

W-2 and 1099 information for all taxpayers

W-2 and 1099 information can be submitted electronically using e-Services. There are three methods:

- Key and Send – manually enter information
- Simple (delimited) file – create a spreadsheet file in either a text (tab delimited – .txt) or CSV (comma delimited -.csv) file format
- EFW2 - this format is defined by the Social Security Administration. The file requirements can be found at ssa.gov

For detailed information on submitting W-2 and 1099 information, see Fact Sheet 2 and 2a.

To prepare a Simple (delimited) file, open a spreadsheet in Excel or a similar spreadsheet program. The first row of the spreadsheet is ignored by our system, but is required. The most common use for the first row is column headings. The W-2 and/or 1099 information will start on row 2. Each row should contain W-2 and/or 1099 information for a single worker. If a worker received both a W-2 and 1099, enter each one on a separate line.

Column A: Undefined and ignored by system

Column B: Tax year

- Must be numeric
- Must be four digits

Column C: Employee/Payee social security number (SSN)

- Must be nine digits
- Do not include dashes

Column D: Employee/Payee first name

- Maximum of 15 characters
- Do not use commas

Column E: Employee/Payee middle name

- Maximum of 15 characters
- Do not use commas
- Can be left blank

Column F: Employee/Payee last name

- Maximum of 20 characters
- Do not use commas

Column G: Employee/Payee federal wages

- Must be numeric
- Do not use commas
- Must use decimals (example: 0000.00)

Column H: Employee/Payee federal withholding

- Must be numeric
- Do not use commas'
- Must use decimals (example: 0000.00)

Column I: Employee Minnesota wages

- Must be numeric
- Do not use commas
- Must use decimals (example: 0000.00)

Column J: Employee Minnesota withholding

- Must be numeric
- Do not use commas
- Must use decimals (example: 0000.00)

Column K: Payee 1099 income, if any

- Must be numeric
- Do not use commas
- Must use decimals (example: 0000.00)
- Cannot be left blank. If no income, enter a '0'

Column L: Payee 1099 Minnesota withholding, if any

- Must be numeric
- Do not use commas
- Must use decimals (example: 0000.00)
- Cannot be left blank. If none, enter a '0'

When you have entered all W-2 and/or 1099 information, click File, Save As. Enter your file name. From the "Save As Type" dropdown, select either CSV (comma delimited) (*.csv) or Text (tab delimited) (*.txt). Click Save. The file is now ready to upload.