including Filing Period, number of W-2s, Total Federal and State Wages, and Withholding. On the bottom, check the box to confirm the information is correct.

Note: You can quickly view what you've entered by selecting "Click here to review a list of the W-2s entered".

W-2 Add

31-Dec-2025
Filing Period

Upload Options

Add/Modify Employers

Select Employer/Filing Period

Employee Info

Summary

Summary

W-2 Summary Information for employer: TAX DEPOT - 123456789

Review the following summary of the W-2s entered to ensure they are complete and accurate.

Click here to review a list of the W-2s entered

Total Number of W-2s Entered

1

Total Federal Wages

5,000.00

Total Federal Income Tax Withheld

0.00

Total North Dakota Wages

5,000.00

Total North Dakota Tax Withheld

0.00

Confirm

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

Cancel

Save Draft

Previous

Submit

Contact Details will populate for you to complete. Then click “Submit”.

Confirm

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

Contact Details

Enter the following contact information and then click the “Submit” button at the bottom of the page.

Name *

Required

Title *

Required

Email

tax@nd.gov

Phone

(123) 456-7890

Cancel

Save Draft

< Previous

Submit

On the next page, you'll receive a confirmation # to print for your records. This satisfies the electronic filing requirement of your W-2s. Please do not mail a paper Form 307 or W-2s.

Confirmation

Your W-2 Information Has Been Submitted

The following is a summary of your return, which will process shortly.

Submission Information

Submission: W-2 Add

Confirmation #: 1-753-436-928

Submitted: 9/22/2026 8:32:59 AM

PLEASE DO NOT MAIL IN A PAPER FORM 307. THIS SUBMISSION FULFILLS THE FORM 307 REQUIREMENT.

If you have any questions regarding this submission, please contact our office by email at TAPhelp@nd.gov or by phone at 701-328-1257 and reference the confirmation number identified above.

Back

Print Confirmation

4. To upload a file, select “W-2”, “Upload File”, then “Add Attachment”.

Upload Options

Employee Information

☐ Check this box if there are no W-2s to report this period.

Upload or Enter W-2 / W-2c

Which form do you wish to submit?

W-2

W-2c

How would you like to submit your W-2 information?

Enter Information

Upload File

Important Note: The text file must be formatted to comply with the EFW2 layout outlined by the Social Security Administration. Excel spreadsheets and PDF documents are not valid formats and will be rejected.

Attachments

Type	Name	Description	Size
There are no attachments.			

Add Attachment

Add Attachment

Cancel

Save Draft

< Previous

Next >

Note: Files must be in .txt format that complies with the EFW2 layout outlined by the Social Security Administration. Excel spreadsheets and PDFs 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.

You will be prompted to give a description (name) of your upload. Then, choose your file and click "Ok". You can only upload one file at a time.

2 / W-2c

W-2c

W-2 information?

Upload File

must be formatted to co

spreadsheets

Name

Select a file to attach

Type

W-2 Upload File

Description

tax

File

Choose File TAPW2Upload_1275035136_1.txt

Cancel OK

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

Upload or Enter W-2 / W-2c

Which form do you wish to submit?

W-2 W-2c

How would you like to submit your W-2 information?

Enter Information Upload File

Important Note: The text file must be formatted to comply with the EFW2 layout outlined by the Social Security Administration. Excel spreadsheets and PDF documents are not valid formats and will be rejected.

Attachments

Type	Name	Description	Size	
W-2 Upload File	TAPW2Upload_1275035136_1.txt	tax	49.10 KB	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 above. Click the "Next" button to confirm and electronically transmit the W-2 information to the North Dakota Office of State Tax Commissioner.

Cancel Save Draft Previous Next

5. Check the box confirming you've reviewed the W-2 file, and it is correct. Enter your Contact Details and click "Submit".

W-2 Add

✓

➤

Upload Options

Summary

Confirm

NOTE: Uploads will begin processing immediately and cannot be edited.

☒ By checking this box, I declare that I have examined the W-2 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 then click the "Submit" button at the bottom of the page.

Name *	Title *
<input type="text" value="Required"/>	<input type="text" value="Required"/>
Email	Phone
<input type="text" value="tax@nd.gov"/>	<input type="text" value="(123) 456-7890"/>

Cancel

Save Draft

< Previous

Submit

6. On the next page you'll receive a confirmation # that you can print for your records. This satisfies the electronic filing requirement of your W-2s. Please do not mail a paper Form 307 or W-2s.

Confirmation

Your W-2 Information Has Been Submitted

The following is a summary of your return, which will process shortly.

Submission Information

Submission: W-2 Add

Confirmation #: 0-563-008-256

Submitted: 9/22/2026 10:00:09 AM

PLEASE DO NOT MAIL IN A PAPER FORM 307. THIS SUBMISSION FULFILLS THE FORM 307 REQUIREMENT.

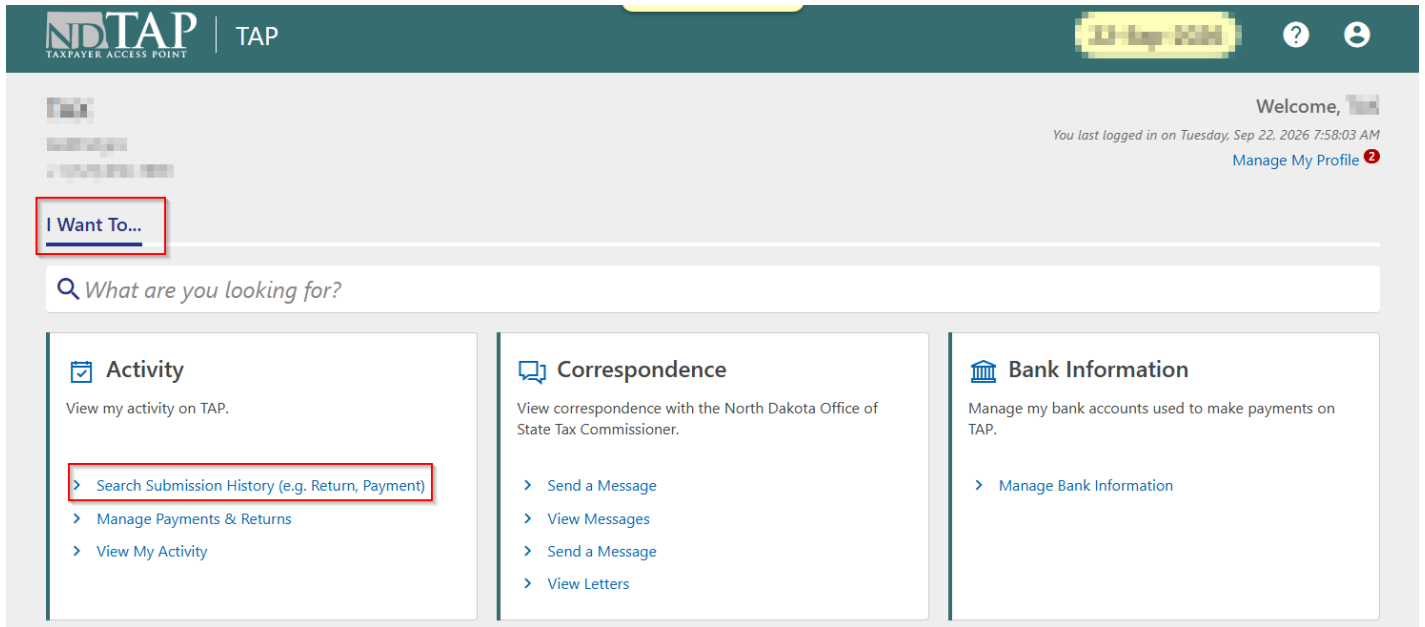
If you have any questions regarding this submission, please contact our office by email at TAPhelp@nd.gov or by phone at 701-328-1257 and reference the confirmation number identified above.

Back

Print Confirmation

7. You can edit your submission if you realize you made a mistake or need to add additional W-2s. 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.



ND TAP TAXPAYER ACCESS POINT | TAP

Welcome, [User Name]

You last logged in on Tuesday, Sep 22, 2026 7:58:03 AM

[Manage My Profile](#)

I Want To...

What are you looking for?

Activity
View my activity on TAP.

- Search Submission History (e.g. Return, Payment)**
- Manage Payments & Returns
- View My Activity

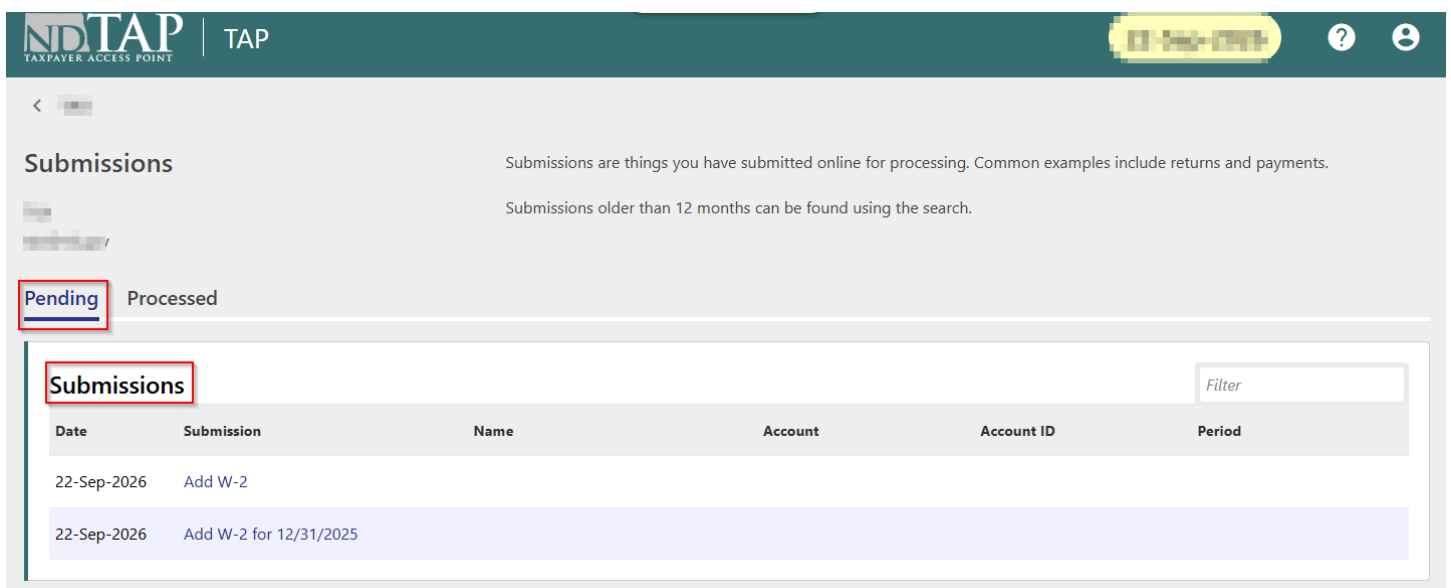
Correspondence
View correspondence with the North Dakota Office of State Tax Commissioner.

- Send a Message
- View Messages
- Send a Message
- View Letters

Bank Information
Manage my bank accounts used to make payments on TAP.

- Manage Bank Information

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



ND TAP TAXPAYER ACCESS POINT | TAP

Submissions

Submissions are things you have submitted online for processing. Common examples include returns and payments.

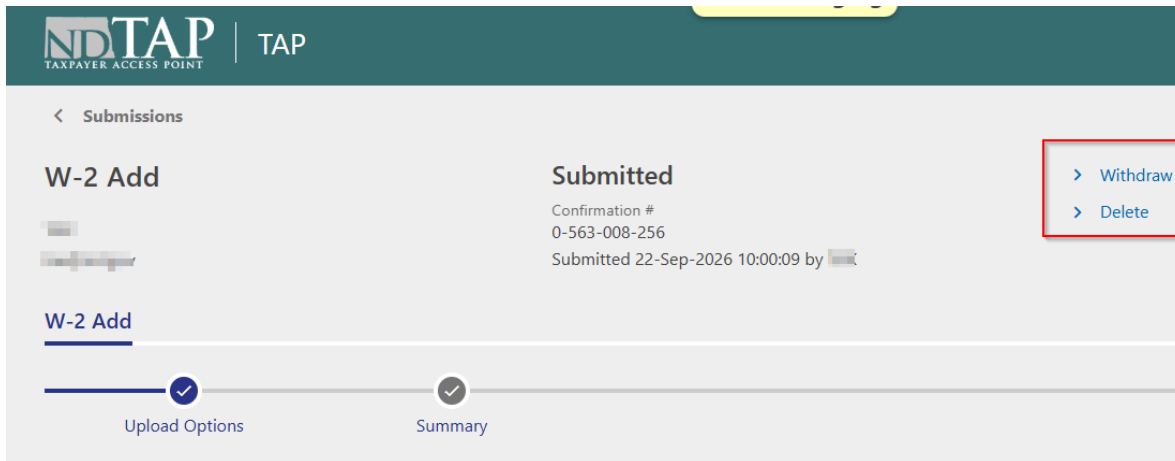
Submissions older than 12 months can be found using the search.

Pending Processed

Submissions

Date	Submission	Name	Account	Account ID	Period
22-Sep-2026	Add W-2				
22-Sep-2026	Add W-2 for 12/31/2025				

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



ND TAP | TAP
TAXPAYER ACCESS POINT

< Submissions

W-2 Add

Submitted

Confirmation #
0-563-008-256

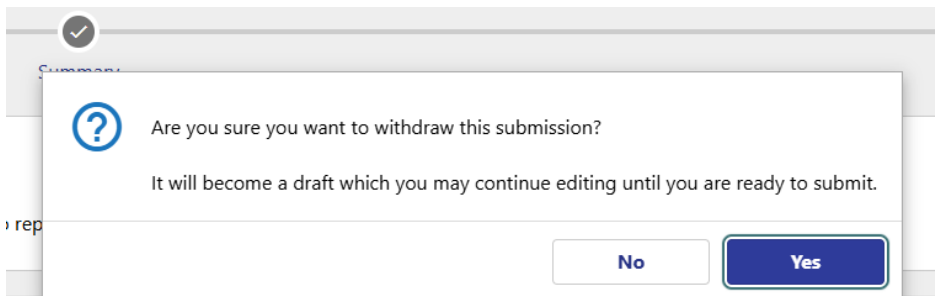
Submitted 22-Sep-2026 10:00:09 by [User]

> Withdraw
> Delete

W-2 Add

Upload Options Summary

If editing, your submission will then become a draft. Click “Yes” and then “Ok”.

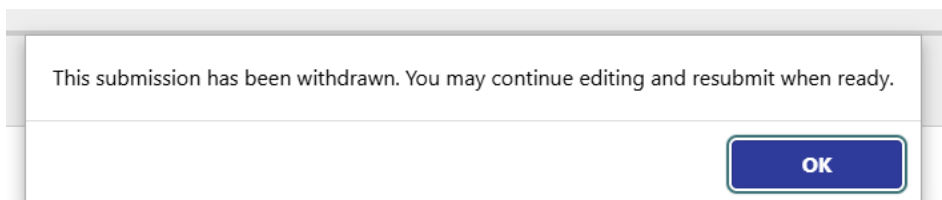


Are you sure you want to withdraw this submission?

It will become a draft which you may continue editing until you are ready to submit.

No Yes

2c

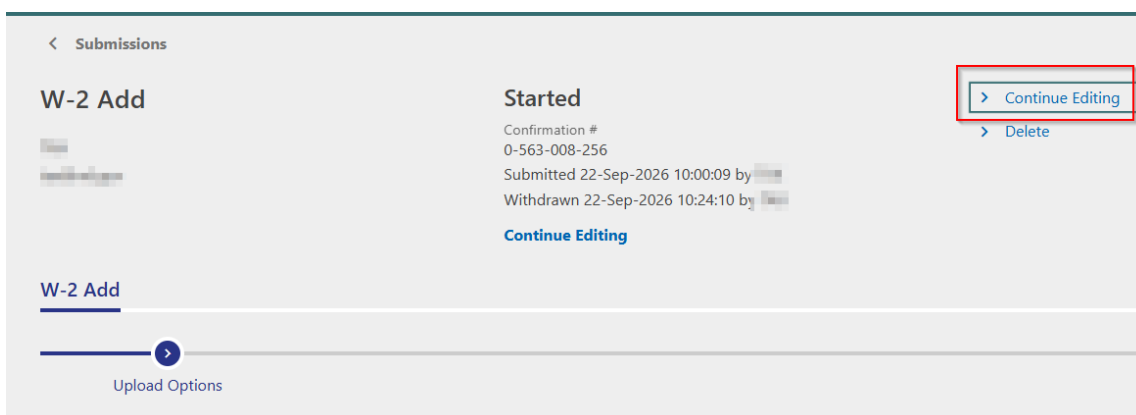


This submission has been withdrawn. You may continue editing and resubmit when ready.

OK

rest this period

You can now begin editing your submission by clicking “Continue Editing” in the upper right corner.



< Submissions

W-2 Add

Started

Confirmation #
0-563-008-256

Submitted 22-Sep-2026 10:00:09 by [User]

Withdrawn 22-Sep-2026 10:24:10 by [User]

Continue Editing

> Continue Editing
> Delete

W-2 Add

Upload Options