

West Virginia State Tax Department



2018

Electronic Media Specifications For 1099 & W-2G

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File your WV/IT-103 Year End Reconciliation on MyTaxes

Find it under **Withholding Tax, Dec 31st Return List**

Request

RETURN LIST

Received Date		Return	Status
	File Now	WTH Quarterly Return	
	File Now	WTH Recon Return	

2 Rows

What's New for 2018

- ✓ West Virginia is now operating on a January 31 due date.
- ✓ Any employer who uses a payroll service or is required to file a withholding return for **25** or more employees must file electronically.
- ✓ 2018 withholding data must be submitted via MyTaxes secure website
- ✓ Tabs have been added to MyTaxes for easier navigation and error correction.

FILING 1099'S & W-2 G'S IS REQUIRED ONLY WHEN THERE IS WV TAX WITHHELD

Please review the most current version of the 2018 IRS Publication 1220 at
<https://www.irs.gov/pub/irs-pdf/p1220.pdf>

Media Types

2018 1099 & W-2G – file on MyTaxes

Prior year – CD Rom

Record Format

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 TYPE	RECORD DESCRIPTION	MEDIA POSITIONS	SPECIFIC INSTRUCTIONS
T	TRANSMITTER RECORD	1-750	Follow IRS specifications
A	PAYER RECORD	1-750	Follow IRS specifications
B	PAYEE RECORD	1-750	Follow IRS specifications
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
F	END OF TRANSMISSION	1-750	Follow IRS specifications. 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**

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:
Christine.D.Stephenson@wv.gov

Importing 1099 & W-2G Files

Log into **MyTaxes**

I Want To... (Upper right corner)

Click **Submit 1099**

Click **Import** (Upper right corner)

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

Click **Open**

Click **Import**

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 1099 & W-2G Information

(Not recommended for more than 10 forms)

1. Log into MyTaxes and locate **I Want to...** (upper right corner)
2. Choose **Submit 1099**
3. Check box for **Manual Input of Forms**
4. Select **Add Transmitter Record**
Complete Required Information
Click "OK"
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

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

CD ROMs

MUST include a **WV/IT-105.1 Transmitter Summary Report** (Page 8) and **WV/IT-103 Annual Reconciliation** (Page 7)

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**.

General Information

1099S AND W-2GS ARE REQUIRED ONLY WHEN THEY REFLECT WEST VIRGINIA WITHHOLDING.

Information returns of any one type for 25 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.

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 (2018), unless reporting prior year data.

Electronic media must be postmarked by January 31. 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 January 31.

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.

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

You will find the WV/IT-103 located here:

<https://tax.wv.gov/Documents/TaxForms/it103.pdf>

Contact Information

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

If you have any issues or questions, please contact:

Christine.D.Stephenson@wv.gov

West Virginia State Tax Department

Transmitter Summary Report

Tax Year _____

Transmitter Name _____ FEIN _____

Address _____ Contact _____

City, State & Zip _____ Phone _____

Media: CD Rom

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
1001 Lee Street East
Charleston, WV 25301-1725

Email: Christine.D.Stephenson@wv.gov