

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**

- c. **If your Filing Frequency = 'Quarterly', you only need to fill out *Column Z***
 - i. **Total/Month 3**
- d. **Template Columns AA, AB, AC (Lines 2, 4, 5 from the 941 Tax Form)**
 - i. **Line2** from 941 return (State Income tax withholding payments made to Taxation for this quarter)
 - ii. **Line4** from 941 return (Number of employees who received wages, tips, etc for this quarter)
 - iii. **Line5** from 941 return (Total amount of wages, tips, and other compensation for this quarter)
- e. In Excel, click File and Save. Do not include any special characters (like '/', '#', '&') when naming the Excel file.

7. **Completing and Submitting your RI Bulk 941 file**

- a. On the Enter Tax Return page on the portal:
 - 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.
 - ii. Click on the "File Upload" tab
 - iii. Select file type: "MS Excel"
 - iv. Click ADD FILE
 - You can verify that your data was loaded properly by clicking on the **BulkRI941** tab.
 - v. Click <Calculate> button
 - vi. Click <Submit> button
 - vii. Review Summary Information...click <Next>
 - viii. Accept Electronic Signature
 - ix. Review "Enter Tax Return-Confirmation" page

8. **Tax Payments**

- a. Payments cannot be submitted with this file.

9. **Special Instructions if your file contains more than 1000 rows**

You must break your file into multiple files and add/upload and submit 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 same 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.

The screenshot shows a web interface for filing a tax return. At the top, there are navigation links for 'Online Transactions' and 'File a Tax Return'. The main heading is 'Enter Tax Return - Signature'. Below this, there is a light blue box containing a declaration: 'Under the penalties of perjury, I declare that I am authorized to file tax returns on behalf of the taxpayer represented on the return now being submitted online. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the return.' There are two buttons: 'NO' (red) and 'YES' (grey). At the bottom of the page, it says 'Rhode Island Division of Taxation. All rights reserved.' and 'Contact Us'. A warning dialog box is overlaid on the page, with the title 'Warning' and the text: 'You are attempting to submit a duplicate return or payment. Select OK if you would like to continue.' The dialog box has two buttons: 'CANCEL' (blue) and 'OK' (dark blue).

11. Viewing your Submitted Files

- From the Menu bar, select 'Online Transactions/Save and Submitted Items'
- You will be able to see the number of files submitted on this page with unique Confirmation Numbers for each file submitted.


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Online Transactions / Saved and Submitted Items

Saved Items

This page holds a list of all of the taxpayer's saved items. You can view incomplete documents and transaction history below, or use the search filter to find a specific item.

Search Filter * indicates required field

*** Taxpayer Name**

Submitted Date From

Submitted Date To

SEARCH
CLEAR

Incomplete Documents ?

There are no Incomplete Documents.

Transaction History ?

VIEW SCHEDULED PAYMENTS

Taxpayer Name	Identifier	Period End Date	Confirmation Number	Payment Amount	Date Submitted	Form Type	Status	Submitter Name
TEST BULK FILING MULTIPLE FILES	2-1437-0060	03/31/2020	FR0000037682	\$0.00	03/05/2020 13:59:14	RI BULK 941 - INFORMATIONAL	In Process	
TEST BULK FILING MULTIPLE FILES	2-1437-0060	03/31/2020	FR0000037681	\$0.00	03/05/2020 13:54:18	RI BULK 941 - INFORMATIONAL	In Process	

Showing 1 to 2 of 2 entries

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