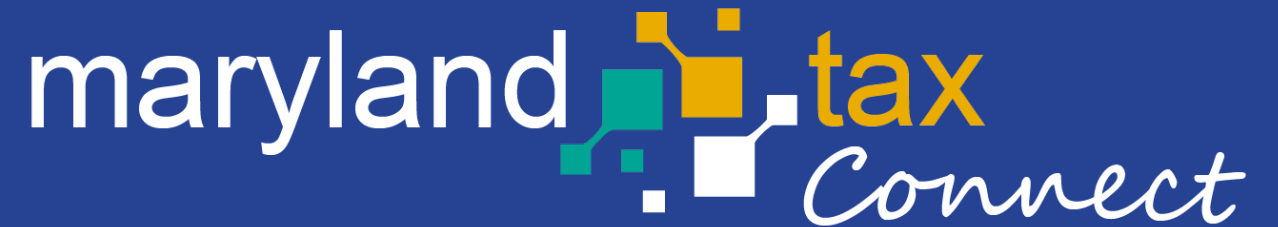


# Maryland Tax Connect

## W2/1099 Bulk Upload Guide

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# Account Sign-In

- Go to the MDTaxConnect Website:  
<https://mdtaxconnect.gov/>
- Log-in to your Maryland Tax Connect Transmitter Account using your **User ID** and **Password**.
- Or log-in to your Maryland Tax Connect User account if you have a Maryland Withholding business account and you are the administrator or authorized user for that account.

JD2@23

.....

Log In

[Forgot User Name?](#) [Forgot Password?](#)

New to Maryland Tax Connect? [Sign Up](#)

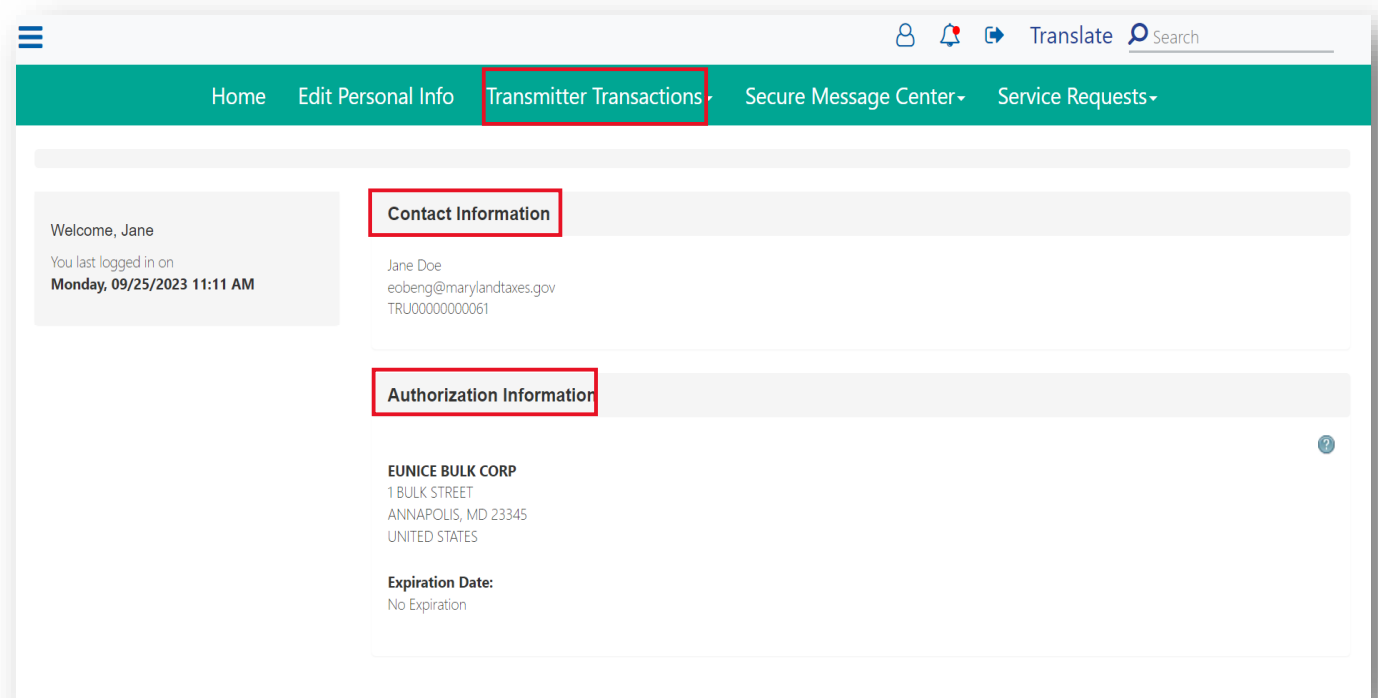


# Verify Your Account Information

- For Transmitters, review your Contact and Authorization Information.
- For Maryland Tax Connect Users, it will display your tax accounts and balances.
- Select **Transmitter Transaction** to begin the upload.

For additional assistance email us at:

[efileW21099help@marylandtaxes.gov](mailto:efileW21099help@marylandtaxes.gov)



The screenshot displays the Maryland Tax Connect user interface. At the top, there is a navigation bar with a hamburger menu icon on the left and user profile, notification, and translate icons on the right. Below this is a teal navigation bar with the following menu items: Home, Edit Personal Info, Transmitter Transactions (highlighted with a red box), Secure Message Center, and Service Requests. The main content area is divided into two columns. The left column contains a welcome message: "Welcome, Jane", "You last logged in on Monday, 09/25/2023 11:11 AM". The right column contains two sections: "Contact Information" (highlighted with a red box) and "Authorization Information" (highlighted with a red box). The "Contact Information" section displays: Jane Doe, eobeng@marylandtaxes.gov, and TRU000000000061. The "Authorization Information" section displays: EUNICE BULK CORP, 1 BULK STREET, ANNAPOLIS, MD 23345, UNITED STATES, and an "Expiration Date: No Expiration".



# Select File Bulk Returns

- From the **Transmitter Transactions** menu, select **File Bulk Returns** to proceed to the bulk file upload page.

The screenshot displays the Maryland Tax Connect interface. At the top, the logo 'maryland tax Connect' is visible. The navigation bar includes 'Home', 'Edit Personal Info', 'Transmitter Transactions', 'Secure Message Center', and 'Service Requests'. The 'Transmitter Transactions' menu is expanded, showing 'File Bulk Returns' as the selected option. Below the menu, there is a section for file uploads with instructions and a 'SUBMIT' button. A note states: 'NOTE: Application only allows processing of one file at a time. To upload another file, you must click CANCEL button, Go to Transmitter Transaction and click File Bulk Returns.' Below this, there are links for '2023 Maryland Employer Reporting of W-2s Instructions and Specifications' and '2023 Maryland Employer Reporting of 1099 File Specifications'. The maximum file size is 49MB, and allowable file types are listed. At the bottom, there is a 'Select File Type' dropdown menu and buttons for '+ Add Files...', 'Start Upload', 'Cancel Upload', and 'Delete'.



# Choose File Type and Upload

**Note:** For testing uploads, see the next slide.

Application only allows processing of one file at a time. Max file size: 49MB. Please ZIP file that are too large.

Select one of the following options file type for actual submissions only:

- '1099\_TXT' or '1099\_ZIP' for 1099 Bulk File Upload.
- 'W2\_TXT' or 'W2\_ZIP' for W2 Bulk File Upload.

For additional assistance email us at:  
[efileW21099help@marylandtaxes.gov](mailto:efileW21099help@marylandtaxes.gov)

The screenshot shows the 'File Bulk Returns' interface. It includes instructions on how to upload files, such as clicking '+Add Files', 'START UPLOAD', and 'SUBMIT'. A dropdown menu is open, showing options for file types: 'W2 Text Bulk File Upload (W2\_TXT)', 'W2 Text Bulk File Upload (W2\_ZIP)', '\*TEST\* W2 Text Bulk File Upload (W2\_TXT\_TEST)', '\*TEST\* W2 Text Bulk File Upload (W2\_ZIP\_TEST)', '1099 Text Bulk File Upload (1099\_TXT)', '1099 Text Bulk File Upload (1099\_ZIP)', '\*TEST\* 1099 Text Bulk File Upload (1099\_TXT\_TEST)', and '\*TEST\* 1099 Text Bulk File Upload (1099\_ZIP\_TEST)'. A red box highlights the 'Select File Type' button and the dropdown menu. The interface also displays 'Maximum File Size: 49MB' and 'Allowable file types based on your selection'.



# Testing File Uploads

**Note:** These options are for **testing only** and should not be used for actual file submissions.

For testing purposes, select one of the following options from the drop-down menu:

- '1099\_TXT\_TEST' or '1099\_ZIP\_TEST' for 1099 test files.
- 'W2\_TXT\_TEST' or 'W2\_ZIP\_TEST' for W2 test files.

The screenshot shows the 'File Bulk Returns' interface. A dropdown menu is open, displaying several options. The options are: 'W2 Text Bulk File Upload (W2\_TXT)', 'W2 Text Bulk File Upload (W2\_ZIP)', '\*TEST\* W2 Text Bulk File Upload (W2\_TXT\_TEST)', '\*TEST\* W2 Text Bulk File Upload (W2\_ZIP\_TEST)', '1099 Text Bulk File Upload (1099\_TXT)', '1099 Text Bulk File Upload (1099\_ZIP)', '\*TEST\* 1099 Text Bulk File Upload (1099\_TXT\_TEST)', and '\*TEST\* 1099 Text Bulk File Upload (1099\_ZIP\_TEST)'. The testing options are highlighted with red boxes. Below the dropdown is a button labeled '\* Select File Type'. To the right of the dropdown is a green button labeled '+ Add Files...'. The background of the interface is teal and contains instructions for file uploads.



# Submit Your File

- After uploading the file, click the **Start** button and wait for a few seconds. The file will turn from grey to blue color.
- Then click **Submit** and the file will process. Wait for the Confirmation page to load (this may take a few minutes).

The screenshot displays a web interface for uploading tax returns. At the top, there is a navigation bar with links: Home, Edit Personal Info, Transmitter Transactions, Secure Message Center, and Service Requests. Below this, a teal banner contains instructions: 'Upload W2 and 1099 tax returns in either a TXT or ZIP format as these are the only acceptable formats.' It also provides links for '2023 Maryland Employer Reporting of W-2s Instructions and Specifications' for both W2 and 1099 error codes. Below the banner, it states 'Maximum File Size: 49MB' and 'Allowable file types based on your selection below are: .txt'. A dropdown menu labeled '\* Select File Type' is set to '1099 Text Bulk File Upload (1099\_TXT)'. To the right of the dropdown are buttons for '+ Add Files...', 'Start Upload', 'Cancel Upload', and 'Delete'. Below this, a file upload progress bar shows a file named 'TY2023\_1099R\_CNTL200.TEST\_COMPASS\_SUCCESS.txt' with a size of '5.26 KB'. The 'Start' button in this row is highlighted with a red box. At the bottom of the interface, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button also highlighted with a red box.



# Handling Upload Errors

If your file upload fails, you will see an error messages with a code. Follow these steps to resolve the issue:

- Note the error code and message displayed on the page.
- Refer to the Maryland Employer Reporting of 1099s/W2s Instruction and Specification.
- Correct any issues with the file and attempt to upload again.

For additional assistance, email us at: [efileW21099help@marylandtaxes.gov](mailto:efileW21099help@marylandtaxes.gov)

**Note:** *If your upload was successful without any errors, SKIP this step and proceed to the next page.*

*Error codes are saved in history (see page 11). You can upload another file without leaving the page (see image below).*

Allowable file types based on your selection below are:

\* Select File Type  + Add Files... Start Upload Cancel Upload

Cancel

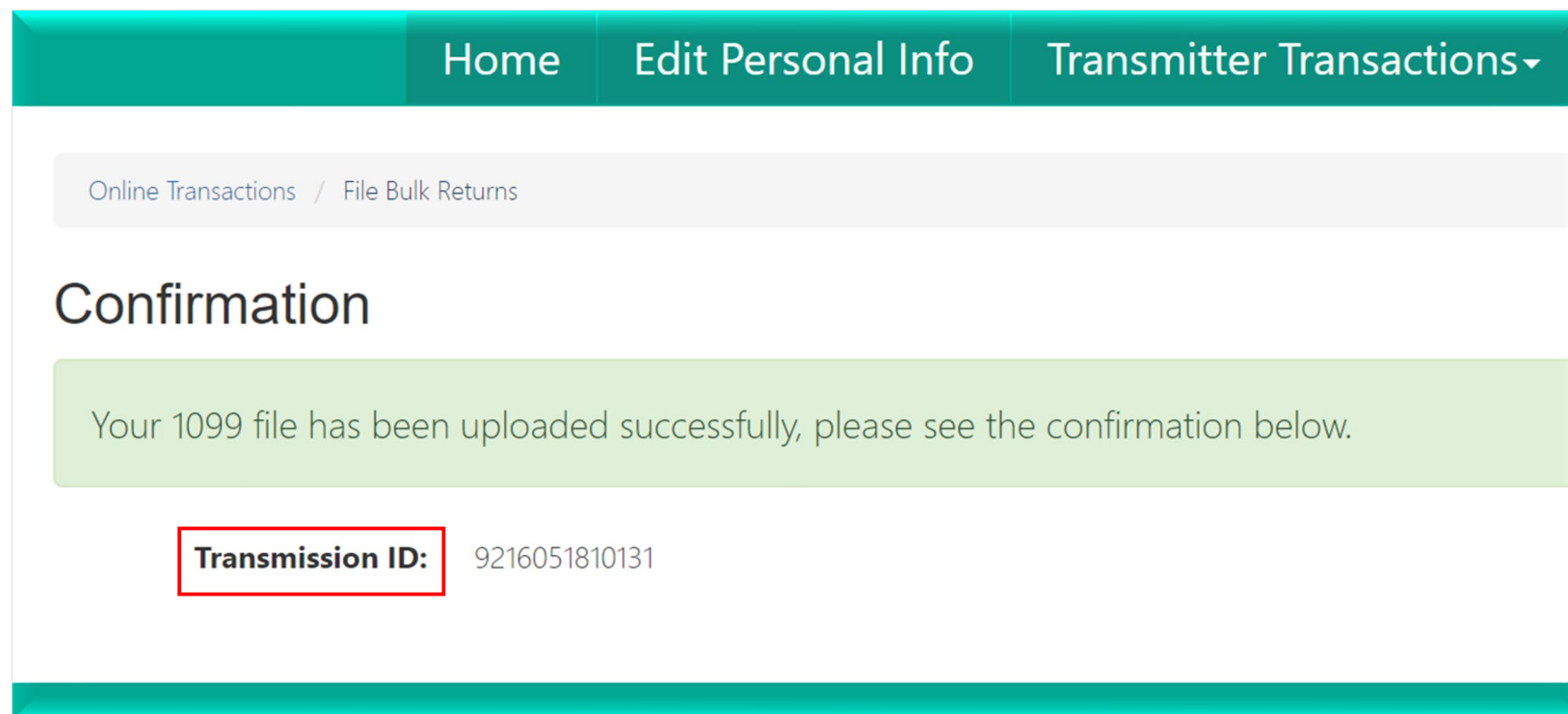
Error Code	Error Description	Error Additional Information
A00030	The FEIN in positions 12-20 in the A record is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 2, field position
A00040	Unexpected Value Provided For Type of Return. Valid values are F, A, NE, 9, and W.	Transmission ID 1245645410370, Line number 2, field position
B00120	The Maryland Central Registration number in the B record in positions 715-722 is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 3, field position
B00120	The Maryland Central Registration number in the B record in positions 715-722 is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 4, field position





# Confirmation of Successful Upload

- When you reach this page, your file has been **successfully uploaded**.
- Note the **Transmission ID** for reference.

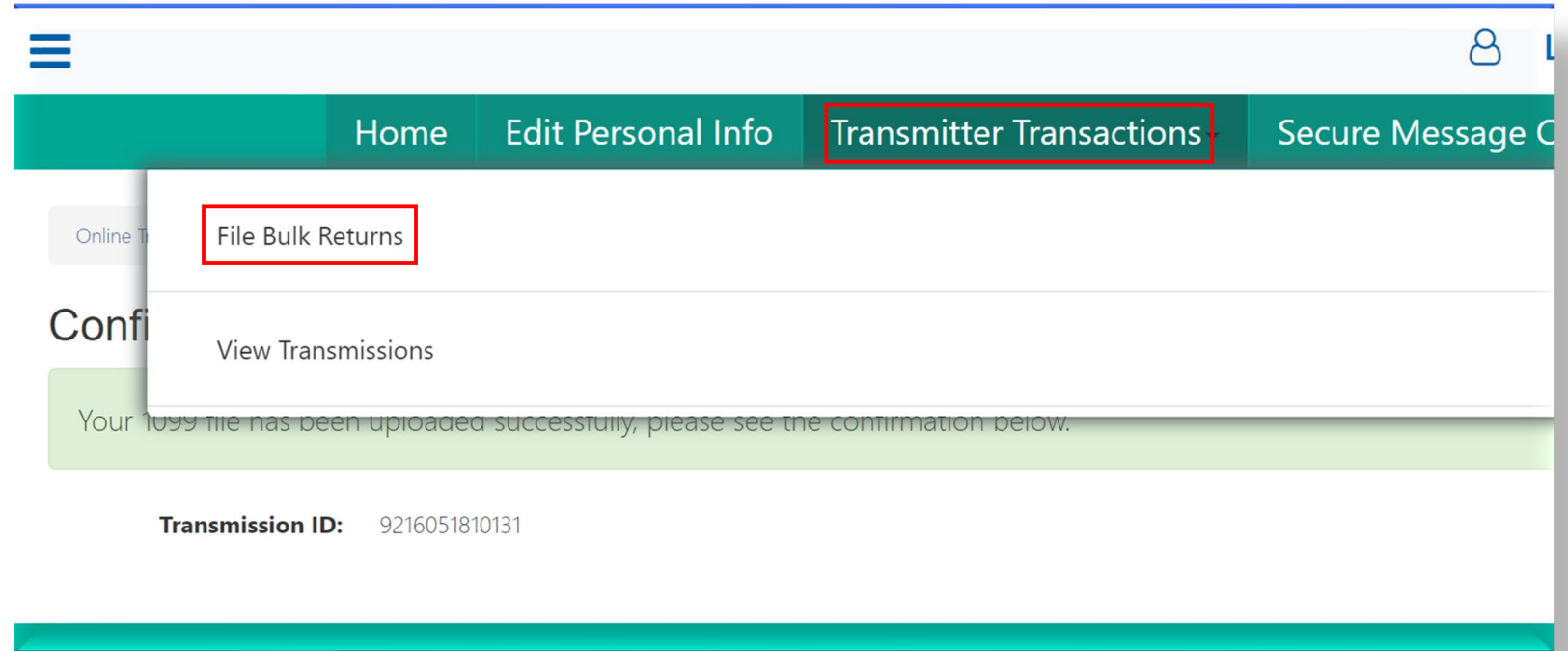


The screenshot shows a web application interface with a teal header bar containing navigation links: Home, Edit Personal Info, and Transmitter Transactions. Below the header is a breadcrumb trail: Online Transactions / File Bulk Returns. The main content area features a large heading 'Confirmation' and a green message box stating: 'Your 1099 file has been uploaded successfully, please see the confirmation below.' Below this message, the text 'Transmission ID: 9216051810131' is displayed, with 'Transmission ID:' enclosed in a red rectangular box.



# Repeat the Upload Process

- On the same page, to upload another file, return to **Transmitter Transactions** and select **File Bulk Returns** again.



# View Transmissions

- Go to **Transmitter Transactions** and select **View Transmissions**.
- Scroll down to the **Transmissions Details** section to see all the Transmission IDs and status of submitted files.
- Click the **highlighted** Transmission ID to view detailed information including error codes if the upload was rejected.

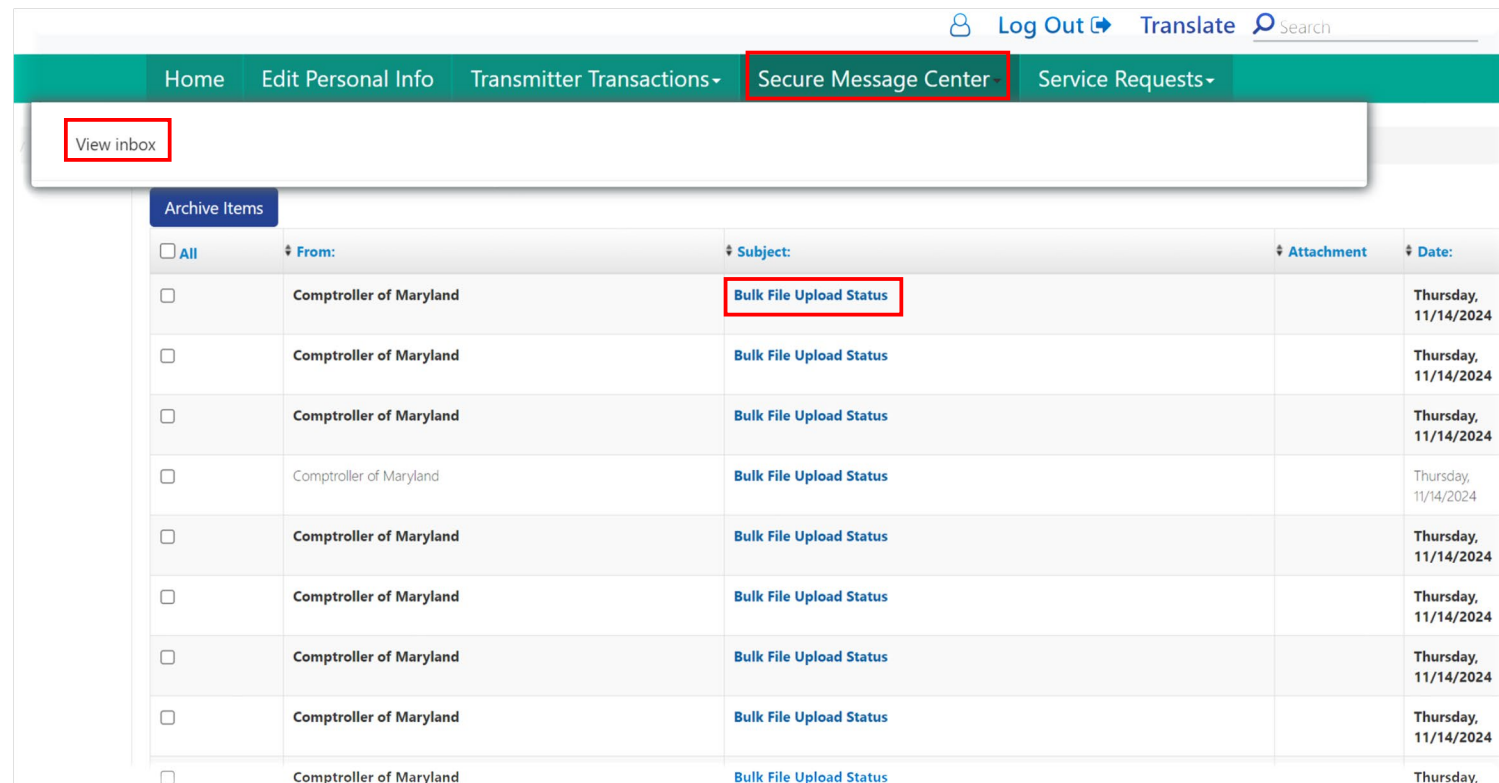
The screenshot shows the 'Transmitter Transactions' section of a web application. A dropdown menu is open, highlighting the 'View Transmissions' option. Below the menu, there are search filters for Transmission ID, Transmission Type, and Transmission Status, along with a Submitted Date Range selector. A 'Filter' button and a 'Clear' button are visible. Below the filters is a table titled 'Transmissions Details' with the following data:

Submitted Date	Transmission Id	Transmission Type	Document Count	Status
11/14/2024 10:48:04	9216051810131	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.
11/14/2024 09:03:06	10123	1099_TXT	0	Prepare data load step failed. Data has not been successfully loaded to the staging table.
11/14/2024 09:01:39	9216051810122	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.
11/14/2024 08:41:27	9216051810117	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.



# View Inbox and Messages

- Go to **Secure Message Center** and select **View inbox**.
- This page displays confirmation messages for all submitted files.
- Click the **highlighted Bulk File Upload Status** to view confirmation details, showing whether each file was accepted or rejected.



The screenshot shows the 'Secure Message Center' interface. At the top, there are navigation links: Home, Edit Personal Info, Transmitter Transactions, **Secure Message Center** (highlighted with a red box), and Service Requests. Below the navigation bar, there is a 'View inbox' button (also highlighted with a red box). The main content area displays a table of messages. The table has columns for 'All', 'From', 'Subject', 'Attachment', and 'Date'. The 'From' column for all messages is 'Comptroller of Maryland'. The 'Subject' column for all messages is 'Bulk File Upload Status', with the first instance highlighted by a red box. The 'Date' column shows 'Thursday, 11/14/2024' for all messages. There are checkboxes in the 'All' column for each message.

<input type="checkbox"/> All	From:	Subject:	Attachment	Date:
<input type="checkbox"/>	Comptroller of Maryland	<b>Bulk File Upload Status</b>		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024



# THANK YOU FOR USING MARYLAND TAX CONNECT

You have successfully uploaded your Bulk File(s) as a Transmitter User for  
Bulk Filing W2/1099

For additional assistance email us at

[efileW21099help@marylandtaxes.gov](mailto:efileW21099help@marylandtaxes.gov)

Monday-Friday, 8:30am-4:30pm. EDT