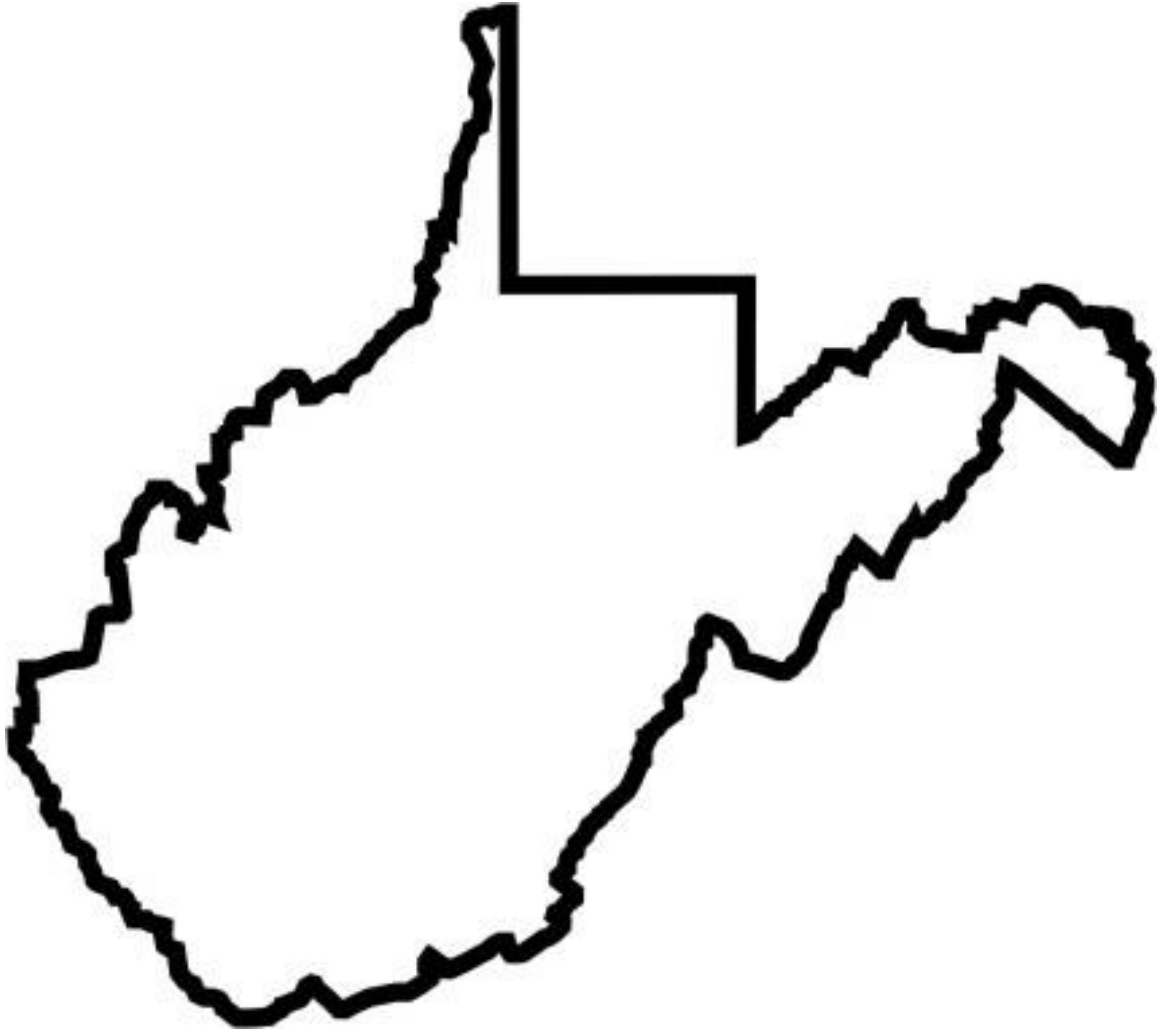


WEST VIRGINIA

STATE TAX DEPARTMENT



2013

Electronic Media Specifications
For 1099 & W-2G

www.wvtax.gov

What's New for 2013

1099s and W2Gs are required **ONLY** if they have West Virginia withholding.

ALL FORMS -Transmitter "T" Record, Payer "A" Record, and Payee "B" Record; Payment Year, Field Positions 2-5,must be updated with the four-digit reporting year (2012 to 2013), unless reporting prior year data.

- See IRS Publication 1220 for all changes and updates
<http://www.irs.gov/pub/irs-pdf/p1220.pdf>

General Information for Tax Year 2013

Beginning January 2012 you will be able to submit your W-2 Information through MyTaxes at <https://mytaxes.wvtax.gov> MyTaxes provides a more secure environment to submit data files and requires less paperwork to process.

- As of January 1st 2011, information returns of any one type for 50 or more payees must be submitted on electronic media following the specifications set forth by the IRS in Publication 1220.
- All files submitted to the state of West Virginia **MUST** be in text (.txt) format.
- All files **MUST** contain record delimiters.
- Electronic media must be postmarked by February 28th. If you are unable to make this deadline, you may submit a written request for extension of time for filing WV/IT-103. Your request must be postmarked by February 28th.
- It is imperative that the files submitted have a contact phone number and email address entered in the appropriate positions. Failure to include correct and complete contact information may result in the rejection of your submission by the State of West Virginia.
- Enclose a completed Form WV/IT-105.1, Transmitter Summary and a completed Form WV/IT-103, Annual Reconciliation, for each payer's record that is included on the media.

Note: These documents are not required for files submitted through MyTaxes.

- The State of West Virginia does not participate in the Combined Federal/State Filing Program.

Mailing Address:

West Virginia State Tax Department
TAAD/ Withholding
PO Box 3943
Charleston, WV 25339-3943

Courier or Overnight Deliveries (ONLY):

West Virginia State Tax Department
Revenue Center / Withholding
1001 Lee Street East
Charleston, WV 25301-1725

MEDIA TYPES and REQUIREMENTS

MEDIA TYPES

MyTaxes
CD ROM

MyTaxes

MyTaxes provides a more secure environment to submit data files and requires less paperwork to process.

If you are not already registered for MyTaxes, when accessing <https://mytaxes.wvtax.gov> you will be required to complete the following steps:

- Taxpayer Verification – This requires your Federal Tax ID Number, individual taxpayer ID number, social security number or WV tax ID number. In addition you will choose a tax account type, the account number and your zip code.
- Create Logon Information
- Add Access to Accounts (Optional)
- Once registered, you may request access to any or all of your tax accounts that are available on MyTaxes.

If you have any issues or questions, please contact one of the following:

Christine.D.Stephenson@wv.gov
Christina.D.Davidson@wv.gov
Jonathan.P.Haynes@wv.gov
Gregory.A.Mattox@wv.gov
Zenda.L.Griffith@wv.gov
Steven.D.Facemire@wv.gov

Importing 1099 Files

Log into **MyTaxes**

I Want To... (Left side)

Click **Submit 1099**

Click **Import** (Upper right corner)

Click **Browse** to locate your file to submit. (**Must have** (.txt) **extension**)

Click **Open**

Click **Import**

(If all fields are **GREEN** and all information displayed is correct)

Click **Submit** (upper right corner)

Print the conformation page for your records

*(If you did not receive a Confirmation page, your file has **NOT** been submitted)*

Manually Adding Electronic 1099 Information

(Not recommended for more than 10 forms)

1. Log into Mytaxes and locate **Special Actions** in blue column on left
2. Choose **Submit 1099**
3. Check box for **Manual Input of Forms**

4. Select **Add Transmitter Record**

Complete Required Information (Yellow Fields)

Click "OK"

Note: When information is added boxes turn **GREEN indicating information is editable.**

5. Select **Add Payer Records**

Complete Required Information

Click "OK"

6. Select **Add 1099 Records by Type**

Locate Blue Hyperlink with **RED!** To Complete Form

Click "OK"

7. Repeat Steps 5 & 6 for All 1099s of Each Type (to add a new record of the SAME type, click the add-record tab at the top of the screen).

Note: If Transmitting More Than One Type of 1099 Repeat Steps 5 & 6

8. If you have entered 1099 records with state tax withholdings select "**Add State Controls**", enter the Payer EIN, return type and state for each payer with 1099 records indicating state tax withholdings.

9. Click **"OK"**

10. Click **"SUBMIT"**

11. Re-enter password and click **"OK"**

12. Print page for your records

CD ROMs

MUST include a **WV/IT-105.1 Transmitter Summary Report** (Page 6) and **WV/IT-103 Annual Reconciliation**

CD ROMs must have External Label containing the following:

- Name, address and FEIN of sender
- Name and telephone number of contact person
- Type of information being reported (e.g. 1099) and tax year
- Volume number (if multi-volume reports)
 - File name must be **1099report.txt** or **1099report.zip** and open to file name **1099report.txt**.
 - Character set must be ASCII.
 - All non-numeric data must be uppercase.
 - Record delimiter must be carriage return and line feed.
 - All records must be 750 bytes in length.

Record Layout & Record Delimiters

RECORD TYPE	RECORD DESCRIPTION	MEDIA POSITIONS	SPECIFIC INSTRUCTIONS
T	TRANSMITTER RECORD	1-750	Follow IRS specifications dated 2013.
A	PAYER RECORD	1-750	Follow IRS specifications dated 2013.
B	PAYEE RECORD	1-750	Follow IRS specifications dated 2013.
B	PAYEE RECORD	723-734	State Income Tax Withheld for Form 1099-MISC, 1099-R, & W-2G.
C	END OF PAYER RECORD	1-750	Follow IRS specifications dated 2013.
F	END OF TRANSMISSION	1-750	Follow IRS specifications dated 2013. THIS RECORD INDICATES THE END OF FILE. IT MUST BE THE LAST RECORD ON THE FILE, APPEARING ONLY ONCE. NO DATA GETS PROCESSED AFTER THE CODE 'F' RECORD

Record Delimiters

A record delimiter must follow each record in the file except for the last record. The record delimiter must consist of two characters, and those characters must be carriage return and line feed (CR/LF). Make sure each record is exactly 750 characters by adding spaces at the end as needed. The carriage return character and the line feed character must be placed in positions 751 and 752, respectively.

DO NOT

- **Place a record delimiter before the first record**
- **Place more than one record delimiter i.e., more than one carriage / line-feed combination, following a record**
- **Place record delimiters after a field within the record**

West Virginia State Tax Department

Transmitter Summary Report

Tax Year _____

Transmitter Name _____ FEIN _____

Address _____ Contact _____

City, State & Zip _____ Phone _____

Media: ☐ CD Rom

Computer Manufacturer and Model used to create report _____

List all payers included in this filing (attach additional sheets if needed)

Name	FEIN	# of forms

* File name must be **1099report.txt** or **1099report.zip** and open to **1099report.txt**. Any other file name will be rejected and returned.

Note: For each CD ROM submitted, please complete a separate Media Transmitter Report.

To ensure against damage during shipping package CD ROMs appropriately.

Mail all completed reports along with Form WV/IT-103 Annual Reconciliation and media to:

Mailing Address:

West Virginia State Tax Department
TAAD/ Withholding
PO Box 3943
Charleston, WV 25339-3943

Courier or Overnight Deliveries (ONLY):

West Virginia State Tax Department
Revenue Center / Withholding
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