



Bulk Filing Returns for Third Party Bulk Filers

Withholding tax returns must be submitted in a format defined by the Minnesota Department of Revenue.

To prepare a Bulk Return file, open a spreadsheet in Excel or a similar spreadsheet program. The first row of the spreadsheet is ignored by our system. The most common use for this first row is column headings. The return information will begin with row 2. Each row must contain a separate return for each client.

Column A: Undefined - ignored by system

Column B: Federal Employer Identification Number (FEIN)

- Must be nine digits
- Do not include the dash
- If you are using Microsoft Excel to create your file and have a number beginning with zero, place an apostrophe before the zero

Column C: Minnesota Tax ID

- Must be seven digits

Column D: Filing period (dd-mon-yyyy)

Column E: Filing frequency

- Enter "Q" for quarterly filer
- Enter "A" for annual filer

Column F: Original or amended return indicator

- Enter "O" for original return
- Enter "A" for amended return

Column G: Comments

- Optional for original returns
- Required for amended returns

Column H: Number of employees

- Whole numbers only
- Do not use commas

Column I: Total wages

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

Column J: Total withheld

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

Column K: 2% contractor withholding

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

Column L: Total deposits

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

Column M: Total tax

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

Column N: Refund or Credit indicator

- If the tax due is greater than or equal to zero, leave this field blank
- If the tax due is less than zero, enter “R” to request a refund or “C” to request the credit be carried forward

Column O & P: Payroll date and amount of withholding

- Payroll date in Column 15
- Amount of withholding in Column 16
- Column 15 and 16 are interrelated

Column Q & R: Next payroll date and amount of withholding

- Continue entering a pair of columns for each payroll period (15&16, 17&18, 19&20, etc.)
- These columns are interrelated

When all returns have been entered, click File, Save As. Enter your file name. From the “Save As Type” drop down, select either CSV (comma delimited) (*.csv) or Text (Tab delimited) (*.txt). Click Save. The file is now ready to upload.