

[IT-101Q Bulk Submission Instructions](#)

Is there a limit on the size of a file I can upload?

Yes.

A file should be limited to fewer than 5,000 (five-thousand) rows.

When uploading to the website, will a session time out after a length of time?

Possibly.

You may encounter a session timeout if your file size approaches 5,000 (five-thousand) rows.

Instead of one large file, you can divide your information into 2 or more smaller files, and then submit each smaller file one at a time.

When multiple files need to be uploaded, does each file need to be uniquely named?

No.

The naming of the files does not have to be unique since only one spreadsheet may be imported per transmission.

Is there a time frame of when an employer needs to designate us as TPA prior to us uploading/filing (ie: 24 hours before) for the return to be accepted or as long as we have TPA access in the website (even 5 minutes before filing) we will be OK?

As long as you have TPA access, you will be able to file.

Are there any specific naming requirements for the files we upload?

No.

The 8-digit account ID may include a hyphen in the spreadsheet: Does this mean we can enter either 12345678 or 1234-5678?

Yes.

Can the files be zipped or compressed?

The only accepted file format is the spreadsheet we have developed, available for import.

Is there a test system or a way to test files prior to Q1 filing?

No.

Only the spreadsheet developed may be used.

When we upload and there are errors, how will those errors be displayed? (ie: downloadable file, errors displayed 10 at a time, etc.)

Errors will be displayed and should be corrected on the spreadsheet. Multiple errors will be displayed at a time. The corrections MUST be made on the spreadsheet and the corrected spreadsheet uploaded again.

When we upload, will we receive an acknowledgment that the file was accepted?

Once the spreadsheet has passed validation and is error free, you will be able to submit and receive a confirmation number for the submission.

Do errors occur sequentially, for example will we receive one error at a time or all errors at once when we upload?

Once the spreadsheet has passed validation and is error free, you will be able to submit and receive a confirmation number for the submission.

Can errors or acknowledgements be printed from the website?

The errors can be screen printed.

The confirmation will give you an option to print the receipt.

If/when we receive an acknowledgement, does that mean the file was accepted, or accepted and processed?

Only validated, error free spreadsheets will be able to be accepted.

Once accepted, the spreadsheet will be processed in the evening.

Does one client in error reject the entire file or is just that one client rejected?

Only an error free spreadsheet can be accepted.

If we run into issues with uploading the file, who should we reach out to for assistance?

You can reach out to Taxpayer Services at 304-558-3333.

Or, you can send an email message to TaxWith@WV.Gov

Are there any interface requirements (IE, Firefox, any specific versions, etc.)?

In general, it is encouraged to use the most updated version of any browser for [MyTaxes](#).

As long as they have access to the Internet, all modern browsers automatically keep themselves up-to-date and secure.

Popular examples of modern browsers include (in alphabetical order) Chrome, Edge, Firefox, Opera, and Safari.

Can we transmit one return at a time (for example – for a late payment, can we file one return)?

The intent for bulk submissions is to allow submission of multiple returns for multiple taxpayers at one time, with one submission.

When filing a return for a single taxpayer, please go to the client's account to file a single return.

Can we use the spreadsheet, or would we need to just use the manual process on the website (go into the individual client account and file the return)?

The intent for bulk submissions is to allow submission of multiple returns for multiple taxpayers at one time, with one submission.

When filing a return for a single taxpayer, please go to the client's account to file a single return.

If an employer has one TPA on record (example: ADP, then they left ADP and are now with Paychex) – do they need to revoke the prior TPA prior to us being able to submit a bulk return for them?

It is encouraged that taxpayers revoke access to those previously granted access if they should no longer be allowed to file/pay on their behalf.

Do we need to file zero returns (no tax for the quarter or no employees)? If yes, can they be included in the bulk file?

Returns are required, even if no tax is due. Yes, zero returns may be filed using the spreadsheet.

How should late and amended returns be filed?

If there are less than 10 employees, paper could be filed. If 10 or more employees you can log in to the [MyTaxes](#) account and file the amended return individually. Late filed returns can be filed using the spreadsheet.

Are there any special sorting requirements needed (within the file)?

No.

Will sending a bulk file early cause any issues (ie: will notices generate if returns are filed before payments are received)?

IT-101Q return information provided for the months is compared to the payment information received in the quarter.

When discrepancies are identified, the information requires review. Provided that returns are filed within a few days of payments being received, there should not be any issues.

Do you require/need any sort of transmittal or client listing for clients included in the file?

No.

Is there any sort of error threshold that will stop the file from being processed?

You will be unable to submit the spreadsheet until all errors are resolved.

What is the threshold in the number of errors that are reported back to us?

You will be unable to submit the spreadsheet until all errors are resolved.

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