

Purpose

Allow bulk filing of the IT-101Q Withholding Quarterly return by TPA/PSP (Third Party Access/Payroll Service Provider.) This is available under the BULK SUBMISSION tab, in MyTaxes. The intent for this is for easier, more user-friendly method of filing multiple returns for multiple taxpayers at one time. It is not intended to be used for single, one-off filings of returns. TPA/PSP, when filing a single return for a customer, should select the traditional method of filing a return.

Requirements

To have access to the BULK SUBMISSIONS tab in MyTaxes, the logon must have been granted third party access to at least one other customer on MyTaxes.

Process

Under the BULK SUBMISSION tab, select the link for Submit IT-101Q.

Two options are available: Import and Manual Entry

Import – The import option is for an excel spreadsheet, developed by Tax. The spreadsheet contains the following columns available for input:

Account Id, Customer Name, Tax Year, Quarter, Number of Employees, Month 1, Month 2, Month 3, Total Payments, requesting a Refund (Yes/No) Stopped Paying Wages (Yes/No) and Date Stopped Paying Wages.

Field	Employer's Quarterly Withholding Return				Monthly Breakdown			Total Tax Collected	Total Payments for the Quarter				"TRUE" if you are requesting a refund	"TRUE" if your business has stopped paying wages [Date you stopped paying wages]	
	Account ID	Customer Name	Tax Year	Quarter	Number of Employees	Month 1	Month 2	Month 3	Tax Withheld This Period	Total Payments for the Quarter	Balance Due	OvePayment			
Example	1234-1234	HI LLC	2020	3	51	\$ 123,456.00	\$ 321,234.00	\$ 1,233.00	\$ 445,873.00	\$ 1,117,555.74	\$ -	\$ 671,632.74	TRUE	TRUE	12/22/2024
									\$ -	\$ -	\$ -	\$ -			
									\$ -	\$ -	\$ -	\$ -			
									\$ -	\$ -	\$ -	\$ -			

The Instructions tab contains information for input and corrections, including the following:

If it is necessary to remove a row, select to delete the entire row. Do NOT clear out the cells – Blank rows are seen as the end of the spreadsheet and will prevent any rows after to be ignored. Once the spreadsheet is uploaded, select NEXT; Validation will occur to ensure you have third-party access to the account and that the id entered is for a withholding account.

The spreadsheet columns/cells have been developed with rules and criteria – for example, if there is any information entered into a row, then account Id is required. If a TPA/PSP elects to replicate the spreadsheet designed for this process (this is discouraged due to the rules and criteria established), any errors or issues with the data transmitted are the sole responsibly of the TPA/PSP that replicated the spreadsheet.

The spreadsheet is available for import and uploading, with a max row length of 5,000 allowed. One spreadsheet per submission; multiple submissions are allowed. The spreadsheet can contain multiple filing periods (1Q, 2Q etc. – manual entry only allows one quarter to be selected for all entries.)

After selecting the import option, the next step is to enter the tax year; once entered the following link becomes available:

[Click here to import Excel spreadsheet. Then click “Next” to validate import.](#)

After importing and selecting Next, validation will be performed for spreadsheet. The following are some of the validations that will happen:

- Account number is for a valid Withholding account that the TPA/PSP has been granted.
- Duplicate entries do not exist (same account, same quarter indicated – It is permissible to file for multiple different quarters for the account.)
- Filing period is valid for the account provided

Errors displayed must be corrected in the spreadsheet. Once the spreadsheet has been corrected, the TPA/PSP will need to reimport and revalidate to ensure all errors have been resolved. Once the imported spreadsheet is error free, the TPA/PSP will be able to submit the Bulk IT-101Q submission.

Manual – the option for manual entry is limited to 10 rows. After selecting the manual option, the TPA/PSP will be prompted to enter the tax year and quarter that will be applied for all the manual entries.

When adding a record, the layout will be like that of completing the IT-101Q tax return (period end will default for all record using the information entered for tax year and quarter in the previous step and will not be able to be edited.)

Withholding Quarterly Return



Employer's Quarterly Withholding Return	
Account Number *	<i>Required</i> _____
Customer Name	_____
Period End	31-Dec-2025 _____
Employees	
Number of Employees	_____ 0
Monthly Breakdown	
Month 1	_____ 0.00
Month 2	_____ 0.00
Month 3	_____ 0.00
Total Tax Collected	
Tax Withheld This Period	_____ 0.00
Total Payments for the Quarter	
Total Payments for the Quarter	_____ 0.00
Balance Due	_____ 0.00
Overpayment	_____ 0.00
Check this box if your business has stopped paying wages	<input type="checkbox"/>

After max of 10 records have been added, the Next step will validate the entries. The following are some of the validations that will happen:

- Account number is for a valid Withholding account that the TPA/PSP has been granted.
- Filing period is valid for the account provided

Errors displayed must be addressed/corrected before the TPA/PSP may submit the manual bulk submission.