My DOR Data Upload Instructions

To upload data into My DOR, you will first need to create the data file. The format of the data file needs to be in a comma delimited format. A comma delimited format simply means that a comma separates each item on a line. The file can be created either manually or with Microsoft Excel.

Creating a file manually

To create files manually use a text editor such as Notepad. Each line in the file should either be blank or start with a tag that identifies the meaning of the data following it. Each tag requires a certain number of values to follow it in order to be valid. Use a comma to separate each value. For an example, see a list of valid tags and their required parameters: text file template (txt).

Creating a file with Microsoft Excel

Microsoft Excel provides the ability to save files in Comma Delimited format. Each row in the file should either be blank or contain a tag in the first cell. The tag identifies the meaning of the data in the cells following it.

Each tag requires a certain number of cells to contain data in order to be valid. For an example, see a list of valid tags and their required parameters: Microsoft Excel template (xlsx). When saving the file you will need to save it using type CSV (Comma Delimited).

File content
The data within the file must adhere to specific standards. These standards are described below:

1. **Tag:** Each line must start with a Tag to indicate the meaning of the data after the Tag.
2. **Order:** After each tag the tax data must be in the proper order. However the order in which the tags occur is irrelevant.
3. **Value Format:** Do not include the dollar sign or any commas for dollar amounts.

See a list of the valid tags and their parameters.

See a list of valid line codes, deductions, and credits names and IDs.

Download or view an example of a valid file that may be used as a template:
- Text file Template.
- Microsoft Excel Template.

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.

Uploading

To upload, check the box to "Upload a file" and a link to "Choose File" will appear. Select the file to upload then choose "Open" to start the process. A message will be displayed upon completion of the upload. If the upload completed successfully, select the 'Next' button to view the return.

Receiving errors

If an error occurs while processing the file, a message will be displayed indicating that the upload did not successfully complete. The message will display the line in the file and reason for the error. As a result of the error no data will be saved and the file must be fixed and re-uploaded.

Valid tags for data upload

TAG NAME: ACCOUNT

Description

Used for uploading preparer, email address, and phone number.

Parameters

- TRA – The TRA for which this data is to be uploaded to.
- Period – The period for which the data is to be uploaded for.
- Preparer – The person preparing the return.
- Email – The email address for the E-file account.
- Phone – The phone number for the E-file account.

Examples

- ACCOUNT, 123456789, 012003, John Doe, johndoe@somewhere.com, 123-456-7890
- ACCOUNT, 987654321, Q12003, Jane Doe, janedoe@somewhere.com, 123-555-1212

TAG NAME: TAX

Description

Used to upload gross amounts for all B&O, State, Local, Public Utility, and Other taxes. If updating a non-local tax such as B&O, State, Public Utility, or Other taxes then the location code must be zero. If updating a Local tax such as Sales, Use, Rental Car, Lodging, or Regional taxes then the location code must be a 4-digit code.

Parameters

- Line Code – The line code of the tax to update.
- Location Code – The location code of the tax to update (0 for non-local taxes).
- Amount – The gross amount.

Examples

- TAX, 2, 0, 500.50
- TAX, 45, 0600, 120.57
- TAX, 45, 1726, 300.11

TAG NAME: DED

Description

Used to upload deduction amounts for all taxes that allow deductions. If a deduction is of type other (deduction code 99) then an explanation is required. The comma after the amount parameter is required, regardless of the deduction type reported.

Parameters

- Line Code – The line code of tax deduction is for.
- Deduction Code – The deduction code.
- Amount – The deduction amount.
- Explanation – The explanation of deduction (for 99 deductions).

Examples

- DED, 3, 2, 250.00
- DED, 3, 99, 100.00, My deduction explanation

TAG NAME: AFV

Description

Used to upload the Sales and Leases of New/Used Clean Alternative Fuel Vehicles deduction per vehicle. Depending on if the vehicle transaction type is a sale, lease, or lease payment, different parameters are expected. If a parameter is not applicable it should be left blank and separated by a comma.

Parameters

- Sale, New Lease, or Lease Payment –must be formatted "Sale", "Lease Payment", or "Lease Payment".
- New or Used – must be "New" or "Used".
- Vehicle Model Year – must be in the format YYYY, numbers only.
- Vehicle Make – up to fifteen characters allowed, only numbers and letters accepted.
- Vehicle Model – up to twenty characters allowed, only numbers and letters accepted.
- Sale or Lease Start Date – must be in the format MM/DD/YY or MM/DD/YYYY.
- Term of Lease in Months – up to two characters allowed, numbers only.
- First Lease Payment Amount – dollar amount, allows up to two decimal places.
- Monthly Lease Payment Amount – dollar amount, allows up to two decimal places.
- Sales Price before Trade-in or FVM at the Start of the Lease - dollar amount, allows up to two decimal places.
- Trade-in Amount – dollar amount, allows up to two decimal places.
- Clean Alternative Fuel Vehicle Deduction – dollar amount, allows up to two decimal places.

Examples:

- AFV, Sale, Used, YEAR, MAKE, MODEL, 07/11/23, , , , 20000.00, , 16000.00
- AFV, Sale, New, YEAR, MAKE, MODEL, 07/11/23, , , , 20000.00, , 20000.00
- AFV, New Lease, New, YEAR, MAKE, MODEL, 07/15/23, 36, 2500.62, 300, 32000, , 2500.62
- AFV, New Lease, Used, YEAR, MAKE, MODEL, 07/15/23, 36, 2500.62, 300, 32000, , 2500.62
- AFV, Lease Payment, , , , , , , , , , , 300

TAG NAME: E911

Description

Used to upload the E911 tax form for E911 wireline (793), E911 Wireless (794), E911 VOIP (795) and E911 Prepaid Wireless (796).

E911 tag, Line Code, Location Code and Number of Lines/Transactions are required.

Parameters

- Line Code – E911 line code (must be 793,794,795 or 796).
- Location Code – The location code of the tax (example 0100 for Adams County).
- Number of Lines/Transactions – The number of wired, wireless or VOIP lines or number of prepaid wireless transactions must be a whole number.

Examples

- E911, 793, 0100, 500
- E911, 794, 0600, 120
- E911, 795, 1700, 300
- E911, 796, 2700, 1000

TAG NAME: FISH

Description

Used to upload the Fish Tax. This worksheet is located on the other tax form. Report Fish Tax Credits by using the FISHCR tag in the credits section.

Parameters

- Line Code – Fish Tax Line Code for species (201-228).
- Volume – Pounds, Gallons, Bushels, or Dozens of quantity being reported.
- Amount – The taxable value amount.

Examples

- FISH, 206, 150 Pounds, 1000
- FISH, 208, 200 Pounds, 200.5

TAG NAME: LRF

Description

Used to upload the Leaded Racing Fuel amounts found on the Other Taxes form.

Parameters

- Line Code – Leaded racing fuel line code (must be 84 or 97).
- Amount – The amount.

Examples

- LRF, 84, 125.00
- LRF, 97, 200.00

TAG NAME: INT MATC

Description

Used to upload internal multiple activity tax credits (MATC). The type code corresponds to the type of internal MATC to be updated. To update the gross amount for the specified line code then set the deduction code to zero.

The valid internal MATC types, line codes, and deduction codes are:

- M – Manufacturing.
  Line codes: 2, 3.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- E – Extracting.
  Line codes: 2, 3.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- C – Combined (just the combined figures, requires types M and E to also be reported).
  Line codes: 16.
  Deduction codes: 0, 1, 2, 99.
- F – Prescription Drug Warehousing; Dairy Products, Bio/Alcohol Fuel, or Split/Proc Dried Peas.
  Line codes: 2, 3.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- W – Wheat into flour, Soybean and Canola processing; Raw seafood products.
  Line codes: 2, 3.
- COMP – Commercial Airplane/Component Parts Manufactured in Washington.
  Line codes: 1006, 1007.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- TOOL – Commercial Airplane Tooling Manufactured in Washington
  Line codes: 1009, 1010.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- ALU – Manufacturing of Aluminum Smelter.
  Line codes: 190, 191.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- SEMI – Manufacturers/Processors for Hire of Semiconductor Materials.
  Line codes: 2, 3.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- TM – Timber Manufacturing.
  Line codes: 2, 303.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- TE – Timber Extracting.
  Line codes: 2, 303.
  Deduction codes: 0, 1, 2, 4, 7, 99.
- TC – Combined Timber (just the combined figures, requires types TM and TE to also be reported).

Line codes: 301.

Deduction codes: 0, 1, 2, 99.

Parameters
- Type Code – The MATC type to be updated. Must be M, E, C, W, F, COMP, TOOL, ALU, SEMI, TM, TE, TC.
- Line Code – The line code of MATC type to be updated.
- Deduction Code – The deduction code amount is for (0 for gross amount).
- Amount – The deduction amount or gross amount if deduction code is 0.

Examples
- INT MATC, M, 2, 0, 123.50
- INT MATC, E, 3, 2, 525.00

TAG NAME: INT MATCEXC

Description

Used to upload Internal Multiple Activity Tax Credit (MATC) Exclusion. The type code corresponds to the type of Internal MATC Exclusion to be updated. The valid Internal MATC Exclusion types codes are:

- M = Manufacturing.
- E = Extracting.
- F = Prescription Drug Warehousing; Dairy Products, Bio/Alcohol Fuel, or Split/Proc Dried Peas.
- W = Wheat into flour; Soybean and Canola processing; Raw seafood products.
- COMP = Commercial Airplane/Component Parts Manufactured in Washington.
- TOOL = Commercial Airplane Tooling Manufactured in Washington
- ALUM = Manufacturing of Aluminum Smelter.
- SEMI = Manufacturers/Processors for Hire of Semiconductor Materials.
- TM = Timber Manufacturing.
- TE = Timber Extracting.

Parameters
- Type Code – The MATC type for which the exclusion is for. Must be M, E, W, F, COMP, TOOL, ALU, SEMI, TM, or TE.
- Amount – The amount to exclude.

Examples
- INT MATCEXC, M, 33.00
- INT MATCEXC, F, 25.00

TAG NAME: EXT MATC

Description

Used to upload external multiple activity tax credits (MATC). The type code corresponds to the type of external MATC to be updated. The valid external MATC types codes are:

- A = Sales in WA of products extracted outside of WA.
- B = Sales in WA of products manufactured outside of WA.
- C – Combined (Just the combined figures, requires types M and E to also be reported).
- D = WA extracted products sold outside of WA.
- E = WA manufactured products sold outside of WA.

Parameters
- Type Code – The type of External MATC. Must be A, B, C, D, or E.
- Column 1 Amount – The amount to be inserted in column 1 of the form.
- Column 2 Amount – The amount to be inserted in column 2 of the form.
- Column 3 Amount – The amount to be inserted in column 3 of the form.
- Column 4 Amount – The amount to be inserted in column 4 of the form.
- Column 5 Amount – The amount to be inserted in column 5 of the form.

Example
EXT MATC, B, 250.00, 50.00, 10.00, 25.00, 100.00

TAG NAME: SCR

Description
Used to upload simple credits. Simple credits are credits that don't have a worksheet or document number associated with them.

Parameters
- Credit Code – The code of the simple credit to update.
- Amount – The amount of credit.

Example
SCR, 98, 45.00

TAG NAME: PCC LINES

Description
Used to upload the Pollution Control Credit worksheet lines 1 and 2.

Parameters
- Pollution Control Credit Available – The credit amount available (Line 1 of worksheet).
- Pollution Control Credit Used – The credit amount used (Line 2 of worksheet).

Example
PCC LINES, 1200.00, 200.00.

TAG NAME: PCC

Description
Used to upload individual Pollution Control Credit certificates and the amount of credit being applied for each.

Parameters
- Certificate Number – The Pollution Control Credit certificate number.

- Amount – The amount of the certificate to use.

Example
PCC, 112233, 450.00

TAG NAME: FISHCR

Description
Used to upload the Credits for the Fish Tax Worksheet.

Parameters
- Tax Authority – Taxing Authority (other than WA).
- Species Line Code – Line code for the species the credit is applied toward.
- Volume – Pounds, Gallons, Bushels, Dozens of quantity being reported.
- Amount – The taxable value amount.
- Credit Rate – The rate paid to the Taxing Authority.

Example
FISHCR, Tribe or Government, 206, 5000 pounds, 3000, .00025

TAG NAME: EAC

Description
Used to upload the Billing Discounts/Qualified Contributions to Low Income Home Energy Assistance Fund Credit worksheet values.

Parameters
Credit Amount – The credit amount to use.

Example
EAC, 2500.00

TAG NAME: BNGSTATETAX

Description
Used to upload the Brokered Natural Gas State worksheet values.

Parameters
- Volume (in therms) – Volume of Brokered Natural Gas in therms.
- Purchase Price – Price of Volume of Brokered Natural Gas in therms.
- Transportation Charges – Transportation Charges for Volume of Brokered Natural Gas.

Example
BNGSTATETAX, 1000, 100.00, 50.00

TAG NAME: BNGLOCALTAX

Description
Used to upload the Brokered Natural Gas State worksheet values.

Parameters
- Location Code – The location code of the tax to update.
- Total City Value – Value of Brokered Natural Gas for Location.

Example

BNGLOCALTAX, 1101, 100.00

TAG NAME: BNGCREDIT

Description

Used to upload the Brokered Natural Gas State worksheet values.

Parameters

- Location Code (0 for non-local) – The location code of the tax to update 0 for state.
- Consumer Paid Use Tax – Taxes paid to other states for that Brokered Natural Gas.
- Seller Paid Gross Receipts.

Example

- BNGCREDIT, 0, 100.00, 100.00
- BNGCREDIT, 1101, 100.00, 100.00