

**STATE OF RHODE
ISLAND DIVISION OF
TAXATION**

**WITHHOLDING
TAX FILING &
TRANSMITTAL
REQUIREMENTS**

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For additional information on these filing requirements, please contact:

Tax Portal Section
Tax.Portal@tax.ri.gov
(401) 574-8484

- - - What's New - - -

The following are new for this year:

- 1) 1099 forms are required to be filed with the Rhode Island Division of Taxation if there is income to be reported. This is true even if there is no Rhode Island Withholding tax being reported.
- 2) Electronic files are to be submitted via the Rhode Island Division of Taxation's Tax Portal. For more information, see the specific instructions in this document for the file you are submitting.

Withholding Tax Filing and Transmittal Requirements

- - - Form WTM - - -

Purpose:

Form WTM is to be used by monthly filers who are not required to file and pay via electronic means for NON-QUARTER ending months ONLY. **Filers required to file and pay via electronic means will not need to use this form and will only need to make their monthly payment using one of the electronic methods listed below.**

Due Date(s):

Form WTM (RI-941M) is to be filed with the R.I. Division of Taxation on or before the 20th day of the following month.

Filing and paying requirements:

Most employers are required to file and make payments via electronic means. **Filers required to file and pay via electronic means will not need to use this form and will only need to make their monthly payment using one of the electronic methods listed below.**

Monthly payers with an average Rhode Island withholding for the previous calendar year of \$200 or more per month **must** file and pay via electronic means.

Monthly payers with an average Rhode Island withholding of \$50 or more, but less than \$200 per month **may** file and pay via electronic means; UNLESS they are an employer that:

- 1) operates as a business whose combined annual liability for the entity for all taxes administered by the RI Division of Taxation is equal to or exceeds \$5,000; or
- 2) operates as a business whose annual gross income for the entity is over \$100,000.

If the employer meets either of the criteria above, they must file and pay via electronic means.

Allowable methods of filing and paying subject to criteria above:

Taxation's Tax Portal: <https://taxportal.ri.gov/>

Credit card payment: <https://www.ri.gov/app/taxation/payments>

Note: there is a fee for this method. The R.I. Division of Taxation does not receive any portion of this fee.

Paper - ONLY for those employers not required to file via electronic means:

Mail to Rhode Island Division of Taxation
One Capitol Hill
Providence, RI 02908

Withholding Tax Filing and Transmittal Requirements

- - - Form RI-941 - - -

Purpose:

Form RI-941 is to be used for periods beginning on or after March 1, 2020 by:

- 1) Those employers eligible to remit, on a Quarterly basis, the Rhode Island state income tax withheld from employees' wages. Form RI-941 will be used by Quarterly payers to accompany the Quarterly withholding payment, as well as serve as a Quarterly Reconciliation.

For those Quarterly payers, Form RI-941 replaces Form WTQ (RI-941Q) previously used.

AND

- 2) All other employers withholding Rhode Island state income tax from employee wages in order to reconcile the amount of Rhode Island state income tax withheld from employees' wages with the actual payments remitted to the RI Division of Taxation during the quarter.

Due Date(s):

Form RI-941, Employer's Quarterly Tax Return and Reconciliation must be filed no later than the last day of the month following the end of the quarter.

Filing and paying requirements:

Some employers are required to file Form RI-941 and make payments via electronic means.

Weekly payers **must** file and pay via electronic means.

Monthly payers with an average Rhode Island withholding for the previous calendar year of \$200 or more per month **must** file and pay via electronic means.

Monthly payers with an average Rhode Island withholding of \$50 or more, but less than \$200 per month; **and** Quarterly payers with an average Rhode Island withholding of less than \$50 per month **may** file and pay via electronic means; UNLESS they are an employer that:

- 1) operates as a business whose combined annual liability for the entity for all taxes administered by the R.I. Division of Taxation is equal to or exceeds \$5,000; or
- 2) operates as a business whose annual gross income for the entity is over \$100,000.

If the employer meets either of the criteria above, they must file and pay via electronic means.

Allowable methods of filing and paying subject to criteria above:

Taxation's Tax Portal: <https://taxportal.ri.gov/>

Credit card payment: <https://www.ri.gov/app/taxation/payments>

Notes: 1) There is a fee for this method. The R.I. Division of Taxation does not receive any portion of this fee.

2) Making payment by credit card does not satisfy the requirement to file. You must still file Form RI-941.

Bulk filing:

Contact: Tax.VendorForms@tax.ri.gov

Submit a completed Payroll Letter of Intent (LOI) to Tax.VendorForms@tax.ri.gov. Upon successful review of your Payroll LOI, you will be registered as a bulk filer and you will be able to submit files through the bulk RI-941 process.

The contact listed in the Payroll LOI will receive an email from someone in the Tax Portal group providing them with a PIN notice and the Administrator User Guide.

Withholding Tax Filing and Transmittal Requirements

- - - Form RI-941 (continued) - - -

Paper - ONLY for those employers not required to file via electronic means:

Mail to Rhode Island Division of Taxation
One Capitol Hill
Providence, RI 02908

Amended returns:

Current year and prior year periods can be amended on Taxation's Tax Portal or via bulk filing if being filed by a registered bulk filer. *

* Amended returns can only be filed for the prior twenty-four (24) months.

If you need to amend a return for a period over two years ago, mail the amended return to:

Rhode Island Division of Taxation
One Capitol Hill
Providence, RI 02908

Withholding Tax Filing and Transmittal Requirements

- - - Form W-2 - - -

Purpose:

Every employer with employees in the State of Rhode Island is required to issue a W-2 to its employees and provide that information to the State of Rhode Island.

Every employer that is required to file annual W-2 information to the Social Security Administration electronically and having a minimum of twenty-five (25) employees in the State of Rhode Island is required to file W-2 informational returns electronically with the State.

In addition, every employer that applies for or receives one or more Rhode Island tax credit(s) is required to electronically file W-2 informational returns with the State.

Due Date(s):

January 31st

Filing requirements:

The filing requirements for all electronic submissions are:

- 1) Required to use the EFW2 format. This same EFW2 format should be used through Taxation's Tax Portal.
- 2) The only file type accepted is .txt. All other file formats will be rejected.
Please be sure your filename ends with .txt before submitting, regardless of submission method.
- 3) All files must be submitted in ASCII format. EBCDIC is no longer be accepted.
- 4) Files over 5MB must be compressed (zipped) before being uploaded.
- 5) The maximum file size is 49MB.

FILE REQUIREMENTS:

The required format is described in the most current SSA EFW2 format and amendments or revisions thereto.

<http://www.socialsecurity.gov/employer>

RA	Required	Submitter Record
RE	Required	Employer Record
RW	Required	Employee Wage Record
RO	Optional	Employee Wage Record
RS	Required	State Wage Record
RT	Optional	Total Record
RU	Optional	Total Record
RV	Optional	State Total Record
RF	Required	Final Record

Social security numbers should not be left blank or substituted. An actual social security number or the temporary issued number (TIN) is required for all employees.

File format: Only files formatted for Windows/DOS will be accepted. Each line must end with CR LF. UNIX files (LF only) will be rejected. Record length must be 512 characters for all records, including header and footer.

The records required for filing with the State of Rhode Island Division of Taxation are:

(RA) Submitter Record - Required

Must be the first data record on each file

Withholding Tax Filing and Transmittal Requirements

- - - Form W-2 (continued) - - -

(RE) Employer Record - Required

The first RE record must follow the RA record
Following the last RE record, create an RF record

When entering the ID number for the Employer Record, enter the FEIN under which withholding tax payments were submitted to the R.I. Division of Taxation for Form RI-941.

If employer withholding tax payments were deposited under the FEIN of the employer, enter the FEIN of the employer.

If employer withholding tax payments were deposited under the FEIN of a third-party, enter the FEIN of the third-party.

(RW) Employee Wage Record - Required

Must contain the following elements: social security number, employee first name and employee last name.
Each RW record is to be followed by the RS record for the employee.

(RO) Employee Wage Record – Optional

Not required by the State

(RS) State Wage Record – Required

State Code = 44

SSNs or TINs are required and must be included or the file will be rejected.

If there are multiple State Wage Records for an employee, include all the State Wage Records for the employee
If this is the only RE record, then once the final RS record is listed, a RF record would be required.

If multiple employers (RE records) are provided in a file, then after the final RS record is listed for the first employer, then a new RE record should be provided and their RW and RS records would follow. This process would repeat until all employers are completed. An RF record would follow the last employers RS record.

If multiple RE records are included in a file and an RE record(s) has a bad RS record due to a blank or incorrect SSN, only this employer(s) will be rejected and a new file with this employer(s) would need to be resubmitted.

(RT) Total Record – Optional

Not required by the State

(RU) Total Record – Optional

Not required by the State

(RV) State Total Record – Optional

Not required by the State

(RF) Final Record – Required

This is the final record on the file.

Allowable method of filing subject to criteria above:

W-2 information should be uploaded to Taxation's Tax Portal. See the Portal Upload Filing Overview section starting on page 13 for more information.

Note:

If you are an employer with twenty-five (25) or more employees, it is required that all of the W-2 forms issued to employees are submitted electronically to the R.I. Division of Taxation by uploading the file to Taxation's Tax Portal.

If you submit your W-2 information via upload to Taxation's Tax Portal, you must also complete Form RI W-3 on Taxation's Tax Portal.

Withholding Tax Filing and Transmittal Requirements

- - - Form W-2 (continued) - - -

Filing Options:

A taxpayer with an eligible account on Taxation's Tax Portal can upload a file to their account for themselves.

A CPA who is an Authorized User, designated to perform specific functions for multiple clients' accounts on Taxation's Tax Portal can upload a file for those particular clients.

A payroll provider or "mass bulk filer" can register with the Division of Taxation through the Payroll Letter of Intent.

Contact: Tax.VendorForms@tax.ri.gov

Submit a completed Payroll Letter of Intent (LOI) to Tax.VendorForms@tax.ri.gov. Upon successful review and approval of your Payroll LOI, you will be registered as a bulk filer and you will be able to submit files through the bulk process.

The contact listed in the Payroll LOI will receive an email from someone in the Tax Portal group providing them with a PIN notice and the Administrator User Guide.

Amended returns:

Effective with filing season 2025, the R.I. Division of Taxation will be accepting amended or corrected W-2 files on Taxation's Tax Portal. The amended or corrected W-2 files MUST be formatted using the EFW2C file format.

The file name should reference that it is an amended file and the date of the amendment.

Withholding Tax Filing and Transmittal Requirements

- - - Form RI W-3 - - -

Purpose:

Form RI W-3 is to be used for periods beginning on or after March 1, 2020 by all employers withholding Rhode Island state income tax from employee wages as a reconciliation return for the employer's wage and tax statements (W-2s).

Due Date:

Form RI-W3 must be filed no later than January 31st following the end of the tax year.

Filing and paying requirements:

Employers who are required to file W-2s and W-3s electronically for federal tax purposes must file W-2s and W-3s electronically for Rhode Island tax purposes.

See the Form W-2 section starting on page 5 of this document for the W-2 file specifications.

Allowable methods of filing and paying subject to criteria above:

Taxation's Tax Portal: <https://taxportal.ri.gov/>

Paper - ONLY for those employers not required to file via electronic means:

Mail to Rhode Island Division of Taxation
One Capitol Hill
Providence, RI 02908

Filing Options

A taxpayer with an eligible account on Taxation's Tax Portal can file the return on the portal for themselves.

A CPA who is an Authorized User, designated to perform specific functions for multiple clients' accounts on Taxation's Tax Portal can upload a file for those particular clients.

Form RI W-3 can be filed using a Bulk Upload process if you are filing for ten (10) or more employers. For calendar year 2025, filers will file W-3 information on Taxation's Tax Portal using the RI W-3 Bulk Filing template.

The RI W-3 Bulk Filing Template, an example of the RI W-3 Bulk Filing Template, and the RI W-3 Bulk File Layout and Instructions can be found on the Division of Taxation's website at www.tax.ri.gov.

Similar to last year, files can no longer be filed by uploading to a secure EFT link.

Amended returns:

Amended returns can be filed on Taxation's Tax Portal. After logging in to your portal account, go to the period you are amending, check the amended check box and enter your amended information.

Note that an overpayment will not automatically be refunded to you. You must contact the R.I. Division of Taxation in order to request the refund.

If you are a bulk filer that needs to amend any of the records of a bulk file that was transmitted to the state, use the original file that was submitted, provide a new file containing only the amended record(s). Be sure the character in the Amended field is reported as "1" for each of the amended record(s). (See instructions for the RI W-3 Bulk Filing Template on page 9 for more information.)

Withholding Tax Filing and Transmittal Requirements

- - - Form RI W-3 Bulk Filing Template - - -

Template file name: RI_W3_template

File format: Must be .xls or .xlsx

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, except for the period end date which should be in the date format of mm/dd/yyyy.

When submitting the .xls or .xlsx 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_01152026_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 ten (10) digits in length.
- MM/DD/YYYY
- Numbers and forward slashes only.
- 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.

1st Quarter, 2nd Quarter, 3rd Quarter, 4th 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.

Withholding Tax Filing and Transmittal Requirements

- - - Form RI W-3 Bulk Filing Template (continued) - - -

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.

Bulk Upload Process

For calendar year 2025, filers will file RI W-3 information on Taxation's Tax Portal using the RI W-3 Bulk Filing template.

Similar to last year, files can no longer be filed by uploading to a secure EFT link.

Email Tax.VendorForms@tax.ri.gov if you have any questions regarding the template and/or formatting.

1099 FILINGS TO BE MADE ELECTRONICALLY

1099 forms are required to be filed with the Rhode Island Division of Taxation if there is Rhode Island sourced income to be reported. This is true even if there is no Rhode Island Withholding tax being reported. These forms can be submitted electronically via Taxation's Tax Portal. In addition, there is a bulk filing option available for registered bulk filers to use for submitting 1099 forms.

Rhode Island personal income tax law, R.I. Gen. Laws § 44-30-58 (c) reads in pertinent part as follows:

(c) Information at source. The tax administrator may prescribe regulations and instructions requiring returns of information to be made on or before January 31 of each year as to the payment or crediting in any calendar year of amounts of one hundred dollars (\$100) or more to any Rhode Island personal income taxpayer. The returns may be required of any person, including lessees or mortgagors of real or personal property, fiduciaries, employers, and all officers and employees of this state, or of any municipal corporation or political subdivision of this state, having the control, receipt, custody, disposal, or payment of interest, rents, salaries, wages, premiums, dividends and other corporate distributions, annuities, compensations, remunerations, emoluments, or other fixed or determinable gains, profits or income. A duplicate of the statement as to tax withheld on wages, required to be furnished by an employer to an employee, shall constitute the return of information required to be made under this section with respect to the wages.

If you meet at least one of the following requirements, you must submit an information form (i.e. 1099, W-2, etc.) to the Rhode Island Division of Taxation.

- 1) Rhode Island income tax was withheld from the amount paid to the recipient; or
- 2) The amount paid to the Rhode Island recipient, in whole or in part, was derived from income that is directly attributable to obligations of states other than Rhode Island and/or their political subdivisions; or
- 3) The amount paid is for services performed in Rhode Island; or
- 4) You are a qualified depository accepting deposits as family education accounts under R.I. Gen. Laws § 44-30-25.

Except for those entities that meet the requirements in 1, 2, 3 or 4 above, the tax administrator has waived the filing requirements for informational returns for the current tax year.

Combined Federal/State Filing

Rhode Island does not participate in the combined Federal/State filing program. It has come to our attention that IRS Pub. 1220 indicates that Rhode Island is now participating in this program. While this may be true for other state agencies, it is not the case for the R.I. Division of Taxation. Files must be filed directly with the R.I. Division of Taxation.

Filing requirements:

With the exception of Form 1099-DA, all electronic submissions are required to use the Internal Revenue Service's Filing Information Returns Electronically (FIRE) format. The required format is described in the format specifications in: <https://www.irs.gov/pub/irs-pdf/p1220.pdf>

Form 1099-DA must be electronically filed using the IRIS xml format. The required format is described in the format specifications in: <https://www.irs.gov/pub/irs-pdf/p5718.pdf>

Filing Options

A taxpayer with an eligible account on Taxation's Tax Portal can upload a file to their account for themselves.

A CPA who is an Authorized User, designated to perform specific functions for multiple clients' accounts on Taxation's Tax Portal can upload a file for those particular clients.

Withholding Tax Filing and Transmittal Requirements

- - - Form 1099 (continued) - - -

A payroll provider or “mass bulk filer” can register with the Division of Taxation through the Payroll Letter of Intent.
Contact: Tax.VendorForms@tax.ri.gov

Submit a completed Payroll Letter of Intent (LOI) to Tax.VendorForms@tax.ri.gov. Upon successful review of your Payroll LOI, you will be registered as a bulk filer and you will be able to submit files through the bulk process.

The contact listed in the Payroll LOI will receive an email from someone in the Tax Portal group providing them with a PIN notice and the Administrator User Guide.

- - - Portal Upload Filing Overview - - -

There will be three (3) ways that a taxpayer (or other user) can upload files to the R.I. Division of Taxation:

- 1) A taxpayer with an eligible account can upload a file for themselves to their account.
- 2) A CPA is an Authorized User, designated to perform specific functions for multiple clients' accounts on Taxation's Tax Portal can upload a file for those particular clients.
- 3) A payroll provider or "mass bulk filer" can register with the R.I. Division of Taxation to request the ability to send files for multiple taxpayers without the need to have a linked Tax Portal account.
 - a) Similar to last year, files can no longer be filed by uploading to a secure EFT link.
 - b) Each entity will be required to go through a Payroll Letter of Intent process, similar to the MeF process, in order to be able to send a mass bulk file.
 - c) After being approved, the R.I. Division of Taxation's Tax Portal team will configure access for the user.
 - d) Testing will be available for this group to ensure files are properly formatted.

The R.I. Division of Taxation will have two (2) forms of bulk filings on its Tax Portal for filing season 2025:

- 1) Bulk returns supporting the filing of RI-941 and RI W-3 returns
 - a) RI-941 files must use the RI-941 template provided by the R.I. Division of Taxation
 - b) RI W-3 files must use the RI W-3 template provided by the R.I. Division of Taxation
- 2) Informational Documents supporting W2, W-2C, and 1099 forms
 - a) W-2 files must use EFW2 formatting.
 - b) W-2C files must use EF2WC formatting. Do not send a revised file using EFW2 formatting.
 - c) With the exception of 1099-DA, 1099 files must use Pub. 1220 formatting using the Internal Revenue Service's filing Information Returns Electronically (FIRE) format.
 - d) 1099-DA files must use the IRIS xml format.

Uploading files to Taxation's Tax Portal:

When a user attempts to upload a bulk file, the data will be validated in multiple ways including, but not limited to ensuring the correct format is being used, that the data is intended for Rhode Island and that IDs have nine (9) digits.

Users will be allowed to use the same username (that they already have) in Taxation's Tax Portal to upload both bulk returns and informational documents, as well as perform the current Tax Portal functions (e.g. make payments).

Please note that authorized users must be designated to perform specific functions and/or have specific permissions on Taxation's Tax Portal.

Withholding Tax Filing and Transmittal Requirements

- - - Filing W-2, W-2C and 1099 Documents through Taxation's Tax Portal - - - Instructions and Screenshots

Informational Documents, including the W-2, W-2C, and 1099 files, will be uploaded through the Division of Taxation's Tax Portal:



To file these informational documents, you must log into your Portal user account. If you do not have an account, please contact 401-574-8484 or e-mail TaxPortal@tax.ri.gov for assistance.

Note: if you are a payroll provider and wish to file informational documents for multiple businesses that you do not file and pay returns for on Taxation's Tax Portal, you may need to first submit a Payroll Letter of Intent to begin the approval process for filing.

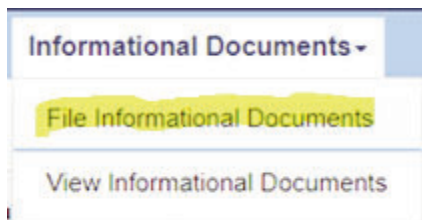
After you log into the Portal, navigate to the top right corner and select "Informational Documents":



You will see two options:

- File Informational Documents – this is used to upload your files for processing.
- View Informational Documents – this allows you to view previously uploaded files and you can see if the files were successfully processed.

Select "File Informational Documents":



Withholding Tax Filing and Transmittal Requirements

- - - Filing W-2, W-2C and 1099 Documents through the Tax Portal - - - Instructions and Screenshots (continued)

On the next screen, choose from the dropdown list which type of file you are uploading and if you wish to file or simply validate the file:

- The File Upload option is used to validate and submit a file, if the validation is successful. (See page 17 for more information.)
- The Validation option is used to check if there are any issues with your file that would prevent the successful submission of the file. A Validation Rules document will be published in the near future. (See page 16 for more information.)

Choose the appropriate file type and format for the file you are uploading:

Once you have selected your option, click “Add Files” to select the file from your computer, and then click “Start Upload” to upload the file to the system. Next, click “Submit” to begin processing of the file.

You will receive a Transmission ID on the Confirmation page.

Withholding Tax Filing and Transmittal Requirements

- - - Filing W-2, W-2C and 1099 Documents through the Tax Portal - - - Instructions and Screenshots

File Validation Only

If you want to test your file and check for any validation issues prior to uploading your file, select the File Validation option in the dropdown list under “Select File Type”. If there is an issue with your file that will prevent a successful submission, you will receive an error message.

The error message will contain an error code with an error description along with additional information regarding the error code.

All errors must be corrected prior to attempting to upload and submit the file, otherwise you will receive an error message when you try to submit the file.

STATE OF RHODE ISLAND
Division of Taxation
Department of Revenue

Home Profile Information- Account Inquiry- Online Transactions- Message Center- Service Requests- Informational Documents-

Informational Documents - File Informational Documents

File Informational Documents

File upload failed. Please see errors below.

Select the file type you wish to upload below:

- Upload W-2s using the EF02 layout.
- Upload W-2Cs using the EF02C layout.
- Upload 1099s using the FIRE layout.

To verify the validation of a file, please select the corresponding File Validation option.
Please note that selecting File Validation will only verify the correct format. This document will not be officially submitted to the Rhode Island Division of Taxation.
Maximum File Size 49MB
Allowable file types are: ".txt", ".zip"

Select File Type:

+ ADD FILES... START UPLOAD CANCEL UPLOAD DELETE

CANCEL SUBMIT

Error Code	Error Description	Error Additional Information
C00002	SSN must be numeric and 9 characters long.	Transmission ID: [redacted] Line number: 3

Showing 1 to 1 of 1 entries

If there are no validation issues, you will get the following message:

STATE OF RHODE ISLAND
Division of Taxation
Department of Revenue

Home Profile Information- Account Inquiry- Online Transactions- Message Center- Service Requests- Informational Documents-

Informational Documents - File Informational Documents

Confirmation

Your W-2 File Validation has been processed successfully. Please note that this was only a test, this file was not officially submitted to the Rhode Island Division of Taxation.

Transmission ID: 8191114210138

Please note you will still need to upload and submit the file, as the validation option does not submit the file to the Division of Taxation.

Withholding Tax Filing and Transmittal Requirements

- - - Filing W-2, W-2C and 1099 Documents through the Tax Portal - - - Instructions and Screenshots

File Upload (Validate File and Submit)

If your file has an error, you will get a message like this when you try to submit the file:

The screenshot shows the Rhode Island Division of Taxation portal. The header includes the state logo and navigation links: Home, Profile Information, Account Inquiry, Online Transactions, Message Center, Service Requests, and Informational Documents. The main content area is titled "File Informational Documents" and contains a red error message: "Your file upload failed. Please see errors below." Below this, there are instructions for selecting file types (W-2s, W-2Cs, 1099s) and a "Select File Type" dropdown menu. At the bottom, there are buttons for "ADD FILES", "START UPLOAD", "CANCEL UPLOAD", and "DELETE". A table of error messages is displayed, with one error visible: Error Code "C00002", Error Description "SSN must be numeric and 9 characters long", and Error Additional Information "Transmission ID: [redacted] Line number 3".

Error Code	Error Description	Error Additional Information
C00002	SSN must be numeric and 9 characters long	Transmission ID: [redacted] Line number 3

You will receive an error for each issue in the file that must be resolved before the file can be successfully submitted. Please correct your file and resubmit the file. Having even one record with an error will prevent your file from being submitted.

If the file is correctly formatted for submission, you will get a message like this when you try to submit the file:

The screenshot shows the Rhode Island Division of Taxation portal with a green confirmation message: "Your W-2 file has been uploaded successfully. Please see the confirmation below." Below the message, the Transmission ID is displayed as "0191116210157".

Your file has been successfully transmitted to the Division of Taxation!!