

Frequently Asked Questions – Web Upload

This document provides FAQs specific to the Department of Taxation's Web Upload forms.

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Should the business be registered with the Department of Taxation before filing with Web Upload?

Yes – it MUST be registered first. Failure to do so will cause delays in processing your return/payment information in our TAX accounting system. Online business registration is available through the [iReg](#) system.

When do I use the "Quarter Date" field format?

This field format only applies for Form VA-16. The Form VA-16 is the quarterly reconciliation return for Semi – weekly withholding filers. Only date values of MM/DD/YYYY for the last day of each quarter (March, June, September and December) are accepted in this field.

What do the two-digits in the Tax Account number mean?

Each tax return has a VATAX Account Number with a 2-digit code for the tax type of that return (10 = Sales Tax, 12 = Use Tax, 30 = Withholding Tax), the 9-digit FEIN, the letter "F" to indicate FEIN and the 3-digit code for the business location.

Example = 10-123456789F-001

Can I file VK-1 and 502 data through Web Upload?

Only the Schedule VK-1 data can be filed electronically through Web Upload. All other Pass-Through Entity 502 forms and schedules must continue to be filed on paper.

Where do I use the FIPS Code in my Sales Tax files?

The FIPS Code field only applies to the Schedules ST6B and ST9B. This 5-digit code is assigned by the IRS to identify counties and incorporated cities at the state level. This FIPS is formatted as 51XXX where 51 = Virginia and XXX = the 3-digit code for the locality.

Why are localities in which I am not located listed on the schedule for my ST8 or ST9CO file?

If using tax preparation software, It is possible that settings you are using are including additional localities unnecessarily for your file(s). You should review them to ensure only your localities are being reported in your file(s). Only the localities in which you are located/registered should be reported on the schedule(s). Contact your tax preparation software company to make any necessary corrections for locality information that should not be present in your file.

What is the Vendor ID and is it required?

The Vendor ID is an optional field located in the Department of Taxation's file layouts. The ID is a 4-digit code that is used to identify transactions submitted by various companies. If you do not use a Vendor ID, click the "X" next to the field to remove it from the active file layout. You can add it back at a later time, if necessary.

Where can I find the W-2 and/or 1099-R layout information?

The Electronic W-2 and 1099 Filing page contains all of the information for filing your W-2 and 1099-R data. You can also find the required fields and details on the [W-2 layout](#) and the [1099-R layout](#).

Can I use the same W-2 file that I submitted to the Social Security Administration (SSA)?

Yes – **IF** the file is a text file AND contains at least ONE record indicating Virginia withholding i.e. one RS record with code 51 for Virginia. See the [W-2 layout](#) accepted by Web Upload for further details.

Can I use the PDF that the SSA provided to me after I keyed my W-2 data directly into their website?

No. This is not a file format that Web Upload supports. As noted above, it must be a text file.

Can I use the PDF of my 1099-R data?

No. PDF is not a supported file type. It must be a text file.

Why do I have to create the W-2/1099-R File Layout in Web Upload?

Web Upload supports many form types and you must designate the form type when uploading your file. Without creating the file layout first, you will not be able to designate it later as required during the Upload process.

Why can't I edit the W-2/1099-R File Layouts after I create them?

Unlike the other forms in Web Upload, the file layouts for Forms W-2 and 1099-R are set and cannot be edited.

You can see the fields after creating the layout by clicking "Show". The file layouts in are set because the required EFW2 and the required Publication 1220 layouts are used. The layout only appears slightly different due to the way that the optional W-2/1099-R fields are grouped together in the Web Upload "filler" fields. See the [Employer W-2 and 1099 Electronic Filing Instructions](#) for details.

Do you have a feature like the SSA's "Accuwage" for my W-2s?

Yes – there is a similar feature, but it **does NOT verify** the accuracy of the SSNs. The "Upload" button in Web Upload will review and validate the required data elements in your file before you submit it to TAX. (This applies to all returns, not just W-2s.) Any errors will be displayed automatically and once the file contains no errors - validation totals will be displayed for you to compare against your records.

Can I file 1099 forms other than the 1099-R with Web Upload

Currently 1099-R is the form that can be filed electronically with Web Upload. Other forms from the 1099 series are not available.

What does "Ignored records: # due to ignored record type" mean in my validation totals?

The "ignored records" number refers to the number of non-RE/non-RS 51 records in your W-2 file and the number of non-A/non-B records in your 1099-R file. Examples include "RA" or "RF" records in W-2 files or "T" or "C" records in a 1099-R file.

These types of records are not required and therefore display as "ignored" in the validation totals. The system will not validate the information in those records, but will display the number of those records. Web Upload allows you to include "ignored" records in your file for your convenience and to save you from having to remove them from your file.

Why do I get an error message stating my W-2/1099-R must contain at least 1 employee/payee record?

The Virginia state code "51" may be missing from your files. For the W-2 file the state code must be in positions 3-4 of the "RS" record(s). For the 1099-R file the state code must be in positions 747-748 of the "B" record(s). Web Upload requires that there be at least one record with the "51" state code to indicate Virginia data.

Do I still need to file my Form VA-6 after filing my W-2 and/or 1099-R information?

Yes. You are required to file Form VA-6 for each employer in your W-2 and 1099-R file(s). We request that you submit the VA6(s) using Web Upload or Business iFile.