Electronic Upload Web Services

Overview

The North Dakota Office of State Tax Commissioner (NDOTC) offers the option of transmitting W-2 and 1099 information via web service. This option may be advantageous to companies filing on behalf of a high volume of customers. Your server or software provider will communicate with the NDOTC web service and provide W-2 and 1099 files using the standard file layouts defined by the SSA and IRS.

This guide explains:

- How to register with NDOTC
- File layout specifications
- Validation information
- Response details
- Required testing scenarios

New Users

You must register to use the Electronic Upload Web Service. Send the following request to magmedia@nd.gov:

- Subject: Register for Electronic Upload Web Service
- Body of Message:
    - Name of Software
    - Business Name
    - Business FEIN
    - Business Address
    - Business Lead(s) Name, Email, & Phone Number (If applicable)
    - Technical Lead(s) Name, Email, & Phone Number
    - Your test server(s) external IP Address(es) for whitelisting.
    - Your production server(s) external IP Address(es) for whitelisting.

You will receive an automated response indicating we have received your email after this information is sent to us. The Technical Lead(s) will be contacted by our support staff within 5-10 business days to provide test login credentials as well as our test web service URL/WSDL.

Please Note: You will be required to complete testing with us before being granted access to our production web service.

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Getting Started

Once you have received your test credentials, you can proceed with configuring your system to communicate with us. You will be able to ping the web service and send test transmissions.

Request Types

The Electronic Upload Web Service supports the following Request Types:

- W2
  - This request supports transmitting W-2 information.
- 1099
  - This request type supports transmitting 1099 information.
- ACK
  - This request type is used to request an acknowledgement of any previously accepted files to confirm processing of the data in our system.

Naming Web Upload Files

Because our web service uses a unique Request Type for each transmission, it is not necessary for us to require specific naming conventions.

Compressed / Zipped Files

Do not compress/zip the file(s) you submit through the Electronic Upload Web Service. It does not currently support compression.

Electronic Upload Accepted Tax Forms

W-2s and 1099 - submissions accepted using EFW2/SSA and Publication 1220 formats.

- Income Tax Withholding Guideline - additional income tax withholding information including important filing deadlines can be found here.

File Validations – Acceptance and Error Messages

The Electronic Upload Web Service validates and provides immediate feedback when transmitting your file. One of two scenarios will occur:

- File will validate successfully. You will be provided with a confirmation number (unique filename) generated from our system.

  Note: A confirmation number only signifies the passing of our initial validation checks. To confirm your file was accepted and processed into our system you will need to request an acknowledgement (ACK) and verify the returned status information.

- File will fail to validate. You will be provided with a list of Error Messages in the response.

Acknowledgments (ACK)

If your file passes our validation checks, the file will progress through out system in various stages until it has successfully loaded into our data warehouse. To check on the status of a file that has passed validation you may send a Request Type of ACK with the unique confirmation number (filename) we provided to you. Our system will check the status of the file and return one of the following responses:

- "File loaded and queued for processing"
  - This response indicates our system has partially processed the file. Please initiate a new ACK to check the status again in 12 hours
- "File is a duplicate and will not be processed"
  - This response indicates we have already received an exact copy of the file. We do not load duplicates so no further processing will occur on this file.
- "File successfully processed"
  - This response indicates file processing is complete in our system.
- "File failed to load during processing"
  - This response indicates an error occurred during batch processing. We will review the error in more detail and attempt to contact you within 2 business days.
- "Error locating file status"
  - This response is a catch for anything unknown that we haven't accounted for in our previous checks. You should never receive this status. Please contact us if you do.
- "File not found"
  - This response indicates we have no record of the confirmation number (filename) in our system. Please verify the confirmation number (filename) you sent us was correct.

Error Messages

When there are one or more errors, the file will fail validation and a list of error(s) are returned in the transmission response. Each error contains the following information:

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- Line number
- ID of Employer
- Name of Employer
- Detailed Error Message

Validation errors may include missing required fields, blank fields, incorrect length, invalid information (year, amount, type, etc.) and various other syntax errors. A detailed list of validation rules can be found at the following link: W2/1099 Validation List.

Required Testing

Once you have completed your development and are ready to begin testing, send a request to magmedia@nd.gov with the following information:

- Subject: Testing Electronic Upload Web Service
- Body of Message:
    - Name of Software Package
    - Test account username
    - Technical Lead(s) Name, Email, & Phone Number conducting the testing

We will contact you within 5 business days to confirm your request at which time you may begin formal testing with us. You will be required to complete and pass the following test scenarios before production access will be setup and granted to you:

1) Upload one or more 1099 file(s) with a single employer and one or more employees. Request acknowledgements back until you receive confirmation the file was processed successfully. Provide a list of the confirmation filename(s) you receive as verification.
2) Repeat step one but include 2 or more employers in the upload. Request acknowledgements back until you receive confirmation the file was processed successfully. Provide a list of the confirmation filename(s) you receive as verification.
3) Upload one or more W2 file(s) with a single employer and one or more employees. Request acknowledgements back until you receive confirmation the file was processed successfully. Provide a list of the confirmation filename(s) you receive as verification.
4) Repeat step three but include 2 or more employers in the upload. Request acknowledgements back until you receive confirmation the file was processed successfully. Provide a list of the confirmation filename(s) you receive as verification.
5) Upload one or more W2 file(s) which violate one more of the validation rules provide in the list above. Ensure you can successfully process the rejection information returned. Provide a list of the error message(s) you receive back for verification.
6) Upload one or more 1099 file(s) which violate one more of the validation rules provide in the list above. Ensure you can successfully process the rejection information returned. Provide a list of the error message(s) you receive back for verification.

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Contact Resources

If additional information or assistance is needed, please contact us.

- Web Upload Help Desk – magmedia@nd.gov