DOR Method Excel Format

E-Withhold Excel Spreadsheet Processing Instructions
Withhold and Payments File
Parts 3 and 4 of E-Withhold Service

Step One

1. Retrieve the "Withhold" file from the "FromDOR" folder on the MFT service.

2. Update the "Amount Withdrawn" column with the amount withheld for each record.

3. Rename file in the following format: Payments_YYYYMMDD

4. Upload the "Payments" file into the "ToDOR" folder on the MFT server following the "MFT Instructions" which can be found on the [E-Withhold website](#).

Step Two

1. Remit payment via ACH Credit (bulk only) or check (individual or bulk).

   Note: The Payment files must be uploaded on the secure server at the same time the payment is remitted to DOR.

   For example, if you send payment on the 31st day, you would upload the file to the MFT service the same day.

2. The amount reported in the payment reconciliation file must match the actual payment remitted.

This completes steps three and four of the E-Withhold process.