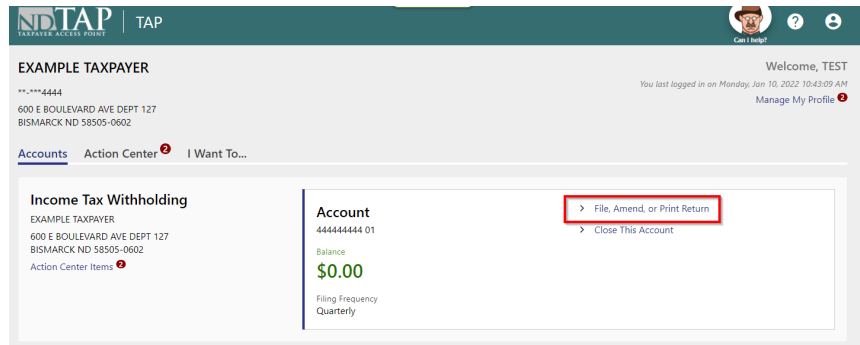


Step-by-Step Instructions

Step

1

Once you login, click on the "File, Amend, or Print Return" link under your account.



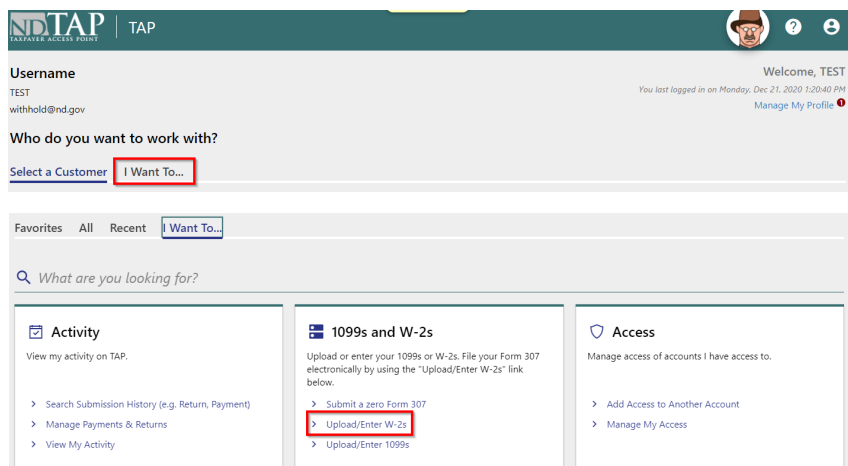
Step

2

Click on "File Now" on the right side of the Withholding 307 return and go to step 3.

| Returns | | | |
|-------------|------------------------|------------------|--------------------------------------|
| Period | Return | Status | |
| 31-Dec-2021 | Withholding 307 Return | Outstanding | File Now |
| 31-Dec-2021 | Withholding Return | Outstanding | File Now |
| 30-Sep-2021 | Withholding Return | Online-Processed | View or Amend Return |

If you are entering W-2 information, you will also need to add employer information and select the filing period.



Step 3

If you are uploading a text file of the W-2 information, continue to step 4.
If you are keying in the W-2 information, continue to step 6.

Step 4

Click on "Upload File" and then click "Attach your W-2 file".

W-2 Add

W-2 Upload

Upload/Enter W-2

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

Enter Information **Upload File** 1

Important Note: The text file must be formatted to comply with the EPW2 layout outlined by the Social Security Administration. Excel spreadsheets and PDF documents are not valid formats and will be rejected.

Add Attachment

Attach your W-2 file 2

Step 5

Choose your file and click ok. A list of file errors, if any exist, will be displayed under the attachment. Click "Submit". You have successfully submitted your W-2 information to our office. Save the Confirmation Number for your reference.

Upload/Enter W-2

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 EPW2 layout outlined by the Social Security Administration. Excel spreadsheets and PDF documents are not valid formats and will be rejected.

Add Attachment

Attach your W-2 file 1

Attachments

Type Name Size

There are no attachments.

Select a file to attach

Type: W-2 Upload File

Description * Required

File * Choose File No file chosen

Cancel OK

Cancel Save Draft Previous **Submit** 2

Step 6

Click "Enter Information" and then click "Next".

W-2 Add

W-2 Upload

Upload/Enter W-2

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

Enter Information 1 **Upload File**

Cancel Save Draft Previous **Next** 2

Step 7

If you are filing a zero Form 307 (no W-2s to report), check the box and click "Next".
If you have W-2s to enter, begin entering the information in the table. Each column represents a separate W-2. As you enter the information, additional columns will appear to the right.

To add additional W-2s, continue to enter the information in the new column available.

W-2 Add

W-2 Upload W-2 Information

Employee Information

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

Please enter the W-2 Information before moving to the next step!

Enter Form W-2 Information

Check the box to indicate no W-2s or enter the information for each W-2 below.

SSN

First Name

Middle Initial

Last Name

Street Address

City

State

Zip Code

Step 8

If the W-2 has zero federal withholding or zero state withholding, you must check the box below that row and it will show \$0.00 in the box. Once you have added all the forms you need to enter, click "Next".

If you get an error, be sure to check that you do not see a red Asterix next to any fields.

Federal Wages (Box 1)

Federal Income Tax Withheld (Box 2)

Check this box if zero federal withholding ☒

ND State Wages (Box 16)

ND Income Tax Withheld (Box 17)

Check this box if zero state withholding ☒

Step 9

On the summary page, confirm that the correct number of W-2s were entered and the total wages/withholding is correct. If it is correct, check the box at the bottom to confirm.

W-2 Add

W-2 Upload W-2 Information Summary

Summary

W-2 Summary information for employer: EXAMPLE TAXPAYER - 444444444

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

1,000.00

Total Federal Income Tax Withheld

100.00

Total North Dakota Wages

1,000.00

Total North Dakota Tax Withheld

10.00

Confirm

☒ By checking this box I declare I have examined the W-2s and to the best of my knowledge and belief, the information is true, correct, and complete.

Cancel Save Draft Previous Submit

Step 10

Once the box is checked, the contact details will show up below to complete. Enter your name and title in the required boxes. Verify your email and phone number are correct. Click "Submit".

☒ By checking this box I declare I have examined the W-2s 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="withhold@nd.gov"/> | <input type="text" value="(701) 328-1248"/> |

Step 11

You have successfully submitted your W-2 information to our office. Save or print the Confirmation Number for your reference.

Confirmation

Your W-2 Information Has Been Submitted

The following is a summary of your W-2 which will be processed shortly.

Submission Information

Submission: W-2 Add

Confirmation #: 1-312-749-056

Account Type: Income Tax Withholding

Account ID: 44444444 01

Filing Period: 12/31/2021

Submitted: 1/13/2022 10:23:39 AM

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

If you have any questions regarding this W-2, please contact our office by email at TAPhelp@nd.gov or by phone at 701.328.1257 and reference the confirmation number identified above.

This is an example of what the confirmation looks like when you do not have access to the withholding account.

Confirmation

Your W-2 Information Has Been Submitted

The following is a summary of your W-2 which will be processed shortly.

Submission Information

Submission: W-2 Add

Confirmation #: 0-502-282-752

Submitted: 12/21/2020 3:04:51 PM

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

If you have any questions regarding this W-2, please contact our office by email at TAPhelp@nd.gov or by phone at 701.328.1257 and reference the confirmation number identified above.