File a consolidated sales and use tax return: Import your data.

With e-Services, you can import all location information from an electronic file or enter each location's information separately. There will no longer be any time-out issues if you choose to enter each location's information separately. **If you choose to import your data, the following file type and file formats are allowed.**

File Type must be one of the following:
Comma delimited (.csv)
Text (.txt)
XML (.xml)

Comma delimited or Text files must be set up as follows:

The first and third row and first column of the spreadsheet are reserved for your use, generally called filler fields. You must use the filler fields for the first row and column regardless of what you enter, otherwise, if left blank they will be removed when you save as a comma delimited or text file and will not load properly. The third row is reserved for you to use for column headings.

The second row and second field of your file requires the filing period (dd-mmm-yyyy). The filing period must be the month, last day of the month and year. The second row and third field will be used for type of return: Original (O) or Amend (A). The filing system will not allow an amended return to be loaded without having filed an original return first.

Each row of the spreadsheet should represent one location. Each column of the spreadsheet should represent a tax line that you are reporting. Each tax reported must have **three** fields in the following order: three digit tax line code, taxable amount, tax due. The location and gross receipts fields are the only fields that are required and should be in the second and third columns. The following provides an example of the order the fields must be in:

- Location number
- Gross receipts
- Tax line code (100)
- General rate sales
- Tax due
- Tax line code (200)
- Use tax purchases
- Tax due
- Tax line code (210)
- Variable rate purchases
- Tax due

The other specific tax lines to report local sales and use taxes, liquor gross receipts, etc. must also have three fields (columns) for each tax line represented in your file. The three fields needed for each additional tax line must be in the exact following order: three digit tax line code, taxable amount, tax due.

You need to define the file you are importing so our system can interpret what is in your file. You can either save the file as a comma delimited (.csv) or text file (.txt). **Examples of the .csv file, .txt file and a summary layout are located at http://www.taxes.state.mn.us/eservices**.

XML (Extensible Markup Language) **files**:

In order to use the XML file format to import your data, you must first determine whether you have a software application that can transform your data to a XML output. **An example of the required XML file format is located at http://www.taxes.state.mn.us/eservices.** Contact your system administrator to determine whether this option is available.

Importing your data: Select the period for which you wish to file. Click on the "Import your data" button. Click "Browse" to browse your computer for the file you want to import. Click the "Import" button.

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Additional information you may be interested in:

- If reporting $0 for a location, you may enter "0" in that field or leave blank. When left as blank, it will default to "0" when loaded.
- There is no limit for the number of characters in the filler fields.
- If you do not have an amount to report for a specific tax line for all locations, you do not have to include that tax line in your file. Only the location and gross receipts columns are required. Do not include tax lines for taxes that have ended in a file for a period subsequent to the tax line's end date.
- If there is additional information that might be of use to you, it will be posted at http://www.taxes.state.mn.us/eservices.

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