

VEC Web Upload Guide

For Filing and Paying Returns
Electronically with the Virginia
Employment Commission

July 2026



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What is VEC Web Upload?

Web Upload is a free, secure and efficient online service which allows you to file/pay your returns electronically 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 VEC 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.

Supported VEC Web Upload Forms

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 VEC 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 VEC permission to email registration confirmation, password changes, and confirmation of submitted files and notification of Web Upload changes/modifications to this address.

NOTE: Adding 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.

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 gives 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 your files.

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	webupload.customer@gmail.com
First Name	Jane
Last Name	Doe
PTIN/FEIN/SSN	987654321

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

Company Name (optional)	New store
-------------------------	--

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	Taxpayer/Company Representative
Phone Number	804-123-4567

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 14-20 characters and must contain 3 of the 4 combinations of: lowercase characters, uppercase characters, numeric characters, and special characters.

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 VEC 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.

Bank Accounts (optional) ☒

Check this box if you want to set up bank accounts for all clients in a file.

Marking this check box causes the banking fields to display.

Account Name (optional)	Account Number	Routing Number

*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
100 Main Street
Richmond, VA 23220

Date

PAY TO THE ORDER OF

SAMPLE

Dollars

Routing # Account #
250250025 202020106 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

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

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

Password

Your password must be 14-20 characters and must contain 3 of the 4 combinations of: lowercase characters, uppercase characters, numeric characters, and special characters.

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.

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.

7. Access your email account and review the confirmation email from Web Upload.
REMEMBER: Adding webuploadVEC@VEC.virginia.gov to your list of safe email address will help ensure Web Upload emails reach your inbox.
8. If you do not receive a confirmation email within a few hours of registering, you may contact the Web Upload Administrators at webuploadVEC@VEC.virginia.gov.
NOTE: Your email filter may have blocked the confirmation email or the email address entered during Sign Up may not have been entered correctly.
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)
- State Unemployment Insurance Tax Information
- 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 VEC Web Upload Business Administrators for each agency.

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

Forgotten Password

Enter your email address in the field below. Click 'Reset Password' once. Instructions for resetting your password will be sent to the email address provided.

Email Address

[Cancel](#)

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.

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.

Change Password

Password requirements

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.

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
Password Confirmation

[Cancel](#)

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.

Change Password

Your Password has been successfully changed. Select a Site Navigation link on the sidebar to begin using Web Upload.

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.

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	
Password Confirmation	
Change password Cancel	

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'.

My Profile

The email address you provide below will be used as your account login. In addition, providing the email address gives the 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	vasavi.kosuru@gmail.com
First Name	Vasavi
Last Name	Kosuru
PTIN/FEIN/SSN	699013234

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)	
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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	Tax Preparer
Phone Number	8043199907

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.

[Cancel](#)

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.

File Layouts

Click here to Create
New File Layout

 [Create New File Layout](#)

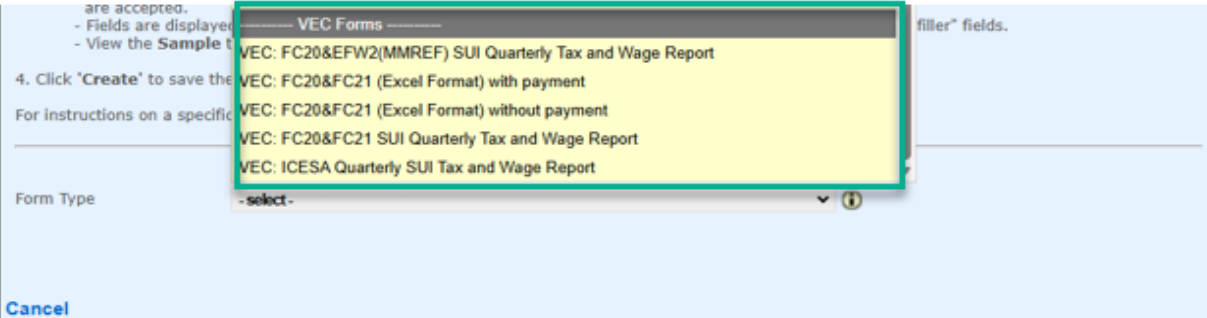
Web Upload uses the file layout you create to later validate your file contents and provide feedback. All created file layouts will display in the area below.

- 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 
test-st8	Active	Edit Delete
TEST	Active	Edit Delete
Excel	Active	Edit Delete

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

Only Display below VEC forms



The screenshot shows a 'Form Type' dropdown menu with a list of VEC forms. The list includes: VEC: FC20&EFW2(MMREF) SUI Quarterly Tax and Wage Report, VEC: FC20&FC21 (Excel Format) with payment, VEC: FC20&FC21 (Excel Format) without payment, VEC: FC20&FC21 SUI Quarterly Tax and Wage Report, and VEC: ICESA Quarterly SUI Tax and Wage Report. The dropdown is highlighted with a green border. Below the dropdown is a 'Cancel' button.

- If you select any of these form types, skip ahead to Step 8.
 - VEC: FC-20 EFW2/MMREF
 - VEC: ICESA Quarterly SUI
- 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
- 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.

Form Type VEC: FC20&FC21 (Excel Format) with payment

My layout contains the following FC20&FC21 SUI Quarterly Tax and Wage Report fields:

Position	Field	Format	Remove/Add
A	Employer Account Number	VEC Account Number	Required
B	Employer Name	String (max 30 chars)	Required
C	Employer FEIN	Federal EIN	Required
D	Employer Address Line 1	String (max 24 chars)	Required
E	Employer City	String (max 20 chars)	Required
F	Employer State	State Code	Required
G	Employer Zip or Postal Code	String (max 9 chars)	Required
H	Quarter End Date	Quarter End Date	Required
I	Total Month 1 Employees	Number (No decimal, 0 to 9,999,999)	Required
J	Total Month 2 Employees	Number (No decimal, 0 to 9,999,999)	Required
K	Total Month 3 Employees	Number (No decimal, 0 to 9,999,999)	Required
L	Total Wages	Number Positive	Required
M	Total Wages in excess of \$8000	Number Positive	Required
N	Wages Subject to Tax	Number Positive	Required
O	Total Due	Number Positive (max 9,999,999.99)	Optional
P	Payment Amount	Number Positive (max 9,999,999.99)	Optional
Q	Bank Account Number	Bank Account Number	Optional
R	Bank Routing Number	Bank Routing Number	Optional

My layout contains the following schedule FC21 Employer Quarterly Payroll Report fields:

Position	Field	Format	Remove/Add
A	Social Security Number SSN		Required
B	First Name	String (max 15 chars)	Required
C	Last Name	String (max 20 chars)	Required
D	Total Wages	Number Positive	Required

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

[Create](#) [Cancel](#)

- 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.

- Click “OK” to open the sample.
- If you do not need to use a sample to make a file,
 - Close the Sample File after viewing it.

- Go to Step 8.
- c. 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.
- 8. From the Web Upload screen, click 'Create' to save your File Layout.

My layout contains the following schedule FC21 Employer Quarterly Payroll Report fields:

Position ⓘ	Field	Format ⓘ	Remove/Add ⓘ
A	Social Security Number SSN ⓘ		Required
B	First Name	String (max 15 chars) ⓘ	Required
C	Last Name	String (max 20 chars) ⓘ	Required
D	Total Wages	Number Positive ⓘ	Required

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

Create [Cancel](#)

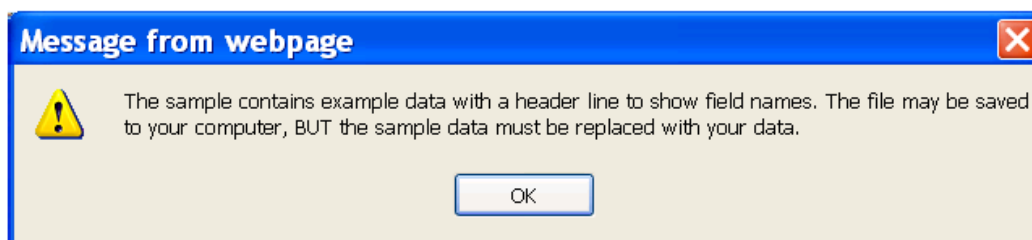
Your Web Upload File

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 FC20&FC21(Excel Format) with payment Sample Files

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

Enter the EMPLOYER QUARTERLY TAX REPORT (FC-20) data in ROW 3.		Enter the EMPLOYER QUARTERLY PAYROLL REPORT (FC-21) data in BEGINNING ROW 4.		(1) Entering FC-20 data in this Excel file means that you are indicating that you intend to UPLOAD and SUBMIT AN ELECTRONIC PAYMENT with your QUARTERLY REPORT. (2) Dollar Amounts must include the decimal place. (3) Save this Quarterly Report (FC20/21) file to your computer before you Upload and Submit it.				Quarter End Date (Must Be One of 03/31/YYYY, 06/30/YYYY, 09/30/YYYY OR 12/31/YYYY)	Total Month 1 Employees (No Decimal, No Commas, 10 Character Max.)	Total Month 2 Employees (No Decimal, No Commas, 10 Character Max.)
Employer Account Number (Must Be 10 Characters)	Employer Name (30 Characters Max.)	Employer FEIN (Must Be 9 Characters, No Hyphen)	Employer Address (24 Characters Max.)	Employer City (20 Characters Max.)	Employer State (2 Character Max.)	Employer Zip Code (5 Digit USPS Code)				
Social Security Number (Must Be 9 Characters, Cannot Begin with 000, 666, or 999-999. Cannot Contain All Zeros in any group eg. 000-xx-xxxx, xxx-00-xxxx, xxx-xx-0000)	Employee First Name (15 Alpha Only Characters Max.)	Last Name (20 Alpha Only Characters Max.)	Total Quarterly Wages (Positive Number, 11 Character Max, Include Decimal, No Commas)	REMEMBER:						
#####	Sample Employee Name	#####	Sample Employee Address	Sample Employee City	Sample Employee State (e.g. VA)	#####	MMCCYYYY		0	
#####	Sample Employee First Name1	Sample Employee Last Name1	0.00							
#####	Sample Employee First Name2	Sample Employee Last Name2	0.00							
#####	Sample Employee First Name3	Sample Employee Last Name3	0.00							
#####	Sample Employee First Name4	Sample Employee Last Name4	0.00							
#####	Sample Employee First Name5	Sample Employee Last Name5	0.00							
#####	Sample Employee First Name6	Sample Employee Last Name6	0.00							
#####	Sample Employee First Name7	Sample Employee Last Name7	0.00							
#####	Sample Employee First Name8	Sample Employee Last Name8	0.00							
#####	Sample Employee First Name9	Sample Employee Last Name9	0.00							
#####	Sample Employee First Name10	Sample Employee Last Name10	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 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 12 for additional details.)

Form Type

VEC: FC20&FC21 (Excel Format) with payment



My layout contains the following FC20&FC21 SUI Quarterly Tax and Wage Report fields:

Position	Field	Format	Remove/Add
A	Employer Account Number	VEC Account Number	Required
B	Employer Name	String (max 30 chars)	Required
C	Employer FEIN	Federal EIN	Required
D	Employer Address Line 1	String (max 24 chars)	Required
E	Employer City	String (max 20 chars)	Required
F	Employer State	State Code	Required
G	Employer Zip or Postal Code	String (max 9 chars)	Required
H	Quarter End Date	Quarter End Date	Required
I	Total Month 1 Employees	Number (No decimal, 0 to 9,999,999)	Required
J	Total Month 2 Employees	Number (No decimal, 0 to 9,999,999)	Required
K	Total Month 3 Employees	Number (No decimal, 0 to 9,999,999)	Required
L	Total Wages	Number Positive	Required
M	Total Wages in excess of \$8000	Number Positive	Required
N	Wages Subject to Tax	Number Positive	Required
O	Total Due	Number Positive (max 9,999,999.99)	Optional
P	Payment Amount	Number Positive (max 9,999,999.99)	Optional
Q	Bank Account Number	Bank Account Number	Optional
R	Bank Routing Number	Bank Routing Number	Optional

Help

Close

VEC Account Number: (e.g. 0001234567)
Enter a valid 10-digit VEC Account Number.

My layout contains the following schedule FC21 Employer Quarterly Payroll Report fields:

Position	Field	Format	Remove/Add
A	Social Security Number	SSN	Required
B	First Name	String (max 15 chars)	Required
C	Last Name	String (max 20 chars)	Required
D	Total Wages	Number Positive	Required

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

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:

- 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.

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 
test-st8	Active	Edit Delete
TEST	Active	Edit Delete
Excel	Active	Edit Delete
FC20&EFW2(MMREF) SUI Quarterly Tax and Wage Report	Active	Show Delete
FC20&FC21 (Excel Format) with payment	Active	Show Delete
FC20&FC21 (Excel Format) without payment	Active	Show Delete
FC20&FC21 SUI Quarterly Tax and Wage Report - Fixed-Width	Active	Edit Delete

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 FC20&FC21 SUI Quarterly Tax and Wage Report - Fixed-Width

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  icon.

Form Type VEC: FC20&FC21 SUI Quarterly Tax and Wage Report 

and required FC21
Employer Quarterly Payroll
Report schedules:

File Format Fixed-Width 

My layout contains the following FC20&FC21 SUI Quarterly Tax and Wage Report fields:

Position 	Field	Length 	Format 	Remove/Add 
1	Employer Account Number	10	VEC Account Number 	Required
2	Employer Name	30	String (max 30 chars) 	Required
3	Employer FEIN	9	Federal EIN 	Required
4	Employer Address Line 1	24	String (max 24 chars) 	Required
5	Employer City	20	String (max 20 chars) 	Required
6	Employer State	2	State Code 	Required
7	Employer Zip or Postal Code	9	String (max 9 chars) 	Required
8	Quarter End Date	10	Quarter End Date 	Required
9	Total Month 1 Employees	7	Number (No decimal, 0 to 9,999,999) 	Required
10	Total Month 2 Employees	7	Number (No decimal, 0 to 9,999,999) 	Required
11	Total Month 3 Employees	7	Number (No decimal, 0 to 9,999,999) 	Required
12	Total Wages	11	Number Positive 	Required
13	Total Wages in excess of \$8000	11	Number Positive 	Required
14	Wages Subject to Tax	11	Number Positive 	Required
15	Tax	10	Number Positive (max 9,999,999.99) 	Optional 
16	Penalty	6	Number Positive (max 999.99) 	Optional 
17	Interest	8	Number Positive (max 99,999.99) 	Optional 
18	Total Due	10	Number Positive (max 9,999,999.99) 	Optional 
19	Payment Amount	10	Number Positive (max 9,999,999.99) 	Optional 
20	Bank Account Number	17	Bank Account Number 	Optional 
21	Bank Routing Number	9	Bank Routing Number 	Optional 

The following fields can be added or removed from the active FC20&FC21 SUI Quarterly Tax and Wage Report layout above.

Filler  0 String  

My layout contains the following schedule FC21 Employer Quarterly Payroll Report fields:

Position 	Field	Length 	Format 	Remove/Add 
1	Social Security Number	9	SSN 	Required
2	SSN Explanation	58	String 	Optional 
3	First Name	15	String (max 15 chars) 	Required
4	Last Name	20	String (max 20 chars) 	Required
5	Total Wages	11	Number Positive 	Required

The following fields can be added or removed from the active schedule FC21 Employer Quarterly Payroll Report layout above.

Filler  0 String  

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.

4. Click 'Update' to save your changes.

My layout contains the following schedule FC21 Employer Quarterly Payroll Report fields:

Position	Field	Length	Format	Remove/Add
1	Social Security Number	9	SSN	Required
2	SSN Explanation	58	String	Optional
3	First Name	15	String (max 15 chars)	Required
4	Last Name	20	String (max 20 chars)	Required
5	Total Wages	11	Number Positive	Required

The following fields can be added or removed from the active schedule FC21 Employer Quarterly Payroll Report layout above.

Filler	0	String	
--------	---	--------	--

Update **Cancel**

Delete a File Layout

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

- Click 'File Layouts' located on the Site Navigation Bar.

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

File Layouts

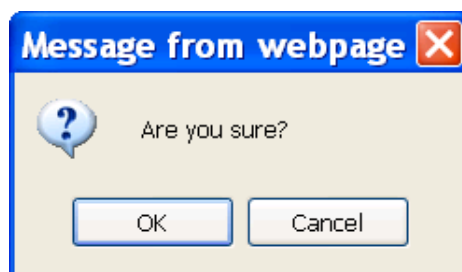
[Create New File Layout](#)

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
test-st8	Active	Edit Delete
TEST	Active	Edit Delete
Excel	Active	Edit Delete
FC20&EFW2(MMREF) SUI Quarterly Tax and Wage Report	Active	Show Delete
FC20&FC21 (Excel Format) with payment	Active	Show Delete
FC20&FC21 (Excel Format) without payment	Active	Show Delete

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



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.

Upload Files

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.

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.

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.

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: Browse... ⓘ

Header Lines: ⓘ Footer Lines: ⓘ

Compressed (Zipped)? ☐ ⓘ

Ignore records with errors? ☐ ⓘ

Bank Account ☐ ⓘ

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 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.

Bank Account ☒ ⓘ Using this check box only applies to the scenario described above in Step 7c.

- select -
- select -
XXXXXXXXXX7413
XXXXXXXX1111
XXXXXXXX2468

Upload Cancel

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

⌚ Your file is being validated. Depending on the size of your file, this may take a few minutes.

Validating records **1 to 8 (of 8 records)**...

Please do not close your browser or click the Back or Stop button while your file is being processed.

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.

Site Navigation

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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 -999999999.99 to +999999999.99)
- 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: 35135792468001 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 3rd row and the 7th 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.

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
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 VAS Withholding Return Lines: 1 VAS Withholding Return Validation Totals 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				
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 .				
		Ready to Submit	SUBMIT NOW SCHEDULE FILE Delete Show	

Line Counts and Validation Totals

Submit Uploaded Files

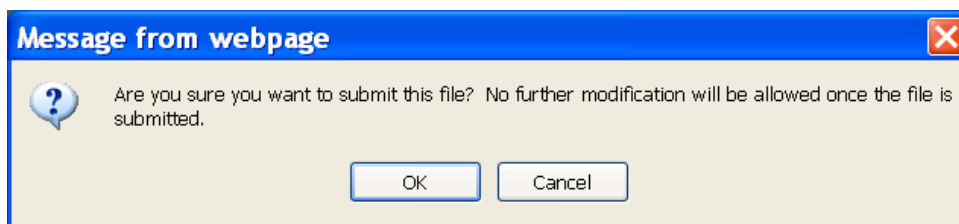
Once your file is validated as successfully uploaded, determine your next action. You have four options to choose from:

- **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'.
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.



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
Your file has been submitted for processing.				
		1	In Process	Show

1 Found

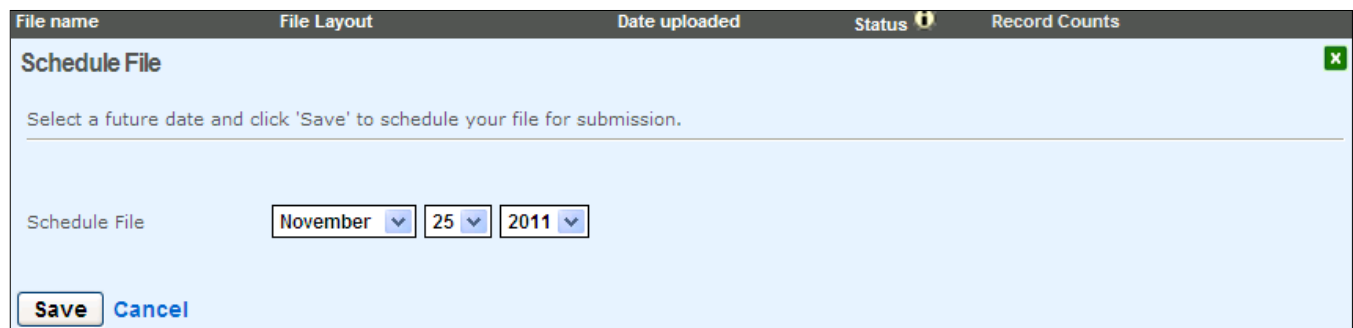
NOTE: Uploads are automatically deleted after a specific span of time ranging from 120 days to 2 years. See General FAQs for details.

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

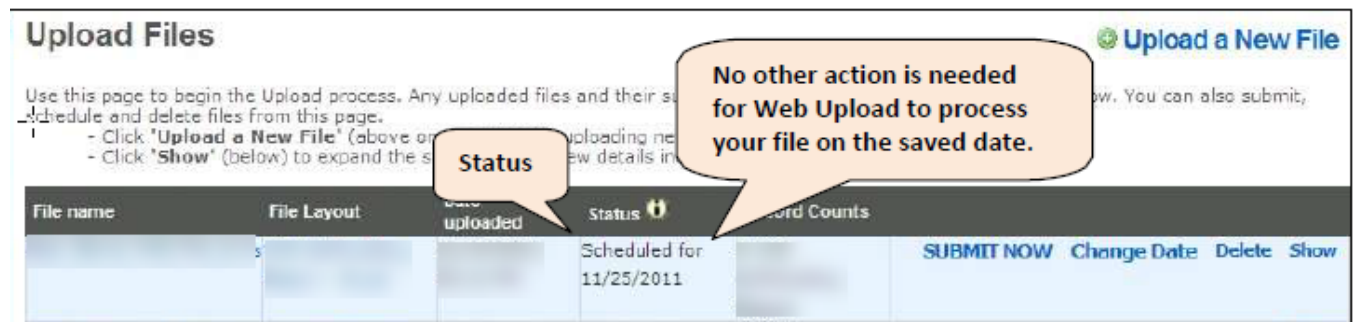
1. If you want to Submit your file on a future date, click 'Schedule File'.

NOTE: This option Submits your entire file on the future date of your choosing.



2. Select the month, day and year (up to the due date) from the drop down boxes.
3. 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.



4. If you decide you want to Submit the Scheduled file immediately, click 'Submit Now'.
5. If you want to change the date of a Scheduled file,
 - a. Click 'Change Date'.
 - b. 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"

1. Click 'Upload Files'.

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	
			Ready to Submit		SUBMIT NOW SCHEDULE FILE Delete Show
			Return		Delete

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 act.

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.

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
Show Upload File File Layout File name Date uploaded Date submitted Status  Header Lines Footer Lines Record Counts Ignored Records View Validation Totals Ready to Submit 1 0 3 5 0 Validation Totals The "X" Collapses the screen. Close				
			Ready to Submit	

[SUBMIT NOW](#) [SCHEDULE FILE](#) [Delete](#) [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

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 and Date and Time, it was processed.

VEC Web Upload Survey (Optional)

Once you finish uploading/submitted your files, please take a moment to complete the Web Upload Survey. Virginia TAX wants 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.

Survey

Virginia Tax Web Upload Survey

1. If you found the system difficult to use, please tell us why and any suggestions you have on how we can improve it.
(Maximum length 1,000 characters)

2. If you found the functionality provided by this system lacking, please tell us why and any suggestions you have on how we can improve it.
(Maximum length 1,000 characters)

3. If you found the instructions on how to use this system difficult to follow, please tell us why and any suggestions you have on how we can improve it.
(Maximum length 1,000 characters)

4. Feel free to provide any other constructive comments here.
(Maximum length 1,000 characters)

Submit Survey **Reset Survey**

Questions and Support

If you have any questions while using VEC 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:

- [VEC FAQs](#)

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

- **Virginia Employment Commission** – 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 any VEC specific information, please visit

<https://www.vec.virginia.gov/web-upload-information>