

Destination-based Sales Tax

SALES TAX CHANGE EFFECTIVE JULY 2008 FOR SHIPMENTS AND DELIVERIES

Data Upload to E-file

The Data Upload feature enables businesses that use electronic accounting systems and software programs the ability to load tax return data into the E-file application, without data entry work.

The file that is uploaded is either generated using a text editor (such as Notepad) in a comma delimited format saved as a .txt file, or as an Excel file saved in a .csv format.

Getting the Data Ready for Upload

Tag: Each line of data must have a descriptor that indicates the kind of data included in the line. Examples include: account information, tax and deductions.

Order: After each tag, the data must be in a formatted order.

Below is an example of a Data Upload for Retailing, Sales Tax and Local Sales Tax.

The first line of data is account information, and the Tag is **Account**.

# ACCOUNT	TRA	Period	Preparer	Email	Phone
ACCOUNT	501777540	082002	Joe Taxpayer	joe@customer.com	360-123-4567

The next lines of data is tax data, and the Tag is **Tax**.

# TAX	Line Code	Location Code (0 for non-local)	Amount	
TAX	2	0	22222.02	#(Retailing)
TAX	1	0	22222.02	#(State Sales)
TAX	45	3200	10000.00	#(Local)
TAX	45	3210	20222.02	#(Local)

The next lines are for deductions, and the Tag is **Ded**.

# DED	Line Code	Deduction Code	Amount	Explanation (Other Deductions Only)
DED	02	01	2000.00	
DED	01	01	2000.00	

If you need assistance setting up the format for data upload, contact us at 1.877.345.3353.

Note: Do not include the dollar sign or any commas for dollar amounts. Any line or string of information that starts with a # sign does not get included in the data upload.

When the data is complete, the file should be saved. If it is an Excel document, it should be saved in a CSV format.

Steps to upload the data file into E-file

- 1.** From an E-file tax return, choose Upload Data located on the left side of the screen.
- 2.** From the Data Upload page, choose Browse to locate the file that you intend to upload.
- 3.** When the file is located, press the OK button to start the upload process.
- 4.** A message will be displayed upon completion of the upload.
- 5.** If there is an error in the formatting, there will be an explanation of the line that is in error and an explanation of the problem.
- 6.** If the file is without formatting errors, "File uploaded successfully" will display.
- 7.** Select the OK button and you will be able to see all the data in the E-file return.
- 8.** The upload data process is complete. Go to the Summary & Payment page and choose a payment method and submit the return. All the regular error checks will take place at the point of submitting the return.

For complete listings of all Tags and formatting, see the data upload instructions in the E-file system.

To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715.

Teletype (TTY) users please call 1-800-451-7985.