Withholding Reconciliation Filing

Bulk Filing Instructions on R.I. Taxpayer Portal

Prerequisite:

1) Valid Browsers are Google Chrome and Microsoft Edge
2) File format for uploaded file must be MS Excel (.xls or .xlsx) with no special characters

A. From "Enter Tax Return" Portal Page

If you have a prepared file ready to upload, skip to **Step 7b** below to properly upload your file. If you need to create a file, skip to the next section **(B)** to create a file.

B. Creating a RI Bulk 941 from Template

If you need to prepare a RI Bulk 941 file, follow these steps:

1. From the "Enter Tax Return" portal page, click the RI Bulk 941 Upload Template hyperlink
2. Select the 'Open' option
3. Proceed until the Excel template appears
   a. If the template appears in Protected View, you are using an incorrect browser. Must be either Google Chrome or Microsoft Edge.
4. Row 1 contains the columns' header information. Do not enter any return information in row 1.
   a. Each Row will represent a different taxpayer. This template allows 1000 rows. See special instructions in Step 9 below to create multiple files.
5. Beginning with Row 2, enter the following demographic information in each column:
   a. Federal employer identification number (limited to 9 characters)
   b. For the quarter ending (Enter as MMDDYYYY)
   c. Name (limited to 120 characters)
   d. Address (limited to 40 characters)
   e. City (limited to 50 characters)
   f. State (2 characters)
   g. Zip Code
   h. Amended return:
      ➢ Enter '1' for Amended return; '0' or blank for Original return

6. **Document Withholding Data**

   NOTE: If the dollar amount is not a whole number, you must use a decimal point (i.e $10.50)

   a. **If your Filing Frequency = 'Weekly' ,** you must fill out appropriate columns in *Columns I thru Z*. Include amounts for each week within each month of the quarter that you are filing.
      i. **Week 1/ Month 1, Week 2/Month 1, Week 3/Month 1, etc**

   b. **If your Filing Frequency = 'Monthly',** you must fill out *Columns N, T, Z,* as appropriate.
      i. **Total/Month 1, Total/Month 2, Total/Month 3**

<ol type="c" start="3">
If your Filing Frequency = 'Quarterly', you only need to fill out Column Z
<ol type="i">
Total/Month 3

<ol type="a" start="4">
Template Columns AA, AB, AC (Lines 2, 4, 5 from the 941 Tax Form)
<ol type="i">
Line2 from 941 return (State Income tax withholding payments made to Taxation for this quarter)
Line4 from 941 return (Number of employees who received wages, tips, etc for this quarter)
Line5 from 941 return (Total amount of wages, tips, and other compensation for this quarter)

In Excel, click File and Save. Do not include any special characters (like '/', '#', '&') when naming the Excel file.

<ol start="7">
Completing and Submitting your RI Bulk 941 file
<ol type="a">
On the Enter Tax Return page on the portal:
<ol type="i">
Check to make sure that no data already exists under the Bulk941 tab. You cannot add/upload more than one file at a time. Trying to do so will overwrite the data from the first file.

➢ If you have already added one file, you must Submit that tax form first, and then repeat the File a Form process. More detailed explanation is below.

Click on the "File Upload" tab
Select file type: "MS Excel"
Click ADD FILE

➢ You can verify that your data was loaded properly by clicking on the BulkRI941 tab.

Click <Calculate> button
Click <Submit> button
Review Summary Information…click <Next>
Accept Electronic Signature
Review 'Enter Tax Return-Confirmation" page

<ol start="8">
Tax Payments
<ol type="a">
Payments cannot be submitted with this file.

<ol start="9">
Special Instructions if your file contains more than 1000 rows

You must break your file into multiple files and add/upload <u>and submit</u> each separately. If you are using the Bulk 941 Template, you need to come back to the 'Enter Tax Return' portal page and repeat Steps 1 to 6 above to create a new file. Then, continue with Step 7 above, making sure to save your second Excel file with a different name.

Reminder: When you Submit your RI Bulk 941 form, there should be only one (1) file attached. See details below.

10. **Steps to Submit another file**
    a. Select 'Online Transactions' from the top Menu Bar
    b. Select 'File a Form'
    c. Instructions on File a Form page:
        i. Select Name,
        ii. Select Account = 'Bulk Filing/Bulk Withholding Reconciliation Filing'
        iii. Complete the remainder required fields
        iv. Select the <u>same</u> Filing Period as the previous form
        v. Click NEXT button
    d. **Repeat instructions from Sections A and B of this document to submit your subsequent files.**
    e. **When you get to the point of submitting your tax form, when you click the Submit button you will see the following box. Click OK and submit the separate file.**

11. **Viewing your Submitted Files**
    a. From the Menu bar, select 'Online Transactions/Save and Submitted Items"
    b. You will be able to see the number of files submitted on this page with unique Confirmation Numbers for each file submitted.