

## **Rhode Island Form W-3 Bulk Filing Template**

Updated 11/29/2023

Template file name: RI\_W3\_template

File format: Must be .csv

Do not overwrite the column headers. These must be included in your submission.

Each row will contain an individual employer's information.

All data should be formatted as text.

When submitting the .csv file, replace "template" in the template file name with the name of the company submitting the file, the submission date and file number (in case multiple files are sent on the same day).

For example: **RI\_W3\_SubmittingCompanyName\_01152024\_File1**

### **Specific Field Required Formatting**

Federal identification number, Account identification number and PreparerID:

- Must be nine (9) digits in length.
- Numbers only; no special characters; do not include a dash.
- You must include either the Federal Identification number or the Account identification number; both are not required unless the employer uses the same federal identification number for more than one account. In this instance, the account identification is needed to properly match the file to the account.

For year ending:

- Must be eight (8) digits in length.
- MMDDYYYY
- Numbers only; no special characters; do not include dashes or slashes.
- This field is required.

Name, Address, and City:

- These fields are required.

State:

- Two-character state abbreviation only.
- This field is required.

Zip code:

- Must be five (5) digits in length.
- Make sure leading zero is not dropped.
- This field is required.

Amended return:

- 1 character only.
- "0" if no; "1" is yes.
- This field is required.

## **Rhode Island Form W-3 Bulk Filing Template (continued)**

1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter, 4<sup>th</sup> Quarter, Total Tax Withheld, Total Payments, Amount Due and Total Wages:

- Do not use commas; use a decimal; two digits for cents.
- These fields are required.

W2 Count:

- Numbers only; no comma; no decimal; whole number only.
- This field is required.

PreparerEmail:

- Format as valid email address.

PreparerPhone:

- Must be ten (10) digits in length.
- Numbers only; no special characters; do not include dashes or parentheses.

When file is completed, email [Tax.ProdControl@tax.ri.gov](mailto:Tax.ProdControl@tax.ri.gov) in order to receive a secure upload link.

***Make note of the expiration date of the link in the email.***

Email [Tax.VendorForms@tax.ri.gov](mailto:Tax.VendorForms@tax.ri.gov) if you have any questions regarding the template and/or formatting.