

TransAction Portal File Processing Account Registration Instructions

If you do not have a TransAction Portal (TAP) login.

1. From the TAP home page (<https://tap.dor.mt.gov/>).
2. In the "Businesses" tile.
3. Select "View More Options".
4. Select "Register to Upload a W-2, 1099, or Withholding Files."
5. Follow the on-screen prompts.
6. Log into TAP.
7. Select "Upload W-2, 1099 or MW3 Files," and follow the on-screen prompts to upload files.

How to add a File Processing Account to your existing TAP Account.

1. Login to your TAP account
2. Select More...
3. Select "Register to Upload W2, 1099, or Withholding Files" from the Registration Options tile.
4. Follow the on-screen prompts.
5. Select "Upload W-2, 1099 or MW3 Files," and follow the on-screen prompts to upload files.
6. From your Summary page, select "Upload W-2, 1099 or MW3 Files," and follow the on-screen prompts to upload files.

The TAP File Upload (FLE) online service can be used with most payroll software products. W-2 files must be submitted in *text (.txt) format only* and must meet Social Security Administration Publication No. 42-007 (EFW2) requirements. 1099 files must be submitted in *text (.txt) format only* and must meet IRS publication 1220 format specifications. MW-3 files must be filed using MT DOR approved software and are required to be in a Zip format

You can verify your W-2 file format at:

<http://www.socialsecurity.gov/employer/accuwage/index.html>.

You can verify your 1099 file format at: <https://fire.test.irs.gov>.

FREQUENTLY ASKED QUESTIONS

Can I submit an MW-3 and a W-2/1099 file at the same time?

No, each file type must be submitted separately to avoid submission errors and rejected files.

How do I troubleshoot file submission errors?

Be sure to update your software regularly. This assures that if known errors have been found and corrected, your files will not be rejected for those errors.

Verify that the file format is a text (.txt) file and you have selected the correct file type i.e., W-2 vs 1099. Montana *requires* the RS record (State Withholding amount) in the W-2 file submissions.

If you experience any difficulties or have questions about the registration process, please contact dore-services@mt.gov.