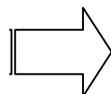


## City of Columbus

### Instructions for practitioner's filing an IT-11 Employer's Quarterly Return of City Tax Withheld using *Dynamic Web Import (DWI)*

- I. **Description:** Practitioner's filing an IT-11 form may use our web-based filing system to upload multiple accounts in a single file.
- II. **File Preparation:** (complete file layout instructions shown below)
- 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.

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Select a return to file. The link will provide the appropriate tax form.

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

**Figure 1.** Main Menu

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

## Getting Started

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).
- C. Optional Fields:**  
On the **Field Layout** screen (**Figure 3**) fields 8-19 are optional. If they are not used in your file remove them from the file layout by clicking the appropriate checkbox and click **Refresh** or **Continue** at the bottom of the screen. **Fields 8-19 will be required for any report that will remit with ACH Debit or Credit Card.**
- D. Required Fields:**

**CITY TAX ID** – A valid 11-digit city tax id, if the 11th digit is blank enter only the 10-digits.

**FILING PERIOD** – Required the quarter being filed. Date Format CCYMMDD, example: 09302004.

**TOTAL NET DUE** – Enter the amount of the Total Net Due. Amounts may be entered in dollars and cents. The amount must be within a \$5.00 tolerance of the system calculated total.

**PAYMENT AMOUNT** – Required only if a payment is being made with the report. If payment method is N a "0.00" must be provided in the file.

**PAYMENT METHOD** - 1-character field indicating payment type:

"E" for ACH Debit, "C" for Credit Card, "N" for no payment with report.

#### E. Optional Fields:

**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. ",,". No spaces or special characters in the first name field are allowed. If name is "Mary Ann" enter it as "MaryAnn"

**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. ",,". No spaces or special characters in the last name field are allowed. If name is "Von Trap" enter it as "VonTrap"

**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 and for Credit Card 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 and for Credit Card 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 and for E-check 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. This is a 16-digit number.

**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.

**CONVENIENCE FEE** – If paying via credit card a convenience fee will be accessed. For Visa payments a convenience fee of 1.99% needs to be added to the payment amount. For MasterCard payments a convenience fee of 1.992 needs to be added to the payment amount.

**Tax Due – For Alt City Only** – If paying any alternate city taxes the Tax Due amount will need to be provided. If the field is used in any record then it will need to be representative throughout. A blank , , value can be provided in any proceeding record that does not contain any Alternate city taxes.

#### F. Required Repeatable Fields – The repeatable fields are 20-27 it represent a city entry.

**CITY CODE** – 2 digit city identifier 01 = Columbus

**QUALIFIED WAGES** – The qualified wage reported for the city. Can be up to 12-digits.

**TAX RATE** – The tax rate for the city of Columbus is 2.00%. Tax Rate Format on file must be ".02000" (do not include the quotations)

**PENALTY DUE** – Include Penalty due if any. The system will recalculate any penalty due. Can be up to 11-digits.

**INTEREST DUE** – Include Interest Due if any. The system will recalculate any interest due. Can be up to 11-digits.

**LATE CHARGE** – Late Charge if any. The system will recalculate late charges. Can be up to 11-digits.

**LESS PRIOR PAYMENT** – The amount of prior payments. Can be up to 11-digits in dollar and cents. If 100 is entered the system will convert it to 100.00.

**NET DUE** – The amount of net due 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. Amounts can be negative.

Bulk IT-11 Employer's Quarterly Return of City 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	11	Text Field	Required
2	8	Text Field	Required
3	11	No Implied Decimal # of Places: 2	Required
4	11	No Implied Decimal # of Places: 2	Required
5	1	Text Field	Required
6	1	Text Field	<input type="checkbox"/>
7	1	Text Field	<input type="checkbox"/>
8	25	Text Field	<input type="checkbox"/>
9	25	Text Field	<input type="checkbox"/>
10	9	Text Field	<input type="checkbox"/>
11	17	Text Field	<input type="checkbox"/>
12	8	Text Field	<input type="checkbox"/>
13	1	Text Field	<input type="checkbox"/>
14	35	Text Field	<input type="checkbox"/>
15	17	Text Field	<input type="checkbox"/>
16	40	Text Field	<input type="checkbox"/>
17	2	Text Field	<input type="checkbox"/>
18	4	Text Field	<input type="checkbox"/>
<b>Repeating Fields (These are fields that may be repeated at the end of each record. Each repeated series will represent a city entry.)</b>			
19	2	Text Field	Required
20	12	No Implied Decimal # of Places: 0	Required
21	6	Text Field	Required
22	11	No Implied Decimal # of Places: 0	Required
23	11	No Implied Decimal # of Places: 0	Required
24	11	No Implied Decimal # of Places: 0	Required
25	11	No Implied Decimal # of Places: 0	Required
26	11	No Implied Decimal # of Places: 0	Required
27	11	No Implied Decimal # of Places: 0	<input type="checkbox"/>
<b>Filler Fields</b>			
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.			
<input type="checkbox"/> Add Filler Position: <input style="width: 50px;" type="text"/>			
<b>Actions</b>			
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.			
Main Menu	Refresh	Back	Continue

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.

Browse...

**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.

Main Menu
Back
Upload File

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.

**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

Main Menu
Back
Continue

**Results**

Result	Amended - N/Y	Practitioner	City Tax ID	Filing Period - CCYYMMDD	Total Net Due	Payment Amount	Paymer		
1 Valid	N	1876	157896474W1	20040930	473.89	0.00	E		
		City Code	Qualified Wages	Tax Rate	Penalty Due	Interest Due	Late Charge	Less Prior Payment	Net Due
		01	12500.88	.02000	125.01	1.17	25.00	150	251.20
		10	10599.88	.02000	21.20	4.49	0.00	15	222.69
2	Field 'Amended - N/Y' is too long	NO	1876	457896621W0	20040630	611.12	0.00	C	
		City Code	Qualified Wages	Tax Rate	Penalty Due	Interest Due	Late Charge	Less Prior Payment	Net Due
		01	17500.34	.02000	0.00	0.00	0.00	50	300.01
		09	15555.55	.02000	0.00	0.00	0.00	0	311.11

Figure 5. Record Validation

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

**Corrected 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 CC								
Main Menu		Back		Continue				
Results								
Result	Amended - N/Y	Practitioner	City Tax ID	Filing Period - CCYYMMDD	Total Net Due	Payment Amount	Payment	
1	Valid	N	1876	157896474W1	20040930	473.89	0.00	E
City Code	Qualified Wages	Tax Rate	Penalty Due	Interest Due	Late Charge	Less Prior Payment	Net Due	
01	12500.88	.02000	125.01	1.17	25.00	150	251.20	
10	10599.88	.02000	21.20	4.49	0.00	15	222.69	
2	Valid	N	1876	457896621W0	20040630	611.12	0.00	C
City Code	Qualified Wages	Tax Rate	Penalty Due	Interest Due	Late Charge	Less Prior Payment	Net Due	
01	17500.34	.02000	0.00	0.00	0.00	50	300.01	
09	15555.55	.02000	0.00	0.00	0.00	0	311.11	

### 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.

**Processing**

Your file is being sent. Please leave your browser window open until the process is 100% complete. The progress will automatically update every few seconds.

**0% Complete**

0 Records Processed

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**

<b>Total Records:</b>	2	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Successful Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Failed Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	<a href="#">Save Failed Only*</a>

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.

View Results - All

Actions									
Click MAIN MENU to stop using the Dynamic Web Import. Click BACK to specify another file to upload.									
Result	Amended - N/Y	Practitioner	City Tax ID	Filing Period - CCYYMMDD	Total Net Due				
1 Due Date = 20041031 Confirmation Number = 11414020474W Return Time Stamp = 20041229140204 Amount Paid = 0 Total Penalty Due = 146.21 Total Interest Due = 7.64 Total Late Charge = 25 Total Net Due = 475.87	N	1876	157896474W1	20040930	473.89				
			<b>City Code</b>	<b>Qualified Wages</b>	<b>Tax Rate</b>	<b>Penalty Due</b>	<b>Interest Due</b>	<b>Late Charge</b>	<b>Less</b>
			01	12500.88	.02000	125.01	1.17	25	150
			10	10599.88	.02000	21.2	4.49	0	15
2 You total net due does not match our calculated total net due amount Total Penalty Due = 824.46 Total Interest Due = 28.73 Total Late Charge = 100 Total Net Due = 1564.31	N	1876	457896621W0	20040630	611.12				
			<b>City Code</b>	<b>Qualified Wages</b>	<b>Tax Rate</b>	<b>Penalty Due</b>	<b>Interest Due</b>	<b>Late Charge</b>	<b>Less</b>
			01	17500.34	.02000	0	0	0	50
			09	15555.55	.02000	0	0	0	0

Figure 8. Total records Displayed