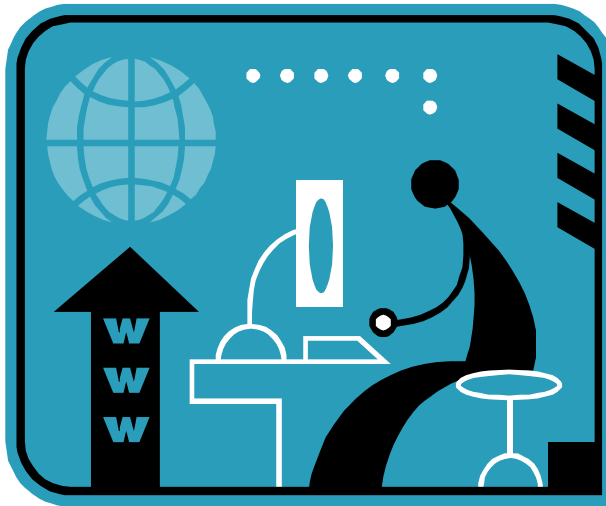


# Web Upload Guide



For Filing and Paying Returns Electronically with the  
Virginia Department of Taxation and the Virginia Employment Commission

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## What is Web Upload?

[Web Upload](#) is a free, secure and efficient online service which allows you to file/pay your returns electronically with the Virginia Department of Taxation (TAX) and with the Virginia Employment Commission (VEC).

This Guide will help you with using this file-driven online system, including screenshots and step-by-step instructions to use Web Upload features.

The basic workflow for customers who use Web Upload system is to:

- **Sign Up** to use the system
- **Set Up** the *File Layout* and the *file* of data
- **Submit (or Schedule)** the data after successfully *Uploading* the file

**IMPORTANT:** Some customers may need to perform additional steps during the **Set Up** in order to create a file or match the file and File Layout to their filing/paying needs. Instructions to assist with this are provided later in the Guide.

## Why Use Web Upload?

Web Upload is especially beneficial to tax professionals and payroll companies who want to submit return and payment information for a single client or even multiple clients at the same time. Using Web Upload does not require you to make changes to your computer system or existing computer settings. This service also eliminates the filing of the actual paper return.

Unsure if Web Upload is the most beneficial online system for your business returns?

View the [Online Service Options](#) table to compare using the [Web Upload](#), [eForms](#) and [Business iFile](#) online systems, based on your filing needs/requirements.

## Supported Web Upload Forms

### Withholding Tax

- VA-5 (Monthly/Quarterly) Withholding Return
- VA-15 Semi-Weekly Withholding Return
- VA-16 Quarterly Withholding Reconciliation
- VA-6 Annual Withholding Reconciliation

### Income Tax Statements

- W-2 Wage and Tax Statement
- 1099-R Distributions from Pensions/Annuities/Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- 1099-MISC Miscellaneous Income Form

### Sales Tax

- Revised ST-8 Out of State Use Tax Return
- Revised ST-9 Sales & Use Tax Return (Multiple Localities)
- Revised ST-9 Sales & Use Tax Return (Single Locality)
- ST-8 Out of State Sales & Use Tax Return (with Schedule ST-6B) For Periods prior to July 1, 2013
- ST-9 Sales & Use Tax Return For Periods prior to July 1, 2013
- ST-9CO Consolidated Sales & Use Tax Return (with Schedule ST-9B) For Periods prior to July 1, 2013

**Schedule VK-1** – Partnership (PTE) Owner's Share of Income and Virginia Modifications and Credits

**Unemployment Taxes** – Forms FC-20 and FC-21 State Unemployment Insurance (SUI) Tax Reports

**NOTE:** VEC supports options of ICESA, EFW2/SSA, Excel and Delimited for SUI Tax Reports.

## New User Registration

First time users of Web Upload are required to **Sign Up** prior to using the service. Your email address will be your user ID.

The email address you provide as your user ID also gives TAX and VEC permission to email registration confirmation, password changes, confirmation of submitted files and notification of Web Upload changes/modifications to this address.

**NOTE:** Adding [webupload@TAX.virginia.gov](mailto:webupload@TAX.virginia.gov) and [webuploadVEC@VEC.virginia.gov](mailto:webuploadVEC@VEC.virginia.gov) to your list of safe email address will help ensure Web Upload emails reach your inbox.

1. Click 'Sign Up' on the Web Upload login page.

**NOTE:** You only need to register for one Web Upload account to Submit for multiple files or for multiple companies.

**Site Navigation**

- Sign Up
- About Web Upload
- General FAQs
- TAX FAQs
- VEC FAQs
- User Guide
- W2 / 1099 Guidelines
- e-Alerts
- Report System
- Problems

### Welcome to Virginia Tax Web Upload

This site is designed to provide you with a fast, convenient and secure method of filing your returns and payments electronically with the **Virginia Department of Taxation** and with the **Virginia Employment Commission**.

Learn more about Web Upload with the FAQs/Guides located on the Site Navigation Bar.

Click [Here](#) to compare online filing options for your business.

**Returning Users** - Please log in using your email address and password.

**First Time Users** - Please click 'Sign Up' to register for Virginia Tax Web Upload.

Email Address

Password

[Forgot my Password](#)

**Compare online filing options for your business.**

2. Complete the required fields.

- Email Address – The valid address for all confirmations and your User ID to log into the system.
  - First Name – The first name of the contact person.
  - Last Name – The last name of the contact person.
  - PTIN/FEIN/SSN – The nine-digit PTIN, FEIN or SSN (of the preparer or company submitting files)
  - Role – Select your role:
    - Tax Preparer
    - Taxpayer / Representative
    - Payroll Provider
    - Other
  - Phone Number – Contact phone number (without space between the digits)
  - Password – Your password must be 8-16 characters and must contain at least one lowercase character, one uppercase character AND one numeric character.
- NOTE:** It is important to periodically change your Password. A strong computer password is an important security tool, but periodically changing your password will further help to protect your information.

[The Password field can be viewed on the following page.](#)

3. Verify all the information entered in the required fields, especially your email address.

**REMEMBER:** The email address you provide as your account login ID also gives TAX and VEC permission to email registration confirmation, password changes, confirmation of submitted files and notification of Web Upload changes/modifications to this address.

Only one Web Upload account is needed to Submit all of your files.

**Site Navigation**

- Login
- About Web Upload
- General FAQs
- TAX FAQs
- VEC FAQs
- User Guide
- W2 / 1099 Guidelines
- e-Alerts
- Report System Problems

### Sign Up

Complete the fields below and click 'Sign Up' to register to use Virginia Tax Web Upload. You may submit files with and for multiple companies under the same Web Upload account.

The email address you provide below will be used as your account login. In addition, providing the email address gives the Virginia Department of Taxation and Virginia Employment Commission permission to email registration confirmation, password changes, confirmation of submitted files and notification of Web Upload changes/modifications to this address.

Email Address

First Name

Last Name

PTIN/FEIN/SSN

*Enter the applicable 9-digit Preparer's Tax Identification Number (PTIN), Federal Employer's Identification Number (FEIN) or Social Security Number (SSN).*

Company Name (optional)

*You may enter one Company Name for the Web Upload account. You may submit files with and for multiple companies under the same Web Upload account.*

Role

Phone Number

*Enter a 10-digit phone number including the area code.*

Bank Accounts (optional)

*Check this box if you want to set up the same checking account to withdraw payments for all clients in a file.*

Server to Server Processing (optional)

*Check this box if you want to request access to submit files directly from your server to the applicable agency's server.*

Password

*Your password must be 8-16 characters and must contain at least one lowercase character, one uppercase character AND one numeric character.*

*It is important to periodically change your Password. A strong computer password is an important security tool but periodically changing your password will further help to protect your information.*

Password Confirmation

**In this example "Jane Doe" is the user/contact person who will be submitting files through Web Upload.**

**Even though multiple files may be submitted, only one account ID (ex. FEIN) and Company Name needs to be entered.**

4. Complete the Optional fields as applicable.

- Company Name – The Company’s Name. (See the previous page for field location.)
- Bank Accounts – To use one checking account for ALL of the returns in your file, mark this box. **NOTE:** The checking account and routing numbers are used to make your payment and the amount to be paid must be indicated in your file per the Payment Amount field. All payments with Web Upload are Debit EFT payments.
- Server to Server Processing – Mark this box only if you are a payroll provider of a company with multiple clients to allow your server to send your TAX files directly to TAX’s servers without having to log in through Web Upload. **DO NOT** mark this box if you are not sure about Server to Server Processing.
  - You will be asked to provide the external IP address of your server.
  - As of the revision date of this Guide, the VEC does not yet support Server to Server.

Bank Accounts (optional)

*Check this box if you want to set up the same checking account to withdraw payments for all clients in a file.*

Account Name (optional)	Account Number	Routing Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Enter the applicable Account and Routing Numbers for up to three separate checking accounts. You must save the Payment Amount(s) in the File/File Layout and select the specific checking account prior to uploading your file.*


John Smith 1234  
100 Main Street  
Richmond, VA 23220 Date \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

**SAMPLE** Dollars

Routing # Account # \_\_\_\_\_

250250025 202020186 1234

Server to Server Processing (optional)  

*Check this box if you want to request access to submit files directly from your server to the applicable agency’s server.*

IP Address

*Enter your external IP Address. This is required in order to provide server to server access to you.*

Password

*Your password must be 8-16 characters and must contain at least one lowercase character, one uppercase character AND one numeric character.*

*It is important to periodically change your Password. A strong computer password is an important security tool but periodically changing your password will further help to protect your information.*

Password Confirmation

Marking this check box causes the banking fields to display.

This check box and IP Address field applies to large payroll providers/software providers with large volumes to file.

Password   
*Your password must be 8-16 characters and must contain at least one lowercase character, one uppercase character AND one numeric character.*  
*It is important to periodically change your Password. A strong computer password is an important security tool but periodically changing your password will further help to protect your information.*  
 Password Confirmation

5. Click 'Sign Up' to complete your registration.
6. If error messages display at the top of the page,
  - a. Correct your information according to the instructions in the error message.  
**NOTE:** The "Forgot My Password" option will help customers who receive a message advising the email address entered has already been registered.
  - b. Click 'Sign Up' again to complete your registration.

Once you successfully complete the registration, the following message will display at the top of the page.

<b>Site Navigation</b> <a href="#">Sign Up</a>  <a href="#">About Web Upload</a> <a href="#">General FAQs</a> <a href="#">TAX FAQs</a>	<p><b>Welcome to Virginia Tax Web Upload</b></p> <p style="background-color: #ffe6e6; padding: 2px;">Sign Up successful! An email has been sent to the email address you entered. Please check your email account and click on the link within the email to confirm your sign up.</p> <p>This site is designed to provide you with a fast, convenient and secure method of filing your returns and payments electronically with the <b>Virginia Department of Taxation</b> and with the <b>Virginia Employment Commission</b>.</p>
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7. Access your email account and review the confirmation email from Web Upload.

**REMEMBER:** Adding [webupload@TAX.virginia.gov](mailto:webupload@TAX.virginia.gov) and [webuploadVEC@VEC.virginia.gov](mailto:webuploadVEC@VEC.virginia.gov) to your list of safe email address will help ensure Web Upload emails reach your inbox.

**Welcome to Virginia Tax Web Upload!** Inbox | X  
 ☆ **Web Upload** [webupload@tax.virginia.gov](mailto:webupload@tax.virginia.gov) [show details](#) 3:22 PM (6 minutes ago) Reply  
 Welcome to Virginia Tax Web Upload, Jane Doe.  
 Your login credentials are:  
 Email Address: [webupload.customer@gmail.com](mailto:webupload.customer@gmail.com)  
 Password: *The password you entered on the signup screen*  
 Please click on the following link to confirm your registration:  
[Click Once Here](#)  
Reply Forward

As a security precaution, your password will not be displayed in the email.

8. If you do not receive a confirmation email within a few hours of registering, you may contact the Web Upload Administrators at [webupload@TAX.virginia.gov](mailto:webupload@TAX.virginia.gov) or [webuploadVEC@VEC.virginia.gov](mailto:webuploadVEC@VEC.virginia.gov).  
**NOTE:** Your email filter may have blocked the confirmation email or the email address entered during Sign Up may have been miskeyed.
9. Click the link '[Click Once Here](#)' in the confirmation email to validate your request to sign up.  
**NOTE:** This activates your Web Upload account and will direct you to the Web Upload User Home Page.


As a New User, you cannot access your Web Upload account until you click on the link.

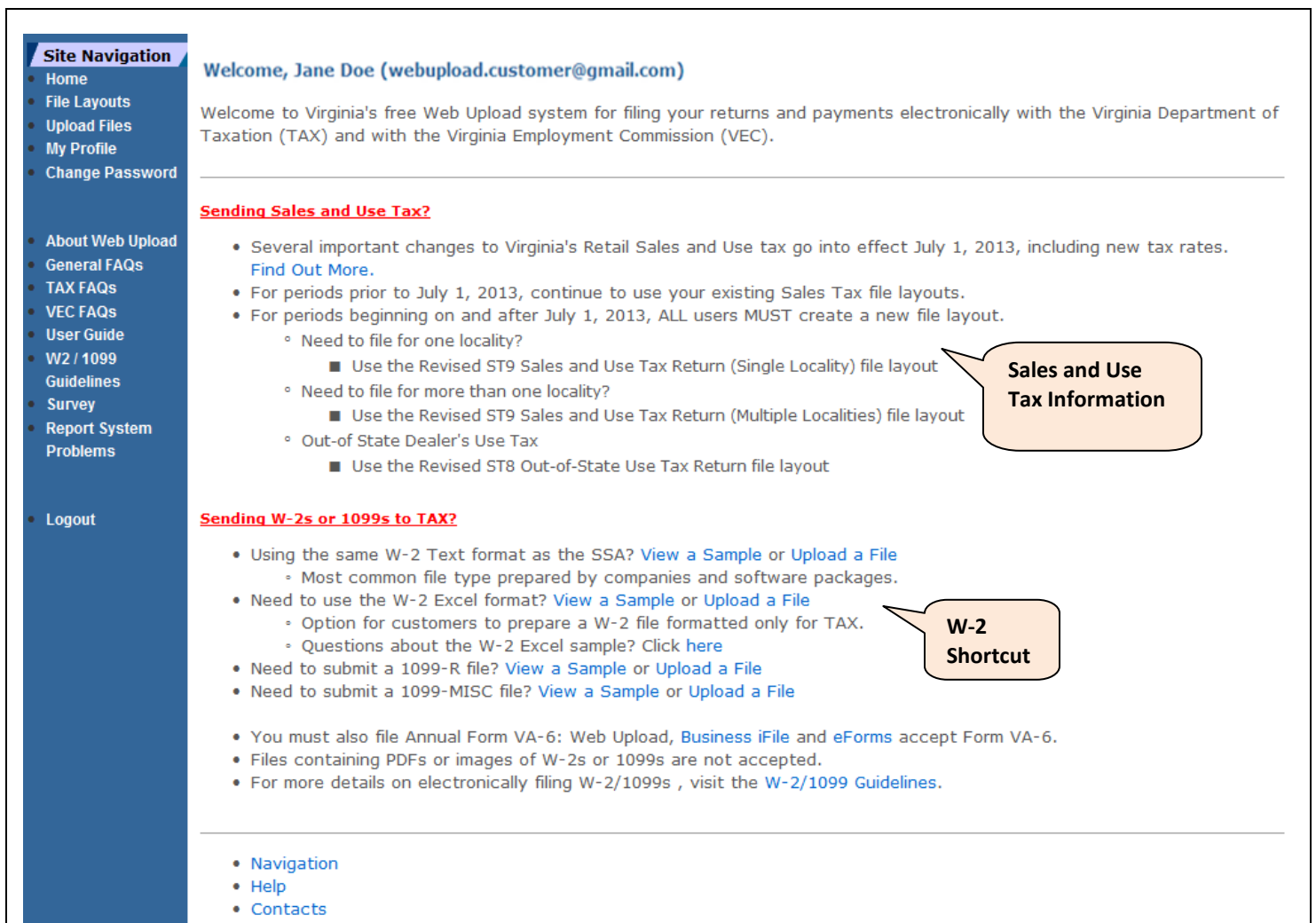
# Home Page

The Home Page is displayed after you validate your registration and when you log in as a returning user to upload and submit your files. It provides:

- System Announcements (when applicable)
- Site Navigation (including links to important Web Upload resources)
- Sales and Use Tax Information
- W-2 / 1099 Shortcut section
- Navigation Overview
- Description of each page in your Web Upload account

**NOTE:** The links in the Site Navigation Bar will take you to each of the pages.

You will also find “Help” information per the described  icons and the contact information for the Web Upload Business Administrators for each agency.



**Site Navigation**

- Home
- File Layouts
- Upload Files
- My Profile
- Change Password

**Welcome, Jane Doe (webupload.customer@gmail.com)**

Welcome to Virginia's free Web Upload system for filing your returns and payments electronically with the Virginia Department of Taxation (TAX) and with the Virginia Employment Commission (VEC).

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**Sending Sales and Use Tax?**

- Several important changes to Virginia's Retail Sales and Use tax go into effect July 1, 2013, including new tax rates. [Find Out More.](#)
- For periods prior to July 1, 2013, continue to use your existing Sales Tax file layouts.
- For periods beginning on and after July 1, 2013, ALL users MUST create a new file layout.
  - Need to file for one locality?
    - Use the Revised ST9 Sales and Use Tax Return (Single Locality) file layout
  - Need to file for more than one locality?
    - Use the Revised ST9 Sales and Use Tax Return (Multiple Localities) file layout
  - Out-of State Dealer's Use Tax
    - Use the Revised ST8 Out-of-State Use Tax Return file layout

**Sending W-2s or 1099s to TAX?**

- Using the same W-2 Text format as the SSA? [View a Sample](#) or [Upload a File](#)
  - Most common file type prepared by companies and software packages.
- Need to use the W-2 Excel format? [View a Sample](#) or [Upload a File](#)
  - Option for customers to prepare a W-2 file formatted only for TAX.
  - Questions about the W-2 Excel sample? [Click here](#)
- Need to submit a 1099-R file? [View a Sample](#) or [Upload a File](#)
- Need to submit a 1099-MISC file? [View a Sample](#) or [Upload a File](#)

• You must also file Annual Form VA-6: Web Upload, [Business iFile](#) and [eForms](#) accept Form VA-6.

• Files containing PDFs or images of W-2s or 1099s are not accepted.

• For more details on electronically filing W-2/1099s , visit the [W-2/1099 Guidelines](#).

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• [Navigation](#)

• [Help](#)

• [Contacts](#)

**Sales and Use Tax Information**

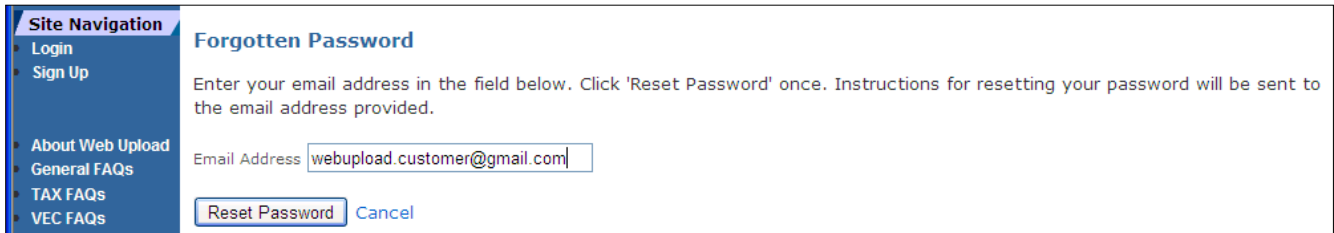
**W-2 Shortcut**



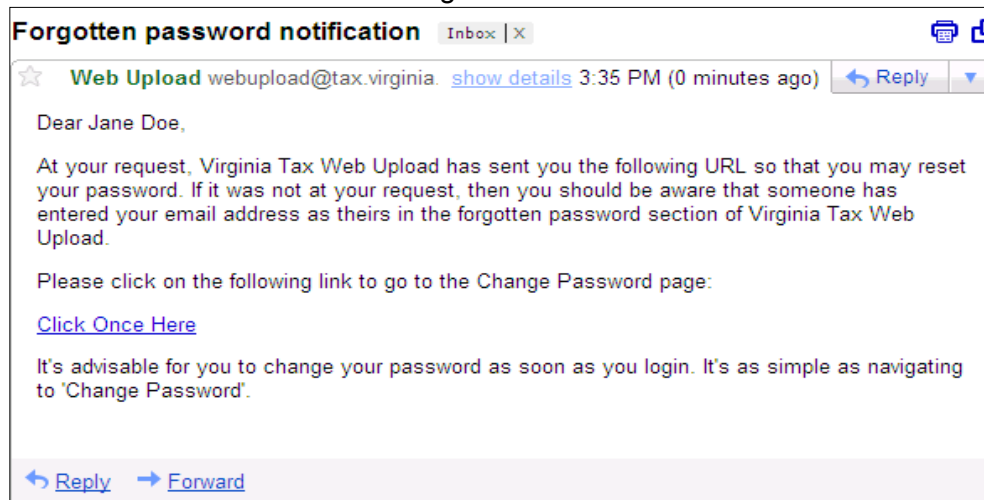
## Forgot Your Password

Web Upload Business Administrators cannot view or reset your password. If you forget your password, follow these steps:

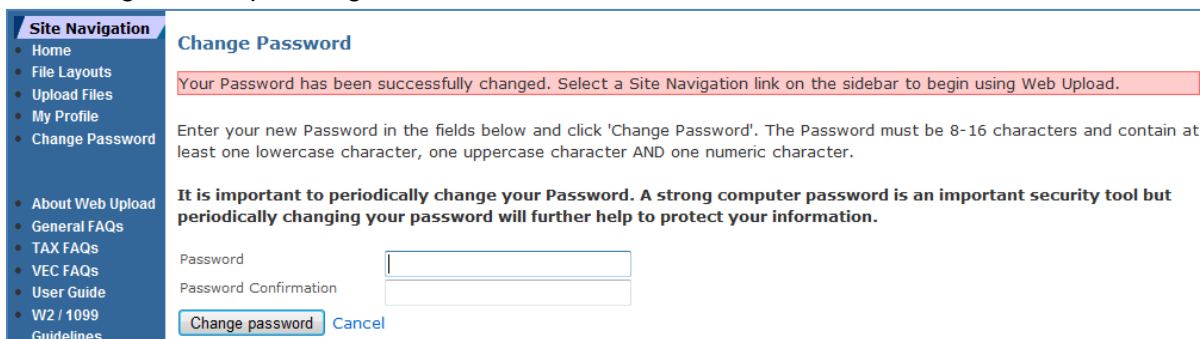
1. Click 'Forgot my Password' located on the Login Page or Site Navigation Bar to open the "Forgotten Password" page.



2. Enter your email address.  
**NOTE:** This must be the same email address you saved in your Profile.
3. Click 'Reset Password'.  
**NOTE:** Instructions to finish resetting your password will be emailed to you.
4. Access your email account and review the "Forgotten Password Notification" email.



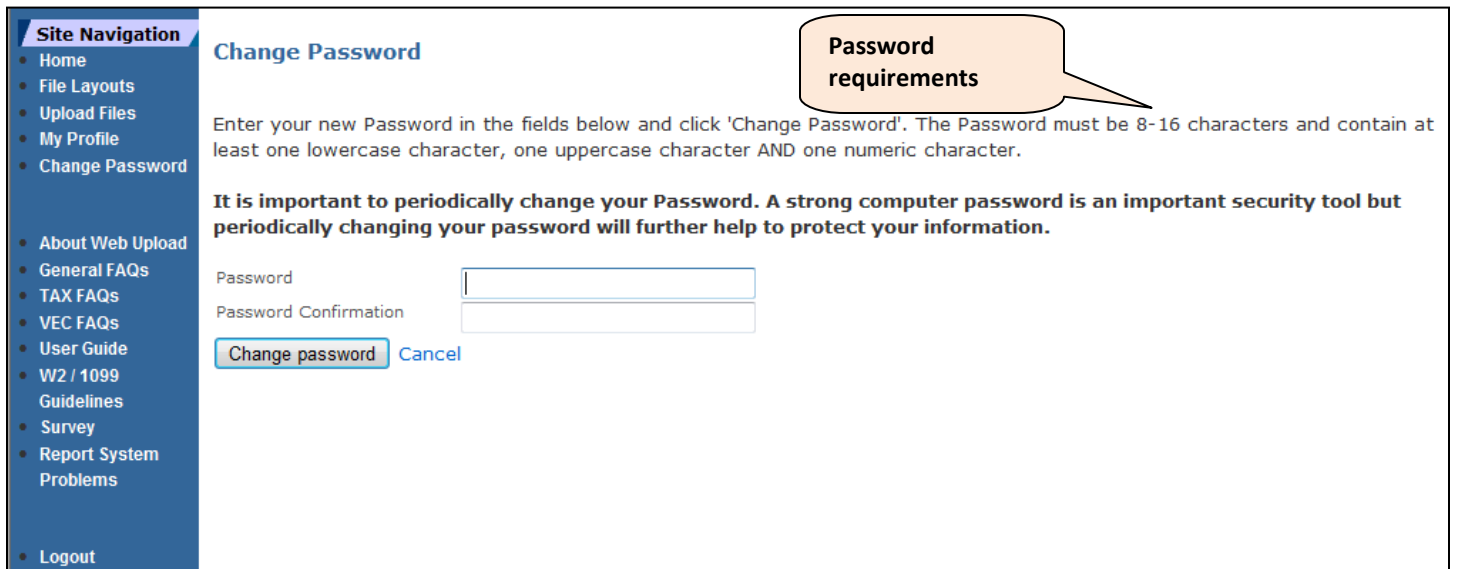
5. Click the link 'Click Once Here' to access the Change Password Page and complete resetting your password.
6. Enter your new password.
7. Enter the same password to confirm the new password choice.
8. Click 'Change Password' to complete the password change.  
**NOTE:** You will see the message below when your new password matches in both fields. You can now navigate through Web Upload again.



# Change Your Password

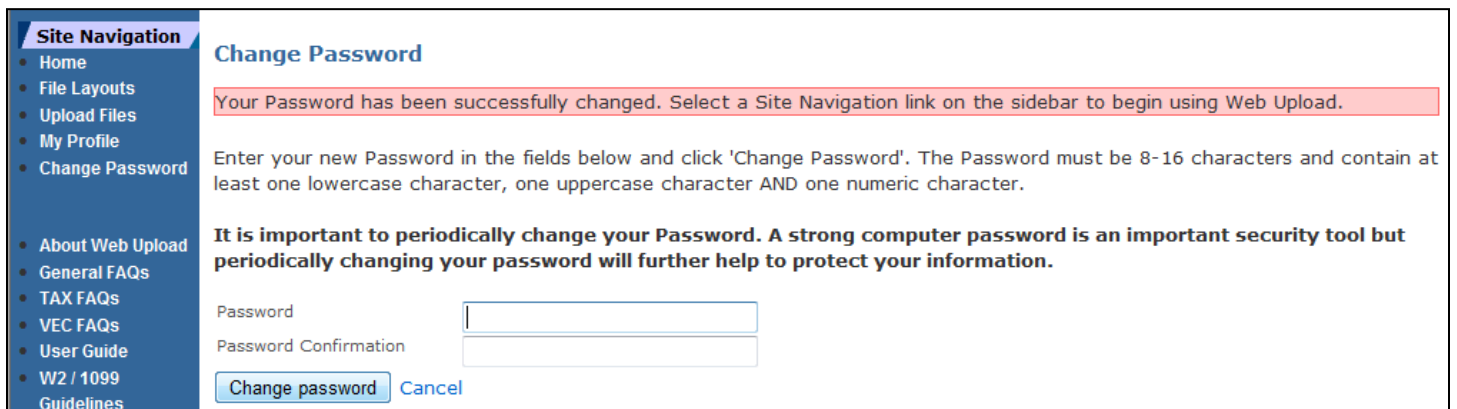
To change your password, you must already be logged in to Web Upload.

1. Click 'Change Password' located on the Site Navigation Bar.



The screenshot shows the 'Change Password' page. On the left is a blue sidebar with 'Site Navigation' links: Home, File Layouts, Upload Files, My Profile, Change Password, About Web Upload, General FAQs, TAX FAQs, VEC FAQs, User Guide, W2 / 1099 Guidelines, Survey, Report System Problems, and Logout. The main content area is titled 'Change Password' and contains instructions: 'Enter your new Password in the fields below and click 'Change Password'. The Password must be 8-16 characters and contain at least one lowercase character, one uppercase character AND one numeric character.' Below this is a warning: 'It is important to periodically change your Password. A strong computer password is an important security tool but periodically changing your password will further help to protect your information.' There are two input fields: 'Password' and 'Password Confirmation'. Below the fields are 'Change password' and 'Cancel' buttons. A callout box with a speech bubble points to the instructions, containing the text 'Password requirements'.

2. Enter your new password.
3. Enter the same password to confirm the new password choice.
4. Click 'Change Password' to complete the password change.  
**NOTE:** You will see the following message, in red below, when your new password matches in both fields. You may continue navigating through Web Upload.



This screenshot shows the 'Change Password' page after a successful password change. A red-bordered message box at the top reads: 'Your Password has been successfully changed. Select a Site Navigation link on the sidebar to begin using Web Upload.' The rest of the page content, including the sidebar and the 'Change Password' form with its instructions and warning, is identical to the previous screenshot.

## Change Your Profile

You may update your Profile only after the completion of the “Sign Up” process, by using the “My Profile” Page. Your name, email address, phone number and other information may be updated here.

If you change your email address, that new email address becomes part of your new login information.

1. Click ‘My Profile’ located on the Site Navigation Bar.
2. Make the necessary changes.
3. Click ‘Change Settings’ to save your updates **OR** if you do not want to save the updates, click ‘Cancel’.

**Site Navigation**

- Home
- File Layouts
- Upload Files
- My Profile
- Change Password

- About Web Upload
- General FAQs
- TAX FAQs
- VEC FAQs
- User Guide
- W2 / 1099 Guidelines
- Survey
- Report System Problems

- Logout

### My Profile

The email address you provide below will be used as your account login. In addition, providing the email address gives the Virginia Department of Taxation and Virginia Employment Commission permission to email registration confirmation, password changes, confirmation of submitted files and notification of Web Upload changes/modifications to this address.

---

Email Address

First Name

Last Name

PTIN/FEIN/SSN

*Enter the applicable 9-digit Preparer's Tax Identification Number (PTIN), Federal Employer's Identification Number (FEIN) or Social Security Number (SSN).*

Company Name (optional)

*You may enter one Company Name for the Web Upload account. You may submit files with and for multiple companies under the same Web Upload account.*

Role

Phone Number

*Enter a 10-digit phone number including the area code.*

Bank Accounts (optional)

*Check this box if you want to set up the same checking account to withdraw payments for all clients in a file.*

Server to Server Processing (optional)

*Check this box if you want to request access to submit files directly from your server to the applicable agency's server.*

**Change settings**

# Create a File Layout

The first step to complete the **Set Up** for filing/paying with Web Upload is to create a File Layout.

This step identifies the form type, the file type and provides the return fields. The option to save a sample of the File Layout is also available.

A File Layout for each return type only needs to be created once. It can be edited as long as no file using that File Layout is still being processed. You will also have the option to delete duplicate File Layouts, which is described later in the Guide.

1. Click 'File Layouts' located on the Site Navigation Bar.  
**NOTE:** Any created File Layouts will also be displayed on this page.

**Site Navigation**

- Home
- File Layouts
- Upload Files
- My Profile
- Change Password
- About Web Upload
- General FAQs
- TAX FAQs
- VEC FAQs
- User Guide

## File Layouts

Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

- Click **'Create New File Layout'** (above on the right) for new layouts.
- Click **'Edit'** to make updates to an existing file layout. Do not create a new file layout for the same return type.
- Click **'Delete'** to remove a duplicate file layout.
- Click **'Show'** to view the fields for set fixed-width layouts.

Name	Status	Edit
ST9 Sales and Use Tax Return - Excel	Active	Edit Delete
VA6 Annual Withholding Reconciliation - Excel	Active	Edit Delete
W2 (EFW2/SSA format) Wage and Tax Statement	Active	Show Delete

3 Found

2. Click 'Create New File Layout'.
3. Select a form type from the "Form Type" drop down box.

### Create File Layout

Use this page to define and save a file layout that best describes the file you will be uploading and submitting. You can use the same layout each time you file that tax return.

1. Select the **'Form Type'** of the return you are filing.
2. Select the **'File Format'** of delimited, Excel or fixed-width.
  - If you select delimited, you must also select a field delimiter.
  - 1099-R, MMREF and ICESA files are a fixed-width format only.
3. **Adjust** the file layout fields to match the layout of your file.
  - To make a payment for a return, include the Routing Number, Bank Account Number and Payment due fields. Only checking accounts are accepted.
  - Fields are displayed as required, optional or filler fields you can add. TAX/VEC does not process data in the "filler" fields.
  - View the **Sample** to see a sample of the adjusted file. Not all file layouts have a sample.
4. Click **'Create'** to save the file layout as displayed.

For instructions on a specific field, click the **i** icon.

Form Type

- select -
- select -
- VATAX: 1099MISC Income Form
- VATAX: 1099R Distribution Form
- VATAX: Revised 1099R Sales and Use Tax Return (Multiple Localities)
- VATAX: Revised ST9 Sales and Use Tax Return (Multiple Localities)
- VATAX: Revised ST9 Sales and Use Tax Return (Single Locality)
- VATAX: ST9 Sales and Use Tax Return (For periods prior to 07/2013)
- VATAX: ST9CO Consolidated Sales and Use Tax Return (For periods prior to 07/2013)
- VATAX: VA15 Semi-Weekly Withholding Return
- VATAX: VA16 Quarterly Withholding Return
- VATAX: VA5 Withholding Return
- VATAX: VA6 Annual Withholding Reconciliation
- VATAX: VK1 Schedule
- VATAX: W2 (EFW2/SSA format) Wage and Tax Statement
- VATAX: W2 (Excel Format) Wage and Tax Statement
- VEC Forms -----
- VEC: FC20&EFW2(MMREF) SUI Quarterly Tax and Wage Report
- VEC: FC20&FC21 SUI Quarterly Tax and Wage Report
- VEC: ICESA Quarterly SUI Tax and Wage Report

Cancel

**Form Types are noted and separated by agency.**

4. If you select any of these form types, skip ahead to Step 9.
- TAX: 1099-MISC
  - TAX: 1099-R
  - TAX: W-2 (EFW2/SSA)
  - VEC: FC-20 EFW2/MMREF
  - VEC: ICESA Quarterly SUI
5. If you select the “TAX: W-2 (Excel)” form type, skip ahead to Step 8.  
**NOTE:** The Excel spreadsheet sample will be helpful in entering your W-2 data.
6. Select one file format from the “File Format” drop down box.
- Delimited – all fields are separated by a specified character (tab, comma or semicolon)
  - Excel – a spreadsheet program from Microsoft
  - Fixed-Width – each field has a specified size than can be modified
7. Modify the File Layout, as applicable.  
**NOTE:** Customers using software will modify the File Layout based on the software provider’s instructions.
- If you want to change the order of the fields, use the up and down arrows.
  - If you want to remove an “Optional” field, click the green “X”.
  - If you want to add a filler field, click the green “plus” sign ( + ).
- NOTE:** Filler fields are informational only. Data in these fields are ignored by Web Upload.
- If you want to include a payment with the return, modify your layout per one of these options.
    - **List a Bank Account for Each Payment** – Keep the Bank Routing Number, Bank Account Number and Payment Amount fields in the active section of the File Layout. (These fields must also be in the File you Submit through Web Upload.)
    - **Use One Bank Account for All Payments**
      - Remove the Bank Routing Number field and the Bank Account Number field from the File Layout by clicking the green “ X ”.
      - Keep the Payment Amount field in the active section of the File Layout.
      - Ensure the checking account information is saved in the My Profile page.

**NOTE:** You may do this after creating the File Layout, if not done already.

**Example: Form VA5 layout with a payment in each record**

Form Type: TAX: VA5 Withholding Return

File Format: Excel

My layout contains the following VA5 Withholding Return fields:

Position	Field	Format	Remove/Add
A	For Period Ending	Date	Required
B	Account Number	30 Tax Account Number	Required
C	FEIN	FEIN	Required
	Name	String (max 40 chars)	Required
E	Vendor ID	Vendor ID	Optional <input checked="" type="checkbox"/>
F	Virginia Income Tax Withheld	Number Positive	Required
G	Previous Period(s) Adjustments	Number	Required
H	Adjustment Total	Number	Required
I	Penalty	Number	Required
J	Interest	Number	Required
K	Total Amount Due	Number	Required
L	Bank Routing Number	Bank Routing Number	Optional <input checked="" type="checkbox"/>
M	Bank Account Number	Bank Account Number	Optional <input checked="" type="checkbox"/>
N	Payment Amount	Payment Amount	Optional <input checked="" type="checkbox"/>

The following fields can be added or removed from the active VA5 Withholding Return layout above.

Filler	String	<input type="checkbox"/>
--------	--------	--------------------------

To download a sample file using the layout as defined above [View Sample](#)

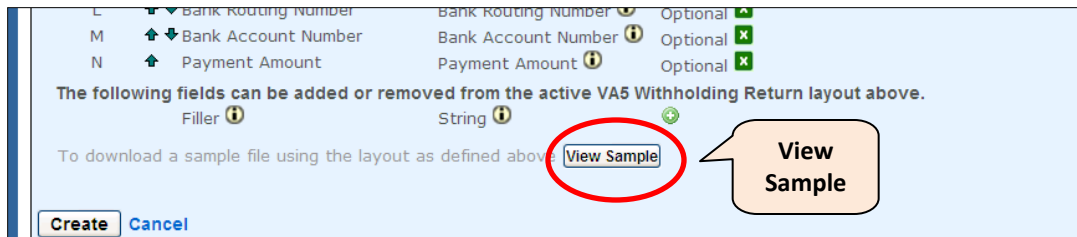
**Up and Down arrows**

**Optional fields are removed by clicking the green “ X ”.**

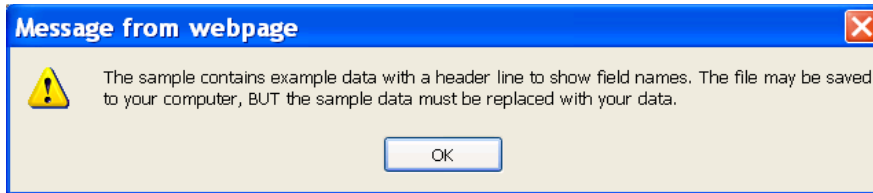
**The “One Bank Account” option is described in Step 7d.**

**Filler fields are added by clicking the green “plus” sign.**

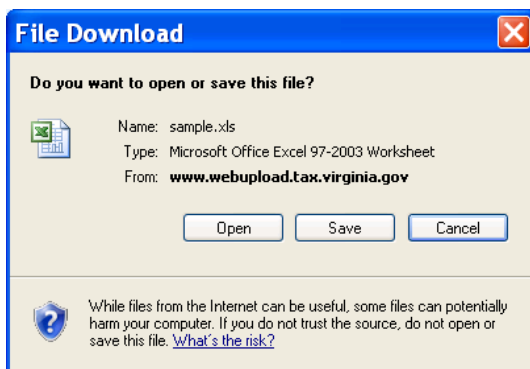
**Create Cancel**



8. If you want to view a **Sample** of your File Layout before creating it, click “View Sample”.
- NOTE:** It is OK to use the sample as a template for your own file IF you use your own data in it. You must save the sample to your computer if you plan to use it as your file to Upload and Submit later.
- a. Click “OK” to open the sample.



- b. Click “Open” to finish opening the sample file.
- NOTE:** The example message is for the Form VA-5 displayed on the prior page.

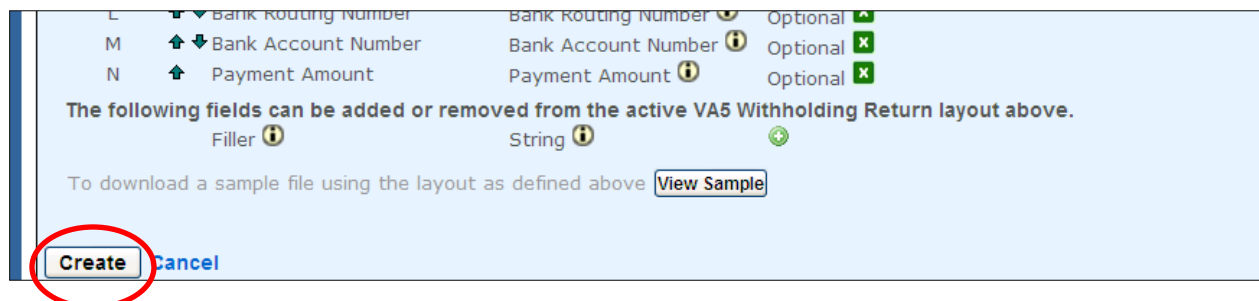


Are you using payroll software to prepare **VEC** files for Excel spreadsheets?

If so, you must download a [VEC spreadsheet tool](#) with Macros. This tool is required in order for calculations to process correctly.

- c. If you do not need to use a sample to make a file,
  - Close the Sample File after viewing it.
  - Go to Step 9.
- d. If you do need to use a sample to make a file,
  - Save the file to your computer in a location you can find later.
  - **NOTE:** This is important because you need to remember where the file is located as part of the Upload process. Storing the files in a specific computer folder can help too.
  - Adjust your data accordingly.
  - **NOTE:** Additional details are provided in the next section.

9. From the Web Upload screen, click ‘Create’ to save your File Layout.



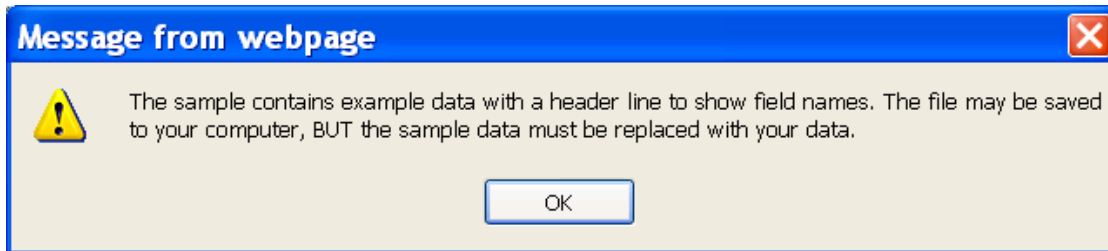
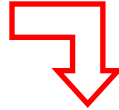
## Your Web Upload File

To use Web Upload, your file must be saved on your computer.

The file is either saved from a software package or in-house programming. Or you created a file yourself, mostly likely with the Sample provided during the File Layout process.

When using a Web Upload Sample File, you must remember to:

- Replace the sample data with your own data.
- Delete any remaining rows of sample data.
- Save the updated file.



You must format your business tax return file according to the File Formatting specified for the File Layout.

NOTE: It's important to pay attention

Each form, regardless of agency, will provide details in the File Formatting area of the File layout as described in the next section of this Guide.

### Examples of Form VA-5 Sample Files

**REMEMBER:** Most, but not all, forms supported by Web Upload will have Sample Files for you to view/use.

#### TAX Form VA-5 (Excel)


A	B	C	D	E	F	G	H	I	J	K	L	M	N
VA5 Withd	Account Number	FEIN	Name	Vendor ID	Virginia Ines	Previous P	Adjustmen	Penalty	Interest	Total Amot	Bank Routi	Bank Acct	Payment Amount
MM/YYYY	30-999999999	9F-00*999999999	This is an e	9999	0.00	0.00	0.00	0.00	0.00	0.00	000000000	000000000	0.00
MM/YYYY	30-999999999	9F-00*999999999	This is an e	9999	0.00	0.00	0.00	0.00	0.00	0.00	000000000	000000000	0.00
MM/YYYY	30-999999999	9F-00*999999999	This is an e	9999	0.00	0.00	0.00	0.00	0.00	0.00	000000000	000000000	0.00
MM/YYYY	30-999999999	9F-00*999999999	This is an e	9999	0.00	0.00	0.00	0.00	0.00	0.00	000000000	000000000	0.00

#### TAX Form VA-5 (Delimited – Tab)

```
VA5 withholding Return For Period Ending Account Number FEIN Name Vendor ID Virginia Income Tax withheld
MM/YYYY 30-999999999-001 999999999 This is an example 9999 0.00 0.00 0.00 0.00 0.00 0.00
MM/YYYY 30-999999999-001 999999999 This is an example 9999 0.00 0.00 0.00 0.00 0.00 0.00
MM/YYYY 30-999999999-001 999999999 This is an example 9999 0.00 0.00 0.00 0.00 0.00 0.00
MM/YYYY 30-999999999-001 999999999 This is an example 9999 0.00 0.00 0.00 0.00 0.00 0.00
```

## Format a File

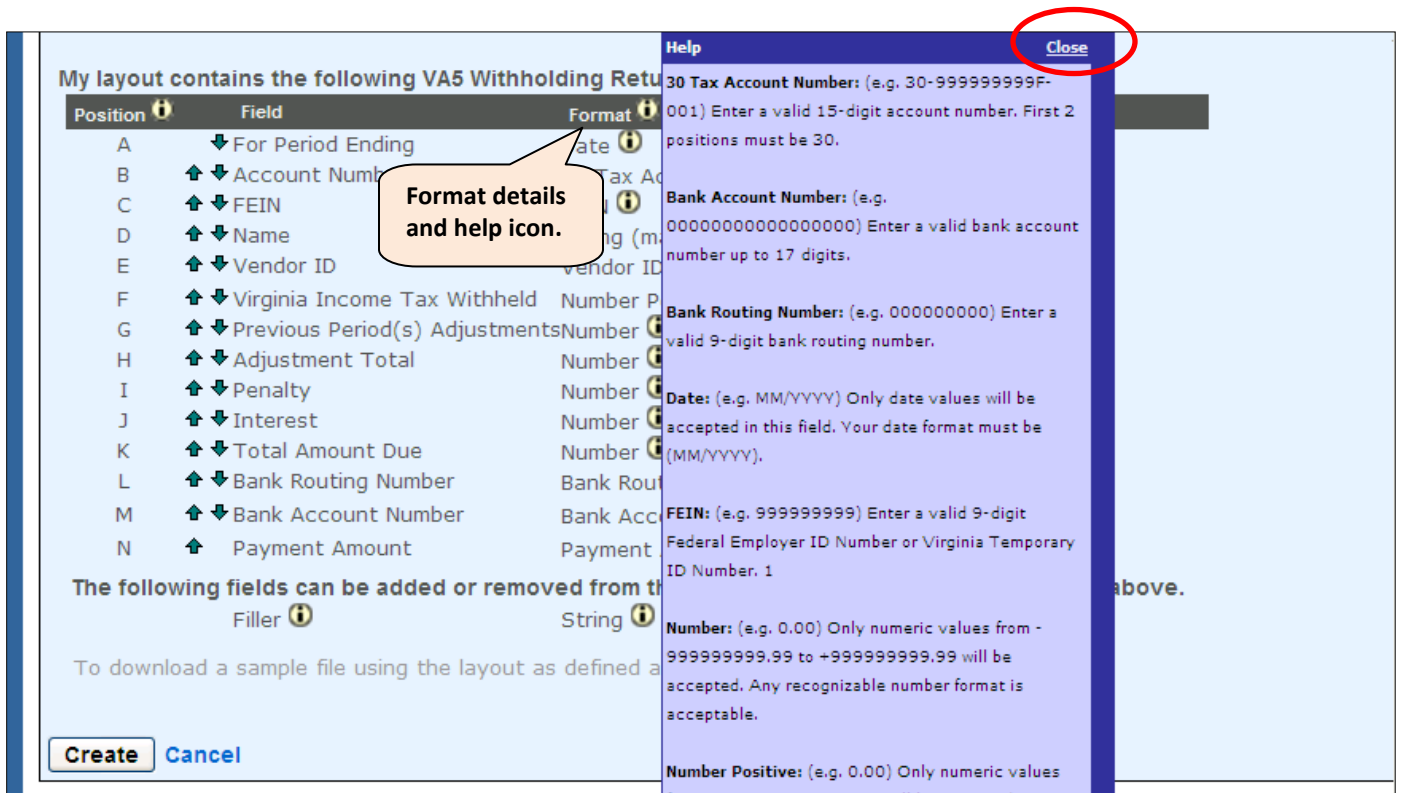
The File Layout for each format type has a list of Format details that you will need to review when creating your own file of return/payment information.

1. Click the help  icon to display Format details.
2. Review the details for each field.
3. Use the formatting details to update/enter information in your file.  
**NOTE:** One example is to use these details to replace data in the Sample File on your computer with data for your company or clients' companies.
4. Click 'Close' (on the Format details box) when you are finished.

















### Special Notes:

- All files except, W-2 (EFW2), 1099-R, 1099-MISC and Schedule VK-1, must include the decimal place when reporting dollars and cents, regardless of the format. Web Upload does not assume decimal place for your return or payment information.
- Forgetting the decimal place when reporting dollars and cents causes inflated and incorrect amounts to be posted to you and/or your client's accounts.
- Files containing payments must be formatted one of two ways: (1) either with separate bank account and payment amount entries in each record or (2) with separate payment amount entries in each record and "One Bank Account" to debit each payment amount. (See Page 13 for additional details.)



This is an example of Form VA-5 with a partial list of Format details shown for a TAX form. Other TAX supported forms and VEC supported forms will display the same type of details.



My layout contains the following VA5 Withholding Return

Position 	Field	Format 
A	For Period Ending	Date 
B	Account Number	Tax Account Number 
C	FEIN	FEIN 
D	Name	Name 
E	Vendor ID	Vendor ID 
F	Virginia Income Tax Withheld	Number 
G	Previous Period(s) Adjustments	Number 
H	Adjustment Total	Number 
I	Penalty	Number 
J	Interest	Number 
K	Total Amount Due	Number 
L	Bank Routing Number	Bank Routing Number 
M	Bank Account Number	Bank Account Number 
N	Payment Amount	Payment Amount 

The following fields can be added or removed from the layout:

- Filler 
- String 

To download a sample file using the layout as defined above:

Close

Format details and help icon.



## Edit a File Layout

When you need to update your File Layout, edit an existing layout instead of creating a brand new one.

File Layouts can be edited when the status is “Active”, meaning all files submitted with that Layout were processed. (Details for submitting files are described later in the Guide.)

Certain File Layouts cannot be edited, so the option to ‘Edit’ does not display next to their File Layout:

- W-2 EFW2/SSA – the Layout must match the SSA’s EFW2 guidelines
- W-2 Excel – the Layout must match the requirements set by TAX for Excel W-2s
- 1099-R and 1099-MISC – the Layouts must match the formatting set by the IRS’s Publication 1220
- FC-20 EFW2/MMREF and ICESA Quarterly SUI – the layouts must match the requirements set by VEC

1. Click ‘File Layouts’ located on the Site Navigation Bar.

**NOTE:** All saved File Layouts will appear on this page.

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### File Layouts

[Create New File Layout](#)

Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

- Click 'Create New File Layout' (above on the right) for new layouts.
- Click 'Edit' to make updates to an existing file layout. Do not create a new file layout for the same tax form.
- Click 'Delete' to remove a duplicate file layout.
- Click 'Show' to view the fields for set fixed-width layouts.

Name	Status	Edit
ST9 Sales and Use Tax Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
VA6 Annual Withholding Reconciliation - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
W2 (EFW2/SSA format) Wage and Tax Statement	Active	<a href="#">Show</a> <a href="#">Delete</a>
VA5 Withholding Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>

4 Found

**Edit**

2. Click ‘Edit’ to make updates.

**NOTE:** This page mimics the “Create File Layouts” Page, except for the page title and the ‘Update’ button.

### Update VA5 Withholding Return - Excel

Please review the file layout below and adjust the fields as necessary to match changes to your file information. Click 'Update' to save your changes.

For instructions on a specific field, click the **i** icon.

Form Type:  **i**

File Format:  **i**

**My layout contains the following VA5 Withholding Return fields:**

Position	Field	Format	Remove/Add
A	For Period Ending	Date	Required
B	Account Number	30 Tax Account Number	Required
C	FEIN	FEIN	Required
D	Name	String (max 40 chars)	Required
E	Virginia Income Tax Withheld	Number Positive	Required
F	Previous Period(s) Adjustments	Number	Required
G	Adjustment Total	Number	Required
H	Penalty	Number	Required
I	Interest	Number	Required
J	Total Amount Due	Number	Required
K	Bank Routing Number	Bank Routing Number	Optional <b>x</b>
L	Bank Account Number	Bank Account Number	Optional <b>x</b>
M	Payment Amount	Payment Amount	Optional <b>x</b>

**The following fields can be added or removed from the active VA5 Withholding Return layout above.**

Vendor ID	Vendor ID	<b>+</b>
Filler	String	<b>+</b>

To download a sample file using the layout as defined above [View Sample](#)

**Update** **Cancel**

3. Change your File Layout as needed.  
**NOTE:** You can edit the File Format (delimited/excel/fixed-width) and add/delete/re-order the form fields.  
 Your file **MUST** also reflect the change(s) to made to the File Layout in Web Upload.

To download a sample file using the layout as defined above [View Sample](#)

**Update** [Cancel](#)

You can view/use the sample of the edited File Layout too.

4. Click 'Update' to save your changes.

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## File Layouts + Create New File Layout

Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

- Click '**Create New File Layout**' (above on the right) for new layouts.
- Click '**Edit**' to make updates to an existing file layout. Do not create a new file layout for the same tax form.
- Click '**Delete**' to remove a duplicate file layout.
- Click '**Show**' to view the fields for set fixed-width layouts.

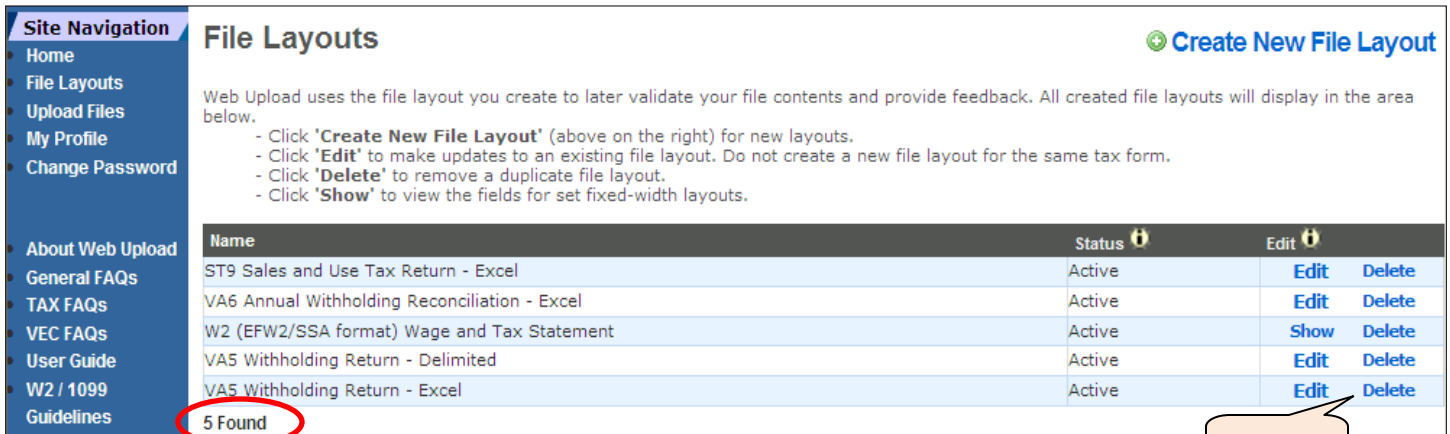
Name	Status	Edit
<b>Updated VA5 Withholding Return - Excel</b>	Active	<a href="#">Edit</a> <a href="#">Delete</a>
ST9 Sales and Use Tax Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
VA6 Annual Withholding Reconciliation - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
W2 (EFW2/SSA format) Wage and Tax Statement	Active	<a href="#">Show</a> <a href="#">Delete</a>
VA5 Withholding Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>

4 Found

## Delete a File Layout

You can delete a duplicate File Layout, when all files using that Layout have been processed.

1. Click 'File Layouts' located on the Site Navigation Bar.  
**NOTE:** All saved File Layouts will appear on this page.



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### File Layouts

[Create New File Layout](#)

Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

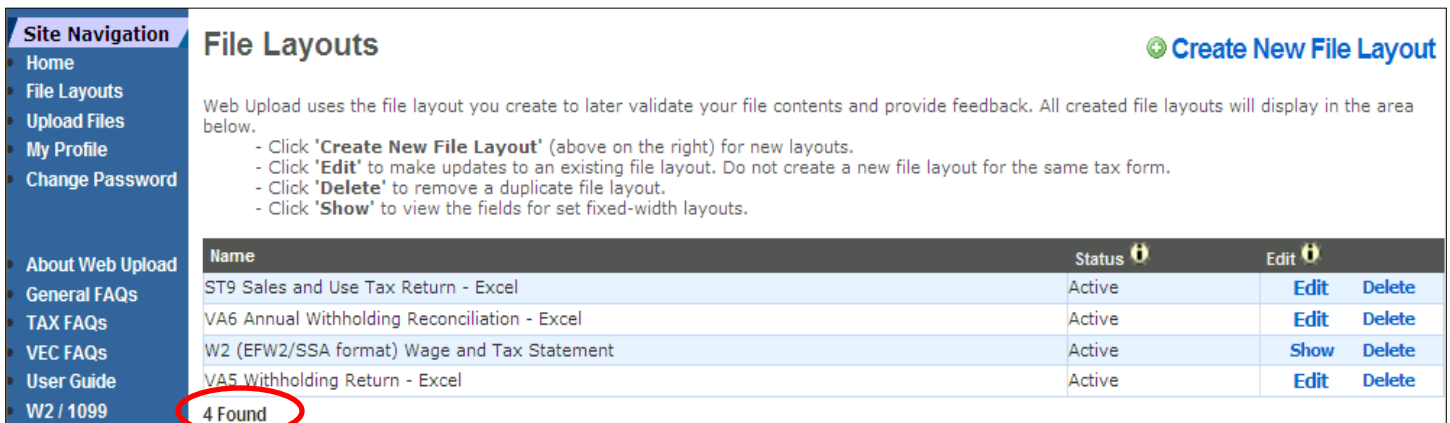
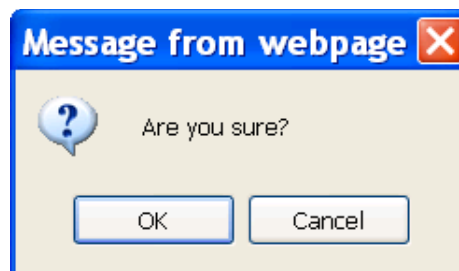
- Click '**Create New File Layout**' (above on the right) for new layouts.
- Click '**Edit**' to make updates to an existing file layout. Do not create a new file layout for the same tax form.
- Click '**Delete**' to remove a duplicate file layout.
- Click '**Show**' to view the fields for set fixed-width layouts.

Name	Status	Edit
ST9 Sales and Use Tax Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
VA6 Annual Withholding Reconciliation - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
W2 (EFW2/SSA format) Wage and Tax Statement	Active	<a href="#">Show</a> <a href="#">Delete</a>
VA5 Withholding Return - Delimited	Active	<a href="#">Edit</a> <a href="#">Delete</a>
VA5 Withholding Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>

5 Found

Delete

2. Click 'Delete' next to the File Layout.
  - a. Click 'OK' if you want to delete the Layout.
  - b. Click 'Cancel' if you do not want to delete the Layout.



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### File Layouts

[Create New File Layout](#)

Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

- Click '**Create New File Layout**' (above on the right) for new layouts.
- Click '**Edit**' to make updates to an existing file layout. Do not create a new file layout for the same tax form.
- Click '**Delete**' to remove a duplicate file layout.
- Click '**Show**' to view the fields for set fixed-width layouts.

Name	Status	Edit
ST9 Sales and Use Tax Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
VA6 Annual Withholding Reconciliation - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>
W2 (EFW2/SSA format) Wage and Tax Statement	Active	<a href="#">Show</a> <a href="#">Delete</a>
VA5 Withholding Return - Excel	Active	<a href="#">Edit</a> <a href="#">Delete</a>

4 Found

## Upload a File

After creating your File Layout, the next step in Web Upload is to upload your file.

1. Click 'Upload Files' located on the Site Navigation Bar.
2. Click 'Upload a New File'.  
**NOTE:** If you try to upload a file before creating a File Layout, Web Upload will display a message stating you must create a File Layout and the system will not let you upload any files until you have created one.

**Upload a New File**

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click '**Upload a New File**' (above on the right) for uploading new files.
- Click '**Show**' (below) to expand the summary and view details including the Validation Totals.

File name	File Layout	Date uploaded	Status	Record Counts
No Entries				
0 Found				

Note: Processed uploads older than 120 days are automatically deleted.

Click '**Upload**' when finished with the fields below. It may take several minutes for the file to upload depending on the type of file and number of records.

File Layout:

File name:

Header Lines:  Footer Lines:

Compressed (Zipped)?

Ignore records with errors?

Bank Account

3. Select the File Layout you created from the "File Layout" drop down box.
4. Click 'Browse' to locate your file on your computer.  
**NOTE:** The file to be uploaded resides on your computer. You may have used a Sample File with your data saved in it, or you may have used a file created by in-house programming or software.
5. Select your file from the displayed list.  
**NOTE:** You may need to double click on the file to select it.
6. Enter the number of "Header" and/or "Footer" lines included in your file, as applicable.  
**NOTE:** This refers to ignoring rows of data in a file, like the names of the return fields instead of actual return/payment data. These fields are most commonly used when a Web Upload Sample File is used to create a file and with most files prepared by software packages.

7. Review the (conditional) Upload check boxes and mark as applicable.
- If your file has been compressed to zip-format using compression software, mark the box for “Compressed (Zipped)” files.
  - If you want your valid records processed and your error records ignored, mark the “Ignore records with errors” check box.  
**NOTE:** It is recommended to leave this check box blank, in order to address correcting the errors.
  - If you want to use the “(One) Bank Account” option to make payments for all records in the file,
    - Mark the “Bank Account” check box.
    - Select the checking account from the drop down box.  
**NOTE:** This option is only available when you save checking account information in your Profile and have the Payment Amount field in your File Layout. You must also have the Payment Amount field designated in your file with an amount for each record.

8. Click ‘Upload’ and wait until the file is fully uploaded before taking other actions.

9. Review the results of your Upload at the top of the page:
- Your file has been validated **OR**
  - Errors prohibited this file from being uploaded
10. If there are no errors reported, go to Step 12.
11. If there are errors in your file (as displayed in the red box below),
- Correct your records in your file according to the error message(s).  
**NOTE:** Web Upload lists each error separately by the line number. A record can have more than one error to correct.
  - Repeat Steps 1 – 9 until no errors are reported.

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## Upload Files ➤ Upload a New File

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click “Upload a New File” (above on the right) for uploading new files.
- Click “Show” (below) to expand the summary and view details including the Validation Totals.

**Upload New File** ✕

**9 errors prohibited this file from being uploaded**

There were problems with the following fields:

- Line 2 column K: Bank Routing Number: 1401836 is not a valid Bank Routing Number
- Line 3 column A: For Period Ending: 110/31/2010 is not a valid Date (Enter the date in the format of MM/YYYY. Date must be on or after 01/2005)
- Line 3 column D: Name is required
- Line 4 column C: FEIN: 2468135 is not a valid FEIN
- Line 5 column F: Previous Period(s) Adjustments: ABCD is not a valid Number (Enter a valid number between -99999999.99 to +99999999.99)
- Line 6: FEIN and Account Number do not match. Confirm that the FEIN portion of the Account Number field and the 9-digit FEIN field match before Uploading the file.
- Line 7 column B: Account Number: 35135792468f001 is not a valid 30 Tax Account Number
- Line 7 column E: Virginia Income Tax Withheld is required
- Line 8 column A: For Period Ending is required

Two errors in the 3<sup>rd</sup> row and the 7<sup>th</sup> row

12. Verify that the information in “Line Counts” and “Validation Totals” is correct.

**NOTE:** The “Upload Files” page reflects statistics that enable you to confirm that the file contents were uploaded correctly. It is important to review these statistics before taking further action.

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## Upload Files [Upload a New File](#)

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click '**Upload a New File**' (above on the right) for uploading new files.
- Click '**Show**' (below) to expand the summary and view details including the Validation Totals.

File name	File Layout	Date uploaded	Status	Record Counts
<p><b>Your file has been validated. Please review the file's statistics below to confirm your file contents.</b></p> <p><b>Line Counts</b>                      Number of Header Lines: 1                      Number of Footer Lines: 0                      Number of VA5 Withholding Return Lines: 1</p> <p><b>VA5 Withholding Return Validation Totals</b>                      Total Virginia Income Tax Withheld: 4,705.01                      Total Previous Period(s) Adjustments: 0.00                      Total Adjustment Total: 0.00                      Total Penalty: 0.00                      Total Interest: 0.00                      Total Total Amount Due: 4,705.01                      Total Payment Amount: 4,705.01</p> <p>If this information is correct, you may (1) click <b>SUBMIT NOW</b> to complete the submission of this file now or (2) click <b>SCHEDULE FILE</b> to pick a future date to complete the submission of this file. Otherwise, click 'Delete', correct your file and 'Upload' your file again.</p> <p>If you chose to "ignore records with errors" you must upload and submit another file with the corrected error records. Click "View Validation Errors" and "View Error Records" to see what corrections you must make in the other file.</p> <p>Tell us what you think, <a href="#">take our survey</a>.</p>				
New_Store_VA5_File_2.xls	VA5 Withholding Return - Excel	08/13/2013 08:51 AM	Ready to Submit	1 VA5 Withholding Return

Line Counts and Validation Totals

SUBMIT NOW SCHEDULE FILE Delete Show

## Submit Uploaded Files

Once your file is validated as successfully uploaded, determine your next action. You have four options to choose from:

- **Submit Now** – submit the entire file immediately to the applicable agency
- **Schedule File** – select a future date to automatically submit the entire file to the applicable agency
- **Delete** – remove the unprocessed file from your Web Upload account
- **Show** – display and review contents of the file counts and totals

Instructions for each of these options are provided. Select your option and follow the process as defined.

### Submit a File

1. If you are ready for Web Upload to process your entire file (return and payment information) now, click 'Submit Now'.

If this information is correct, you may (1) click **SUBMIT NOW** to complete the submission of this file now or (2) click **SCHEDULE FILE** to pick a future date to complete the submission of this file. Otherwise, click 'Delete', correct your file and 'Upload' your file again.

If you chose to "ignore records with errors" you must upload and submit another file with the corrected error records. Click "View Validation Errors" and "View Error Records" to see what corrections you must make in the other file.

Tell us what you think, [take our survey.](#)

New_Store_VA5_File.xls	VA5 Withholding Return - Excel	11/15/2011 05:07 PM	<b>Ready to Submit</b>	7 VA5 Withholding Return	<b>SUBMIT NOW</b> SCHEDULE FILE Delete Show
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2. If you want to Submit the Uploaded file, click 'OK'.
3. If you do not want to Submit the Uploaded file, click 'Cancel' to stop the process.

**Message from webpage**

Are you sure you want to submit this file? No further modification will be allowed once the file is submitted.

OK Cancel

Your file status changes from "Ready to Submit" to "In Process" after you click 'OK'. It will change to "Processed" within 1 – 2 business days. An email confirmation will be sent to you once your file is processed.

**Upload Files** [Upload a New File](#)

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click '**Upload a New File**' (above on the right) for uploading new files.
- Click '**Show**' (below) to expand the summary and view details including the Validation Totals.

File name	File Layout	Date uploaded	Status	Record Counts
<b>Your file has been submitted for processing.</b>				
New_Store_VA5_File.xls	VA5 Withholding Return - Excel	11/15/2011 05:07 PM	In Process	7 VA5 Withholding Return

1 Found

NOTE: Uploads are automatically deleted after a specific span of time ranging from 120 days to 2 years. See General FAQs for details.

4. If you discover incorrect information in your submitted file, submit a paper return to the applicable agency to amend that information.  
**NOTE:** Amended information is not allowed using Web Upload.

## Schedule a File

- If you want to Submit your file on a future date, click 'Schedule File'.  
**NOTE:** This option Submits your **entire** file on the future date of your choosing.

- Select the month, day and year (up to the due date) from the drop down boxes.
- Click 'Save'.  
**NOTE:** Your file status changes to "Scheduled for MM/DD/YYYY". It will change to "In Process" on the date you selected. Like all other submitted files, the status will change to "Processed" within 1 – 2 business days and an email confirmation will be sent to you.

File name	File Layout	Date uploaded	Status	Record Counts
New_Store_VA5_File_2.xls	VA5 Withholding Return - Excel	11/15/2011 05:13 PM	Scheduled for 11/25/2011	4 VA5 Withholding Return
New_Store_VA5_File.xls	VA5 Withholding	11/15/2011	In Process	7 VA5

- If you decide you want to Submit the Scheduled file immediately, click 'Submit Now'.
- If you want to change the date of a Scheduled file,
  - Click 'Change Date'.
  - Repeat Steps 2 and 3.

## Delete a File

You cannot delete a Submitted file. However, Uploaded files can be deleted when the Status is as follows:

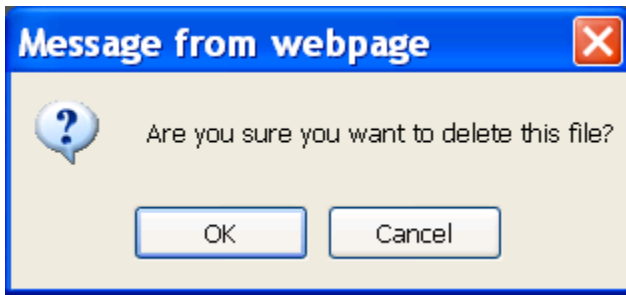
- “Ready to Submit”
- “Scheduled for MM/DD/YYYY”

- Click 'Upload Files'.

File name	File Layout	Date uploaded	Status	Record Counts
Mock_VA5_File_12.xls	VA5 Withholding Return - Excel	11/15/2011 05:17 PM	Ready to Submit	4 VA5 Withholding Return
New_Store_VA5_File_2.xls	VA5 Withholding	11/15/2011	Scheduled for	4 VA5



2. Click 'Delete'.



3. If you want to delete the Uploaded file, click 'OK'.  
**NOTE:** The file will be deleted and no longer appear on the Upload Files Page.
4. If you do not want to delete the Uploaded file, click 'Cancel'.  
**NOTE:** Your file will remain in the "Ready to Submit" or "Scheduled for MM/DD/YYYY" status until you take action.

## Show (a File entry)

The "Show" file function expands the "Upload Files" Page to display the overview for your file.

1. Click 'Upload Files'.
2. Click 'Show'.  
**NOTE:** You can click 'Show' for any file regardless of the status.

**Site Navigation**

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- File Layouts
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- TAX FAQs
- VEC FAQs
- User Guide
- W2 / 1099 Guidelines
- Survey
- Report System Problems
- Logout

## Upload Files

+ Upload a New File

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click **'Upload a New File'** (above on the right) for uploading new files.
- Click **'Show'** (below) to expand the summary and view details including the Validation Totals.

File name	File Layout	Date uploaded	Status	Record Counts
<b>Show Upload File</b> <span style="float: right; color: green; font-weight: bold;">x</span>				
File Layout	<b>ST9 Sales and Use Tax Return (For periods prior to 07/2013) - Excel</b>			
File name	<a href="#">ST9_Mock_File11.xls</a>			
	<a href="#">View Validation Totals</a> <span style="border: 1px solid black; border-radius: 10px; padding: 2px 5px; display: inline-block;">Validation Totals</span>			
Date uploaded	<b>08/13/2013 08:36 AM</b>			
Date submitted	-			
Status <span style="font-size: x-small;">?</span>	<b>Ready to Submit</b>			
Header Lines	<b>1</b>			
Footer Lines	<b>0</b>			
Record Counts	<b>3 ST9 Sales and Use Tax Return</b>			
Ignored Records	<b>0</b>			
<a href="#">Close</a>				
Mock_VA5_File_12.xls	VA5 Withholding Return - Excel	08/13/2013 08:36 AM	<b>Ready to Submit</b>	1 VA5 Withholding Return
New_Store_VA5_File_2.xls	VA5 Withholding Return - Excel	08/13/2013 08:35 AM	<b>Ready to Submit</b>	1 VA5 Withholding Return

SUBMIT NOW SCHEDULE FILE Delete Show

SUBMIT NOW SCHEDULE FILE Delete Show

The "X" collapses the screen.

Show

3. If you want to view your file totals, click 'View Validation Totals' to open a separate window.

**WARNING:** Your file has the same file name as another file you uploaded on 11/15/2011 at 05:13PM. Please ensure that you are not uploading a duplicate file.

Your file has been validated. Please review the file's statistics below to confirm your file contents.

Line Counts

Number of Header Lines: 1  
Number of Footer Lines: 0  
Number of VA5 Withholding Return Lines: 4

VA5 Withholding Return Validation Totals

Total Virginia Income Tax Withheld: 3,024.43  
Total Previous Period(s) Adjustments: 0.00  
Total Adjustment Total: 0.00  
Total Penalty: 0.00  
Total Interest: 0.00  
Total Total Amount Due: 3,024.43  
Total Payment Amount: 3,024.43

This warning is displayed when you upload files with the same name as part of an effort to avoid duplicate files.

## Confirmation Email

After you Submit a File and the status changes to "Processed", Web Upload sends an automated confirmation email to the email address you use to log into the system.

Each submitted file will receive a corresponding confirmation email within 1 – 2 business days of submission. Confirmations are sent Monday morning for files submitted Friday evening/over the weekend.

The confirmation email will reference the Form Type, File Name and Date and Time it was processed.

The screenshot shows an email interface for 'Virginia Tax Web Upload' with the subject 'Confirmation'. The email header includes 'webupload@tax.virginia.gov to me', a 'show details' link, the time '12:58 PM (0 minutes ago)', and a 'Reply' button. The main body of the email contains a thank you message and a red underlined line: 'Your VA5 Withholding Return - Excel file "New\_Store\_VA5\_File.xls" file was processed on 11/15/2011 at 10:29PM.' Below this, it instructs not to respond to the email address and provides contact information for the Department of Taxation and the Employment Commission. A callout box on the right states: 'Each agency has their separate Web Upload email address.'

## Web Upload Survey (Optional)

Once you finish uploading/submitting your files, please take a moment to complete the Web Upload Survey. TAX and VEC want to hear your feedback on the system.

The Survey can be accessed by clicking 'Survey' on the Site Navigation Bar or by clicking 'take our survey' as displayed below.

Your feedback is very important to us as it helps us in making the system more efficient and user friendly. You may leave your contact information with the Survey or remain anonymous if you prefer.

The screenshot shows the 'Upload Files' interface. On the left is a 'Site Navigation' menu with 'Survey' highlighted. The main content area displays a validation summary for a file named 'ST9\_Mock\_File11.xls'. A callout bubble points to the 'Survey' link in the navigation menu, stating 'Click here to access the Survey.' Another callout bubble points to a 'take our survey' link at the bottom of the validation summary, stating 'Or click "take our survey" to provide feedback.'

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- Survey
- Report System Problems
  
- Logout

### Upload Files

[Upload a New File](#)

Use this page to begin the Upload process. Any uploaded files and their summary information will display in the area below. You can also submit, schedule and delete files from this page.

- Click '**Upload a New File**' (above on the right) for uploading new files.
- Click '**Show**' (below) to expand the summary and view details including the Validation Totals.

File name	File Layout	Date uploaded	Status	Record Counts
<b>Your file has been validated. Please review the file's statistics below to confirm your file contents.</b>				
<b>Line Counts</b>				
Number of Header Lines: 1				
Number of Footer Lines: 0				
Number of ST9 Sales and Use Tax Return Lines: 3				
<b>ST9 Sales and Use Tax Return Validation Totals</b>				
Total Gross Sales: 86.03				
Total Personal Use: 0.00				
Total Exempt State Sale and Other Deductions: 0.00				
Total Sales and Use: 0.00				
Total Amount: 0.00				
Total Local Taxable Amount: 0.00				
Total Local Tax: 0.00				
Total Total State Tax: 0.00				
Total Dealer's Discount: 0.00				
Total Net State Tax Due: 0.00				
Total Number of Prepaid Wireless Items Sold: 0				
Total Prepaid Wireless Fee: 0.00				
Total Total State, Local and Prepaid Wireless Tax Due: 0.00				
Total Penalty: 0.00				
Total Interest: 0.00				
Total Total Amount Due: 0.00				
Total Payment Amount: 0.00				


If this information is correct, you may (1) click **SUBMIT NOW** to complete the submission of this file now or (2) click **SCHEDULE FILE** to pick a future date to complete the submission. If you click 'Schedule File', correct your file and 'Upload' your file again.

If you chose to "ignore records with errors" and "View Error Records", you will be able to re-upload your file with the corrected error records. Click "View Error Records" to see the error records in the other file.

Tell us what you think, [take our survey.](#)

File name	File Layout	Date uploaded	Status	Record Counts	Actions
ST9_Mock_File11.xls	ST9 Sales and Use Tax Return (For periods prior to 07/2013) - Excel	08/13/2013 08:39 AM	Ready to Submit	3 ST9 Sales and Use Tax Return	<a href="#">SUBMIT NOW</a> <a href="#">SCHEDULE FILE</a> <a href="#">Delete</a> <a href="#">Show</a>

## Questions and Support

If you have any questions while using Web Upload, you can click on the  icons located throughout the system. It will provide you with specific help and instructions.

These resources are also available for you online:

- Web Upload [General Information Page](#)
- Web Upload [General FAQs](#)
- Web Upload [TAX FAQs](#)
- Web Upload [VEC FAQs](#)
- Web Upload [VEC Reporting Options Page](#)

If you have additional questions or need more information regarding Web Upload, contact the applicable agency administrators.

- Virginia Department of Taxation – [webupload@TAX.virginia.gov](mailto:webupload@TAX.virginia.gov)
- Virginia Employment Commission – [webuploadVEC@VEC.virginia.gov](mailto:webuploadVEC@VEC.virginia.gov)

**DO NOT** attach your file or include customer information (SSN, FEIN, etc.) in your email as these email boxes are not secure for this confidential information.

For TAX return specific information, please visit [www.TAX.virginia.gov](http://www.TAX.virginia.gov).

For VEC report specific information, please visit [www.VEC.virginia.gov](http://www.VEC.virginia.gov).