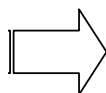


City of Columbus

Instructions for practitioner's filing an IT-15 Employer's Semi-Monthly or Monthly Deposit of Income Tax Withheld using *Dynamic Web Import (DWI)*

- I. **Description:** Practitioner's filing an IT-15 form may use our web-based filing system to upload multiple accounts in a single file.
- II. **File Preparation:** (complete file layout instructions to follow)
- when using a spreadsheet file it must be saved as a **"delimited text file"**. (Excel, for example, can be saved as a **"tab delimited text file"**).
 - format dollar amounts to exclude dollar signs (\$) and commas. (example- Excel format 'General', two decimal places. \$10,250.99 will display 10250.99)
 - City Tax ID, Acct. Number, and Date** fields should be formatted as 'text' so that any leading zeros are retained. (example- 1/31/05 must display as 01312005 -- **not** 1312005)
 - with the exception of column headings, every row in your file must contain data or be empty. Subtotals at the bottom of columns or the end of rows, for example, will generate an error message.
 - required fields:** there are various required fields and optional fields. See **Figure 3**. (**Figure 3** will be discussed in more detail in the following pages.)

Selecting Options for DWI



Third Party Online Filing

Client City Tax ID:

Bulk Filing using DWI (Dynamic Web Import)

I affirm that I am the taxpayers' authorized representative as relates to transactions with the City of Columbus, Income Tax Division regarding these accounts.

Select a return to file. The link will provide the appropriate tax form.
By selecting this image **D** you may demo the tax form to see how it works. This option will allow you to practice how to use and submit the form. No data will be saved.

- [IT-11 Employer's Quarterly Return of City Tax Withheld **D**](#)
- [Amend IT-11 Employer's Quarterly Return of City Tax Withheld **D**](#)
- [IT-15 Employer's Semi-Monthly or Monthly Deposit of City Income Tax Withheld **D**](#)
- [IR-18 Quarterly Statement of Estimated Income Tax Due **D**](#)
- [IR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\) **D**](#)
- [Amend IR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\) **D**](#)
- [IR-42 Application for Extension of Time to File City Income Tax Return and Statement in Lieu of Tentative Return **D**](#)
- [BR-18 Quarterly Statement of Estimated Income Tax Due **D**](#)
- [BR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\) **D**](#)
- [BR-42 Application for Extension of Time to File City Income Tax Return and Statement in Lieu of Tentative Return **D**](#)

Figure 1. Main Menu

Select the Bulk Filing using DWI option and affirmation check box, then the tax form to be filed.

Getting Started

Select File Type
Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file.

Fixed Length

File contains no line feeds

Delimited File:

Field Delimiter:

Other:

String Qualifier:

Other:

Actions
Click the BACK button if you wish to return to the Bulk Filing Main Menu at this time. Other press the CONTINUE button to define your file layout.

Figure 2. File Type

- Item A** - if your file has column headings enter the number of rows occupied by the headings.
- Item B** - 'fixed length' is typically for data from a mainframe system.
'delimited file' is typically for data created in a spreadsheet.
- Item C** - if you saved your spreadsheet file as *tab delimited* select **tab** from the drop-down.
- Item D** - select *string qualifier*, if none select *None*.

Field Layout: (see *Figure 3*)

- A.** The order of the columns in your file must match the order of the **Field Layout** screen. You may change your file to match the order of the layout screen or you may change the order of the layout screen to match your file. Use the arrows to move a field up or down one position. You may also reposition a field by typing the new position in the left column and clicking the **Refresh** button at the bottom of the screen.
- B. Filler Fields:** If your file contains columns other than those listed on the **Field Layout** screen you must indicate their position as **Filler** to prevent the program from trying to read those columns as data. For each column: (1) check the **Add Filler** box; (2) type the **Position** or column number; and (3) click **Refresh**.
(an alternative method is to remove the extra columns from your file which would eliminate the need for filler fields. Either way, your file layout must match the field layout screen).
- B. Optional Fields:**
On the **Field Layout** screen (**Figure 3**) fields 10-21 are optional. If they are not used in your file remove them from the file layout by clicking the appropriate checkboxes and click **Refresh** at the bottom of the screen. **Fields 10-21 will be required for any report that will remit with ACH Debit or Credit Card.**

C. Amounts

Implied Decimals – fields that have a drop down value indicating “implied decimal” with # of places as 2 the system will insert a decimal to all values. Example: if the file has an amount of 20000, the system will insert a decimal and show the amount as 200.00.

No Implied Decimal – fields that have a drop down value indicating “no implied decimal” with # of places as 0 the system will remove and decimal values. Example: if the file has an amount of 200.00, the system will remove the cent values unless the # of places = 2, then the system will retain the cents.

D. Required Fields:

CITY TAX ID -11-digits, if the 11th digit is blank enter only the 10-digits.

FILING PERIOD – Requires the quarter period report is being filed against. Date Format CCYYMMDD, example: 09302005.

DATE WAGES PAID 1 – At least one date wages paid is required but as many as four can be entered. Date format must be in MMDDCCYY - Example: 03152005

PAYMENT AMOUNT – Required only if a payment is being made with the report. Must provide a “0.00”

PAYMENT TYPE - 1-digit field indicating payment type:
“E” for ACH Debit, “C” for Credit Card, “N” for no payment with report.

E. Optional Fields:

DATE WAGES PAID 2 – At least one date wages paid is required but as many as four can be entered. Date format must be in MMDDCCYY - Example: 03152005

DATE WAGES PAID 3 – At least one date wages paid is required but as many as four can be entered. Date format must be in MMDDCCYY - Example: 03152005

DATE WAGES PAID 4 – At least one date wages paid is required but as many as four can be entered. Date format must be in MMDDCCYY - Example: 03152005.

ACCOUNT TYPE – If making a payment via e-Check the account type must be indicated as either **C** = Checking or **S** = Savings. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. “,”

Corporate Checking Account – The Corporate Checking Account flag is used for taxpayers using a corporate checking account to pay their city taxes. The “Y” will indicate that a corporate checking account is being used and a CCD flag will be sent in the ACH NACHA file. Users who bank with Mellon Bank are recommended to use this option. This option can be removed if not being used.

FIRST NAME – If making a payment via e-Check the First Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. “,”

LAST NAME - If making a payment via e-Check the Last Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. “,”

ROUTING NUMBER – If making a payment via e-Check the Routing number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. “,”

BANK ACCOUNT NUMBER – If making a payment via e-Check the Bank Account Number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. “,”

PAYMENT DATE – If making a payment via e-Check the payment Date is required. The earliest payment date must be the current date or the Due Date of the report but can not be past the Due Date.

CREDIT CARD TYPE – If making a payment via Credit Card the Card Type must be indicated in the file as either an **M** = MasterCard or a **V** = Visa. If all the records are being paid via Credit Card the E-Check fields can be omitted. (Fields 8 – 13) however if a file has both e-Check and Credit Card payments these fields must be included but set as a blank field. “,”

NAME on CREDIT CARD – If paying via Credit Card the First and Last Name must be included in the file.

CREDIT CARD NUMBER – If paying via Credit Card the Credit Card Number is required to process the payment.

BILLING ADDRESS – If paying via Credit Card the Billing address is required. This is the street address only. Do not include the

State and City information.

EXPIRATION MONTH – If paying via Credit Card the expiration month of the Credit Card is required to validate the credit card. This will be a 2-digit month

EXPIRATION YEAR – If paying via Credit Card the expiration year is required to validate the credit card. This will be a 4-digit year.

F. Required Repeatable Fields – The repeatable fields are 22-23 it represent a city entry.

CITY CODE – 2 digit city identifier 01 = Columbus

TAXES WITHHELD – The amount of taxes withheld for the city can be up to 11-digits in dollar and cents. If 100 is entered the system will convert it to 100.00 if the implied decimal is activated.

Bulk IT-15 Employer's Semi-Monthly or Montly Deposit of City Income Tax Withheld

File Layout
 Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

- All dollar amounts must be entered in dollar and cents with a decimal.
- The total net due amount must be within a \$5.00 tolerance.
- Total Net cannot be a negative value. If so, the system will set it to zero.
- If no payment with return, payment information is not required.
- If you are filing a late return the system will calculate penalty, interest and late charges.

Field		Max Size	Format		Remove
1	City Tax ID	11	Text Field		Required
2	Filing Period - CCYYMMDD	8	Text Field		Required
3	Date Wages Paid 1	8	Text Field		Required
4	Date Wages Paid 2	8	Text Field		<input type="checkbox"/>
5	Date Wages Paid 3	8	Text Field		<input type="checkbox"/>
6	Date Wages Paid 4	8	Text Field		<input type="checkbox"/>
7	Payment Amount	11	<input type="text" value="No Implied Decimal"/> # of Places: <input type="text" value="2"/>		Required
8	Payment Method - E, C or N	1	Text Field		Required
9	Account Type - C or S	1	Text Field		<input type="checkbox"/>
10	Corporate Checking - Y or N	1	Text Field		<input type="checkbox"/>
11	First Name	25	Text Field		<input type="checkbox"/>
12	Last Name	25	Text Field		<input type="checkbox"/>
13	Routing Number	9	Text Field		<input type="checkbox"/>
14	Bank Account Number	17	Text Field		<input type="checkbox"/>
15	Payment Date - CCYYMMDD	8	Text Field		<input type="checkbox"/>
16	Credit Card Type - V or M	1	Text Field		<input type="checkbox"/>
17	Credit Card Number	17	Text Field		<input type="checkbox"/>
18	Name on Credit Card	35	Text Field		<input type="checkbox"/>
19	Billing Address	40	Text Field		<input type="checkbox"/>
20	Expiration Month	2	Text Field		<input type="checkbox"/>
21	Expiration Year	4	Text Field		<input type="checkbox"/>
Repeating Fields (These are fields that may be repeated at the end of each record. Each repeated series will represent a city entry.)					
22	City Code	2	Text Field		Required
23	Taxes Withheld	11	<input type="text" value="No Implied Decimal"/> # of Places: <input type="text" value="2"/>		Required

Filler Fields
 If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position:

Actions
 Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

Figure 3. Field Layout Screen

File Upload

Use the BROWSE button to search for the file on your computer that you wish to upload for processing.

Actions

Press MAIN MENU to go back to the Bulk Filing Main Menu. Click the BACK button to modify the layout of your import file. Click the UPLOAD button to upload your file and process the data.

Figure 4. Send File Screen

Main Menu - resets changes you have made to any screen and returns to the beginning of the session.

Back - will take you back one screen.

Upload File... will send your file and perform a preliminary validation of the file layout.

- 1) Click the **Browse...** button and select the file from your disk or hard drive.
- 2) Click **Upload File...** to proceed.

Record Validation

The next screen (**Figure 5**) will display a sample consisting of the first ten records in your file. Its purpose is to catch common formatting or layout errors and allow them to be corrected before uploading the entire file.

The first column on the screen, **Result**, will indicate whether a record passed or failed the test. If "**Valid**" is displayed then all fields in that row are acceptable.

If there is a highlighted error message (see **Figure 5**) do the following:

- 1) correct the data in your file then save.
- 2) click the **Back** button and send your file again.

Your corrected file will be validated and the first ten records will again be displayed. When all ten sample records indicate "**Valid**" then click **Next** to process your file.

Note: only the first ten records are displayed to help identify common formatting errors. You will need to check and correct your *entire file* for similar errors.

View First Ten Records of IT-15 File

Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to process your file.

Results

Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Date Wages Paid 1	Date Wages Paid								
1 Valid	1876	010233346W	20041231	20041201	20041215								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>City Code</th> <th>Taxes Withheld</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>2500</td> </tr> <tr> <td>09</td> <td>2500</td> </tr> <tr> <td>10</td> <td>10500</td> </tr> </tbody> </table>	City Code	Taxes Withheld	01	2500	09	2500	10	10500			
City Code	Taxes Withheld												
01	2500												
09	2500												
10	10500												
2	1876	010246694W	20041210	20041220	33055.00								
Field 'Payment Amount' contains an invalid number Field 'Payment Method - E, C or N' is blank Field 'Credit Card Type - V or M' is too long Field 'Expiration Month' is too long Field 'City Code' is too long Field 'City Code' is too long Field 'Taxes Withheld' is missing Error in DWI.RecordProcessor.LoadData: Subscript out of range													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>City Code</th> <th>Taxes Withheld</th> </tr> </thead> <tbody> <tr> <td>17500.00</td> <td>9</td> </tr> <tr> <td>15555.00</td> <td></td> </tr> </tbody> </table>	City Code	Taxes Withheld	17500.00	9	15555.00						
City Code	Taxes Withheld												
17500.00	9												
15555.00													

Figure 5. Record Validation

**** This record contains an error. This record needs to be corrected to be successfully filed.**

Corrected file

View First Ten Records of IT-15 File

Actions									
Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to process your file.									
Main Menu		Back		Continue					
Results									
Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Date Wages Paid 1	Date Wages Paid 2	Payment Amount	Payment Method - E, C or N/A		
1	Valid	1876	010233346W	20041231	20041201	20041215	15500	E	C
		City Code	Taxes Withheld						
		01	2500						
		09	2500						
		10	10500						
2	Valid	1876	010246694W	20041231	20041210	20041220	33055	C	
		City Code	Taxes Withheld						
		01	17500						
		09	15555						

PROCESSING

This screen shows the progress of the file upload.

All successfully processed records in the file will be submitted at this point.

A unique confirmation number and Return Time Stamp will be generated for each record.



Figure 6. File upload process

File Upload Final Results

Figure 7 shows the final results of the upload process.

Successful Records have been submitted. Click **View** to see the individual results issued for each record.

Failed Records did not pass the final validation business rules and were not submitted. Click **View** to see the error messages, then:

- 1) copy the failed records in your file to a separate file.
- 2) correct the errors and save.
- 3) click the **Back** button (see Figure 7 below) and resubmit the corrected failed records.

Note: be sure to resubmit only the corrected *failed* records. The *successful* records have been submitted and will generate an error message if sent again.

IMPORTANT: *Failed Records* are not assigned a confirmation number, are not submitted, and are not filed with the City of Columbus Income Tax Division. They must be corrected and resubmitted.

Actions

Click EXIT to stop using the Dynamic Web Import. Click BACK to specify another file to upload.

Exit
Back

Results

These are the results of this upload.

View a text file containing the records from your import file. Right-click on the link below and choose "Save Target As..." (Internet Explorer) or "Save Link As..." (Netscape) to save this file to your computer.

Results

Total Records:	2	View	Save*	
Successful Records:	1	View	Save*	
Failed Records:	1	View	Save*	Save Failed Only*

View the text file containing all the failed records from your import file. "Save Failed Only*" does not save the record numbers and result messages.

Figure 7. File upload results

Figure 8 shows the total results of the uploaded records. The record with the confirmation number has been submitted. The record with the error needs to be submitted again with any other records that failed.

View Results - All

Actions				
Click MAIN MENU to stop using the Dynamic Web Import. Click BACK to specify another file to upload.				
Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Date Wages Paid 1
1 You have entered an invalid payment date. Please re-enter.	1876	010233346W	20041231	20041201
		City Code	Taxes Withheld	
		01	2500	
		09	2500	
		10	10500	
2 Confirmation Number = 15409284494W Return Time Stamp = 20050106092844 Amount Paid = 33055 Total All Cities = 33055 Convenience Fee = .01990	1876	010246694W	20041231	20041210
		City Code	Taxes Withheld	
		01	17500	
		09	15555	

Figure 8. Total records Displayed