

# West Virginia State Tax Department



## 2017

**Electronic Media Specifications  
For 1099 & W-2G**

[www.tax.wv.gov](http://www.tax.wv.gov)

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

Find it under **Withholding Tax, Dec 31<sup>st</sup> Return List**

Request			
RETURN LIST			
Received Date		Return	Status
	<a href="#">File Now</a>	WTH Quarterly Return	
	<a href="#">File Now</a>	WTH Recon Return	

2 Rows

## What's New for 2017

Tabs have been added to MyTaxes for easier navigation and error correction.



Please review the most current version of the 2017 IRS Publication 1220 at  
<http://www.irs.gov/>

### Media Types

MyTaxes current year 1099 & W-2G ONLY

CD ROM current or prior year

**1099s and W-2Gs are required ONLY when they reflect West Virginia withholding.**

### 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 dated 2017.
A	PAYER RECORD	1-750	Follow IRS specifications dated 2017.
B	PAYEE RECORD	1-750	Follow IRS specifications dated 2017.
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 2017.
F	END OF TRANSMISSION	1-750	Follow IRS specifications dated 2017. THIS RECORD INDICATES THE END OF FILE. <b>IT MUST</b> BE THE LAST RECORD ON THE FILE, APPEARING ONLY ONCE. NO DATA GETS PROCESSED AFTER THE CODE ' <b>F</b> ' 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 see contact information on page 7 and 8.

## **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

WV/IT-105.1  
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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 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.

**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 (2016 to 2017), unless reporting prior year data.

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 28<sup>th</sup>.

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.

<b>IT-103</b>		<b>ANNUAL RECONCILIATION</b>		CALENDAR YEAR	
REV 10/12		WV State Tax Department			
TO BE FILED ON OR BEFORE		PO Box 3943			
FEBRUARY 28		Charleston, WV 25339-3943			
WEST VIRGINIA INCOME TAX REPORTED AS WITHHELD DURING THE YEAR					
FIRST QUARTER		THIRD QUARTER		TOTAL FOR THE YEAR	
SECOND QUARTER		FOURTH QUARTER			
				.00	(A)
ACCOUNT NUMBER _____				Number of Withholding tax statements (W-2s/1099s) Transmitted	
NAME _____				Total WV Tax Shown as withheld by all statements transmitted	.00 (B)
ADDRESS _____				<b>DO NOT SEND PAYMENT WITH THIS FORM</b> BLOCK (A) AND (B) DIFFERENCE: ATTACH EXPLANATION. IF UNDERPAYMENT, REMIT SEPARATELY. IF OVERPAYMENT SUBMIT AN AMENDED (IT-101Q) RETURN FOR PERIOD(S) INVOLVED AND CHECK APPROPRIATE BOX TO REQUEST REFUND.	
CITY	STATE	ZIP			
SIGNATURE _____		DATE _____			



<http://tax.wv.gov/Business/Withholding/Pages/WithholdingTaxForms.aspx>

**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

**Email**

[Christine.D.Stephenson@wv.gov](mailto: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