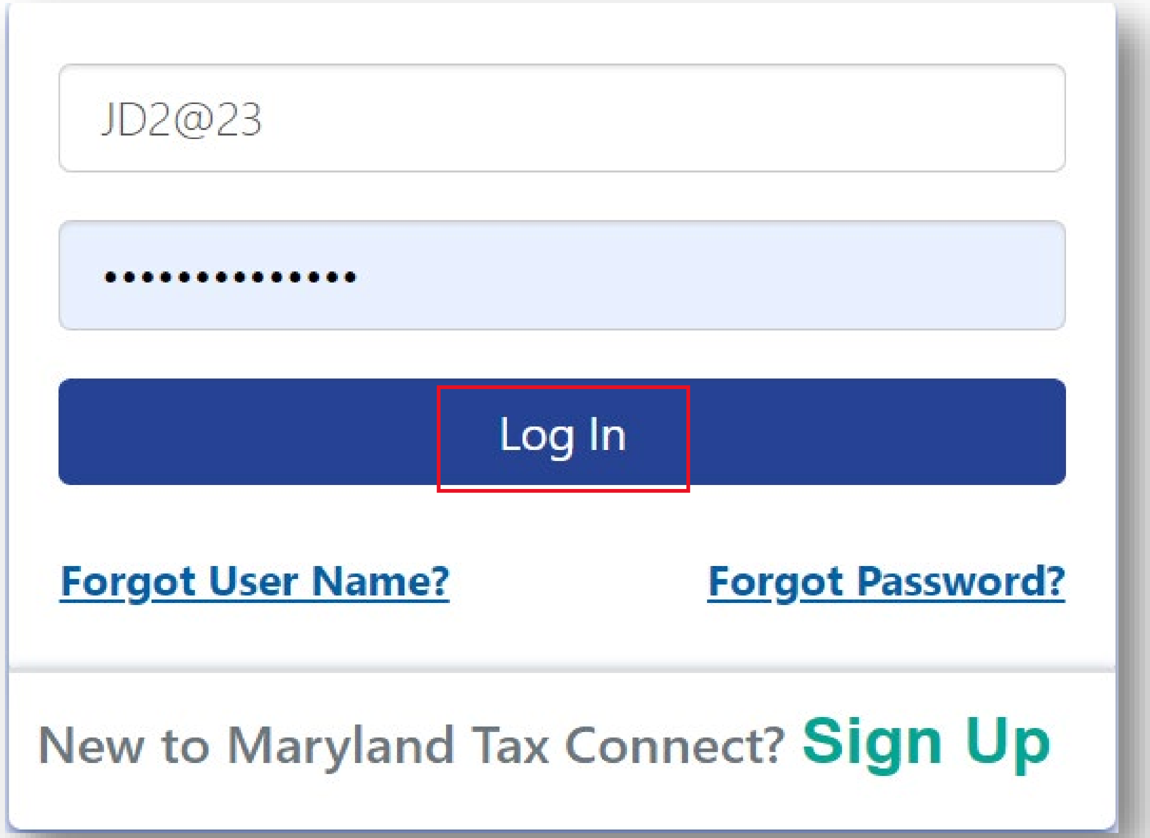
Maryland Tax Connect

W2/1099 Bulk Upload Guide

November 2024

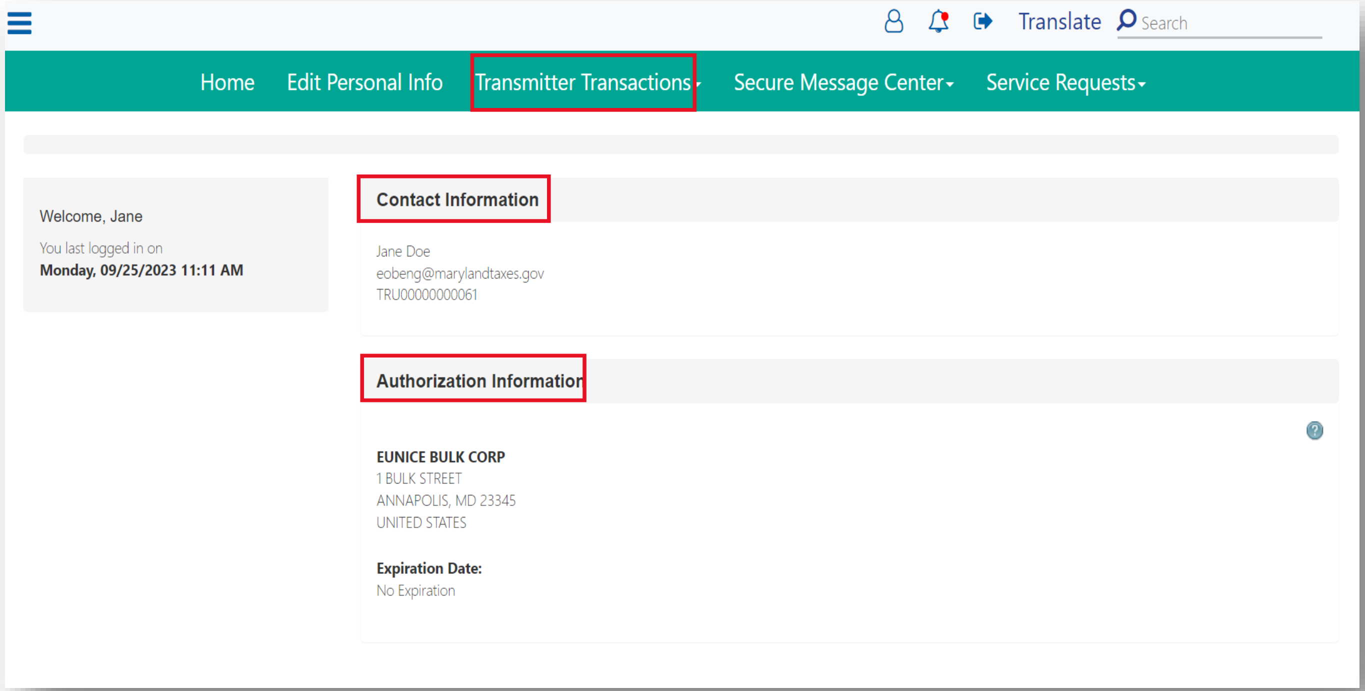
Account Sign-In

- 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.



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.

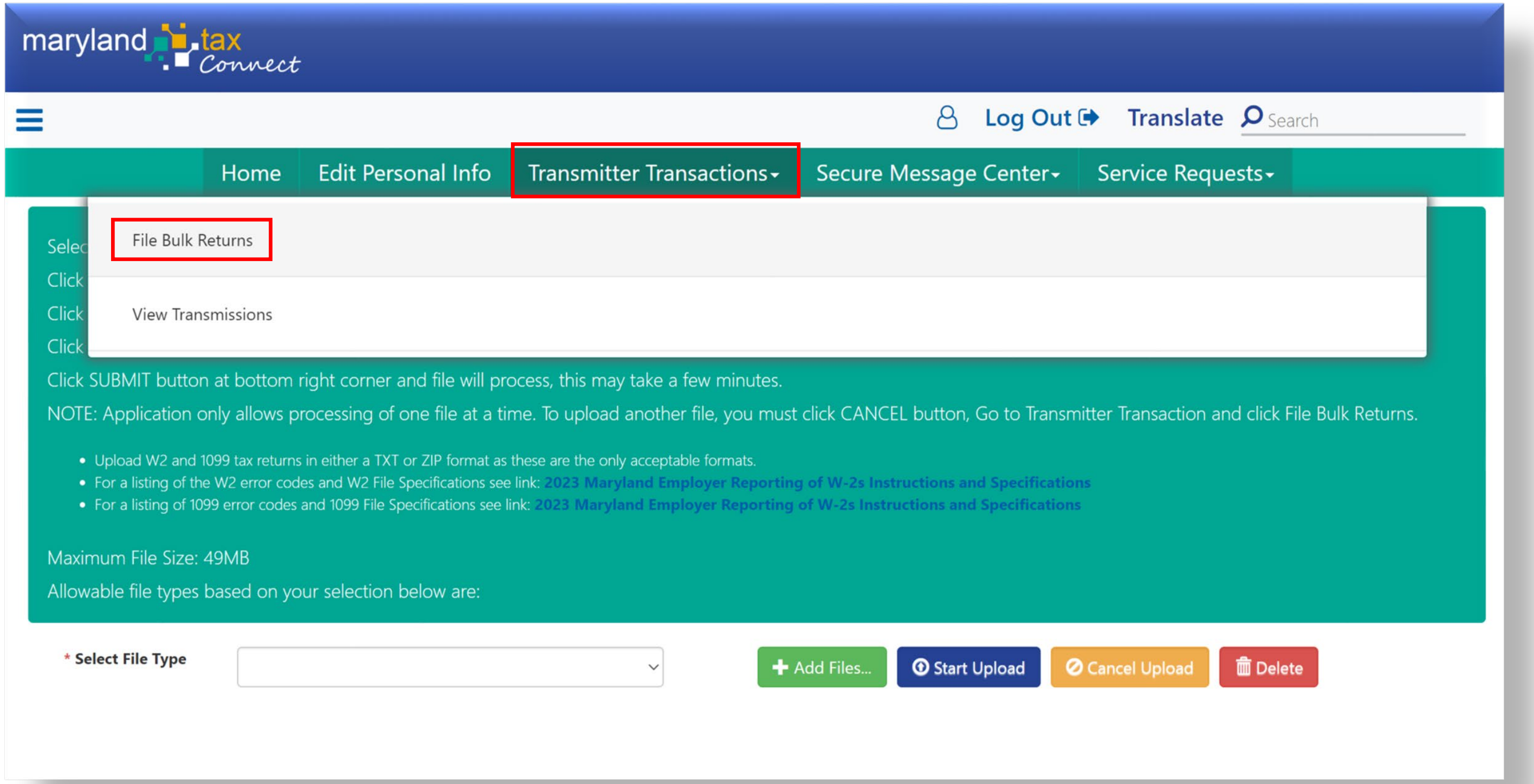


For additional assistance email us at:

efileW21099help@marylandtaxes.gov

Select File Bulk Returns

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



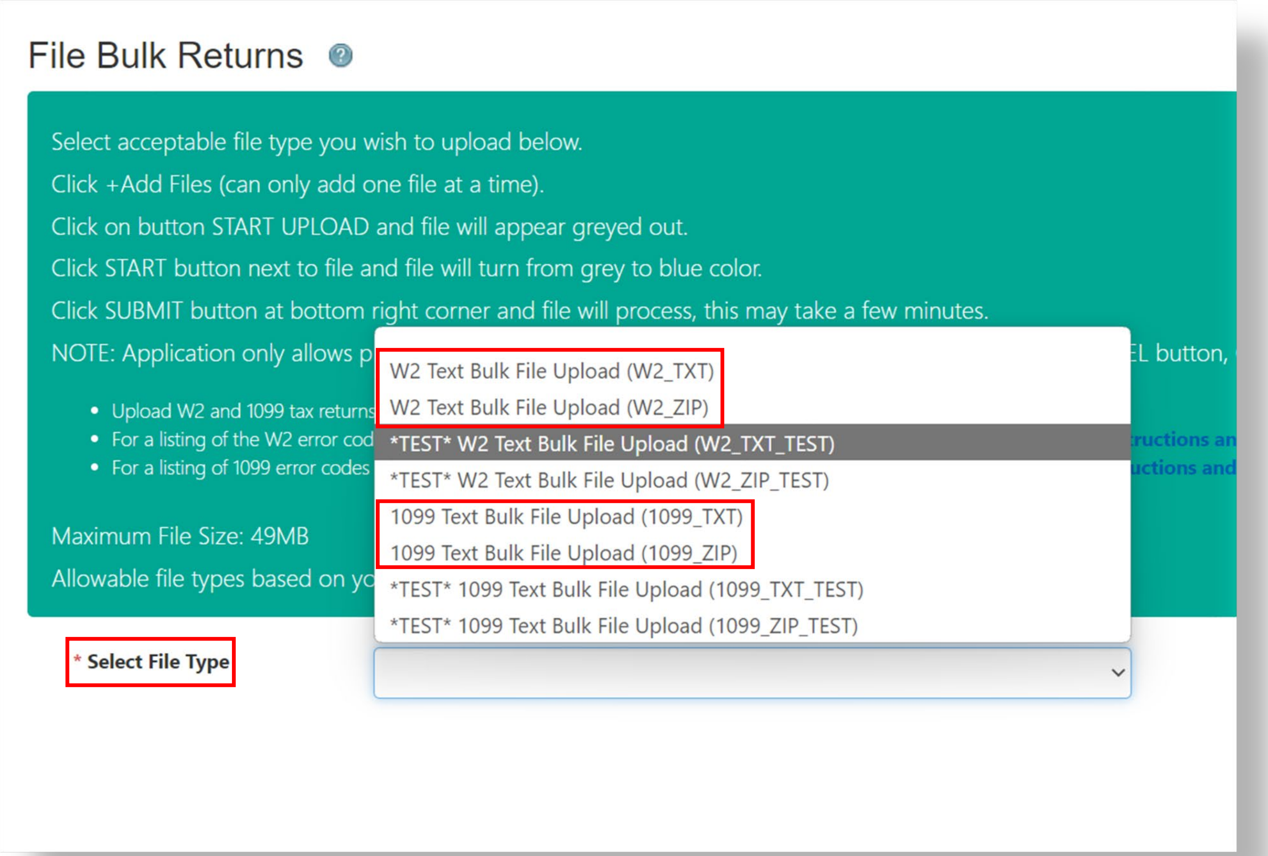
Choose File Type and Upload

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.



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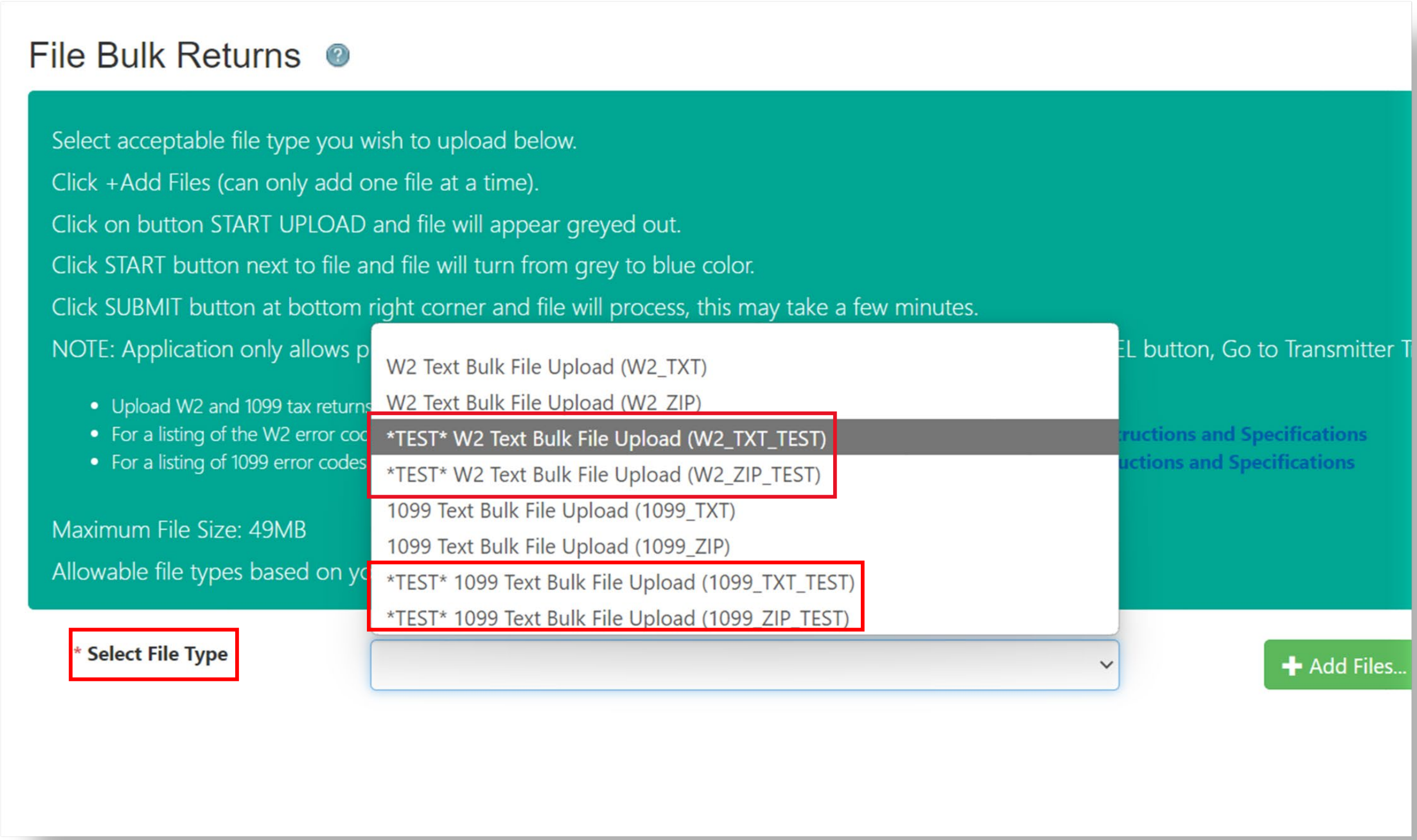
Testing File Uploads

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

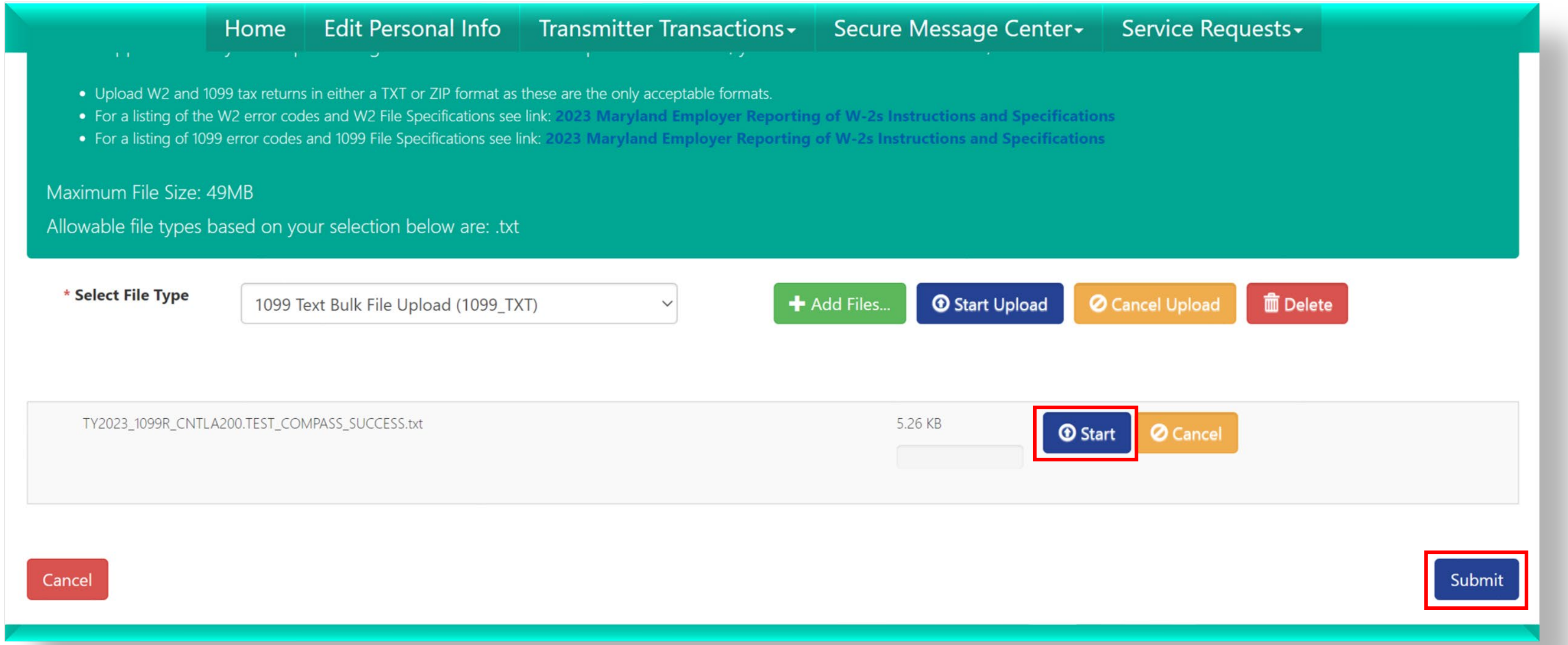
For testing purposes, select one of the following options from the drop-down menu:

- '1099_TXT_TEST' or '1099_ZIP_TEST' for 1099 test files.
- 'W2_TXT_TEST' or 'W2_ZIP_TEST' for W2 test files.



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).



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.

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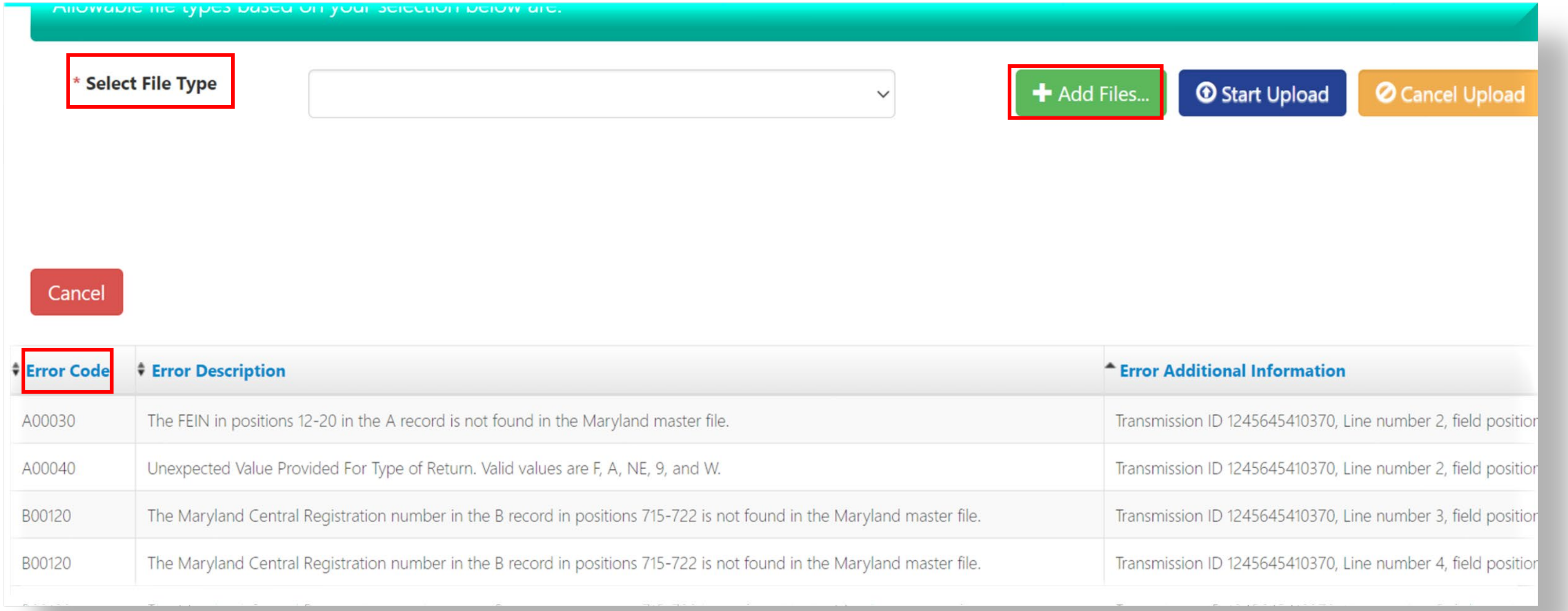
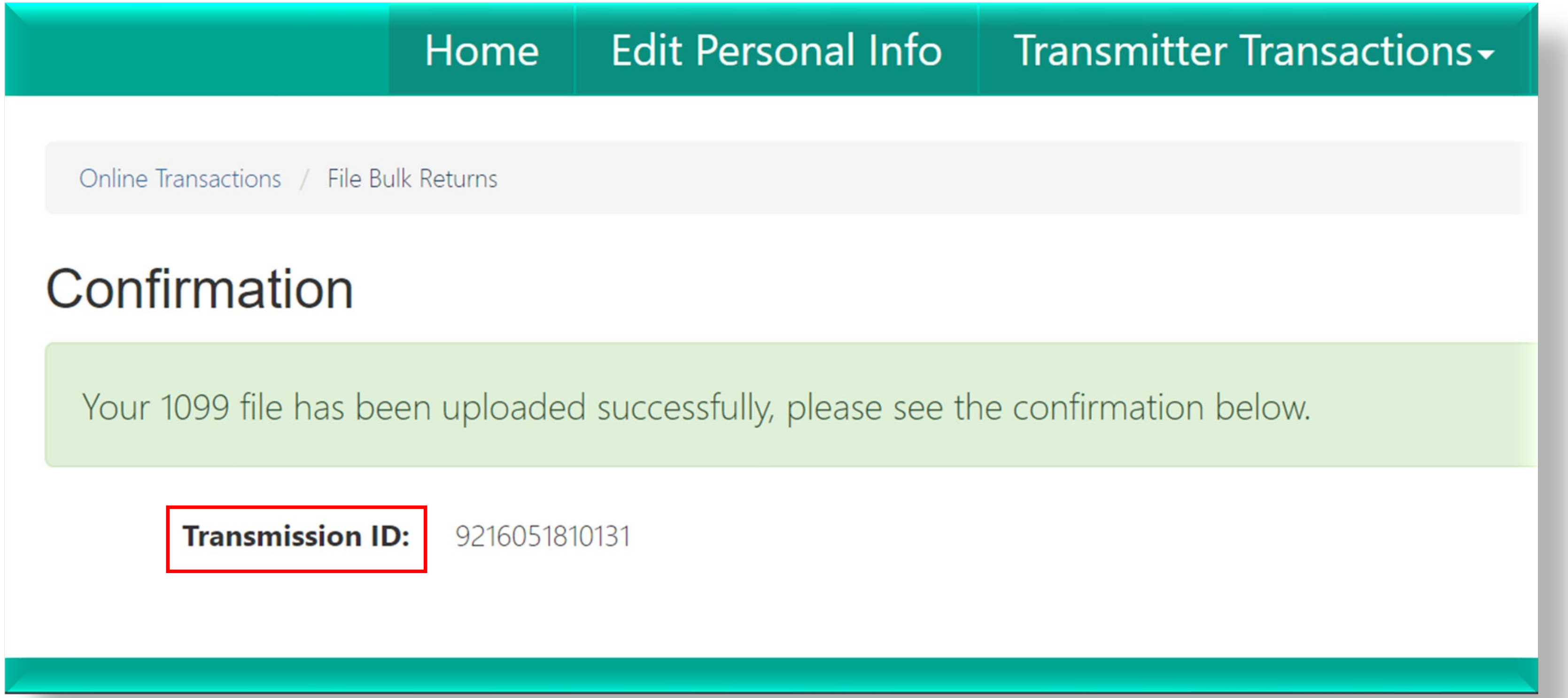
Note: *If your upload was successful without any errors, SKIP this step and proceed to the next page.*

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



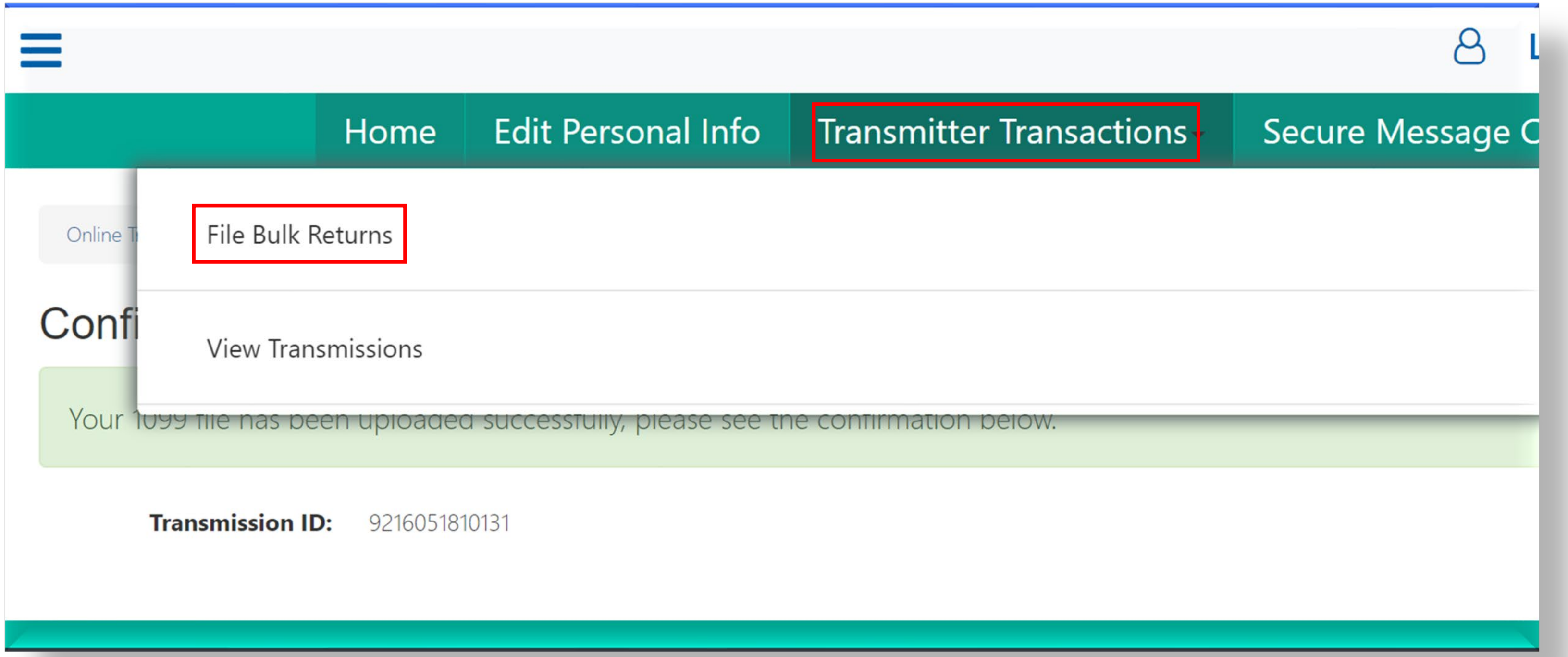
Confirmation of Successful Upload

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



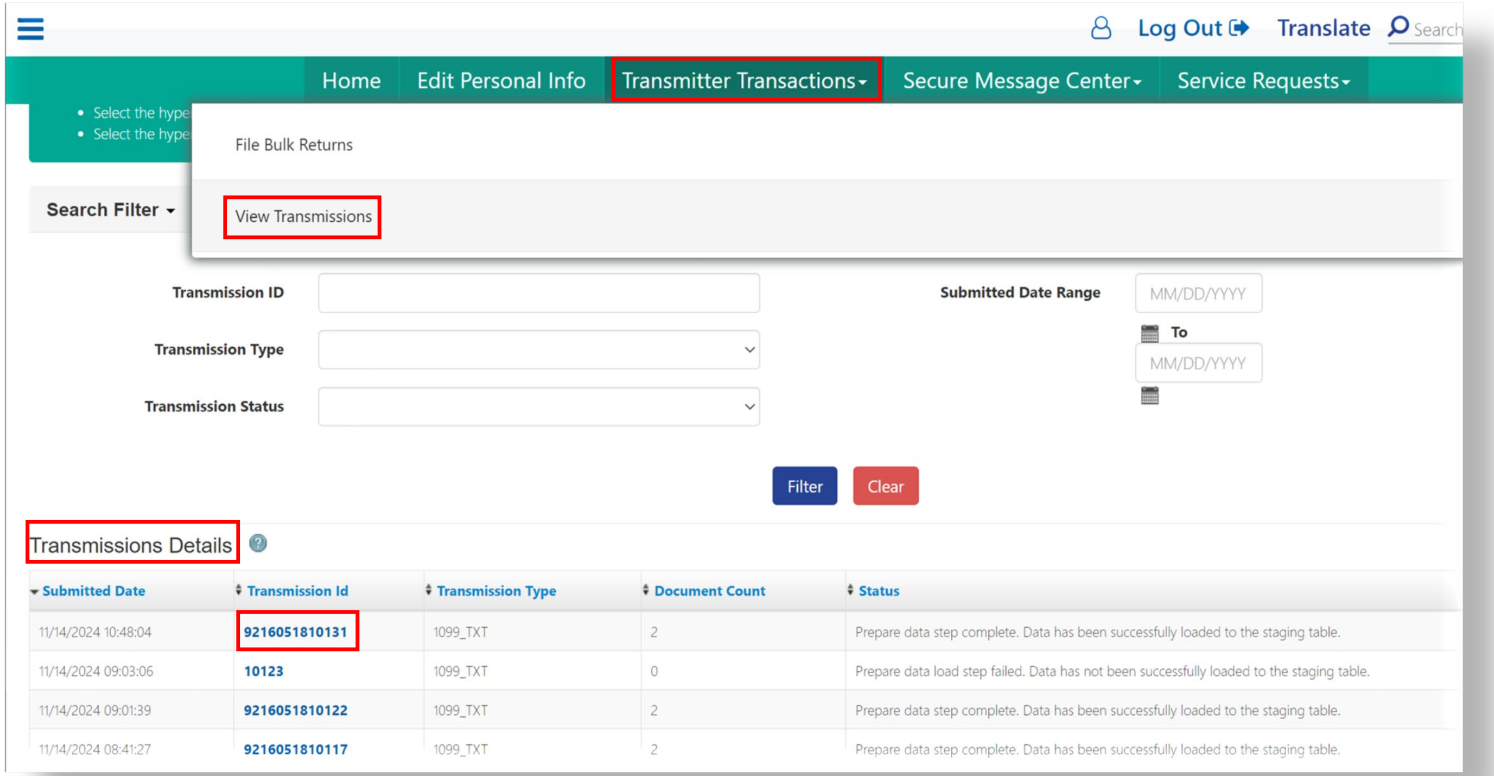
Repeat the Upload Process

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



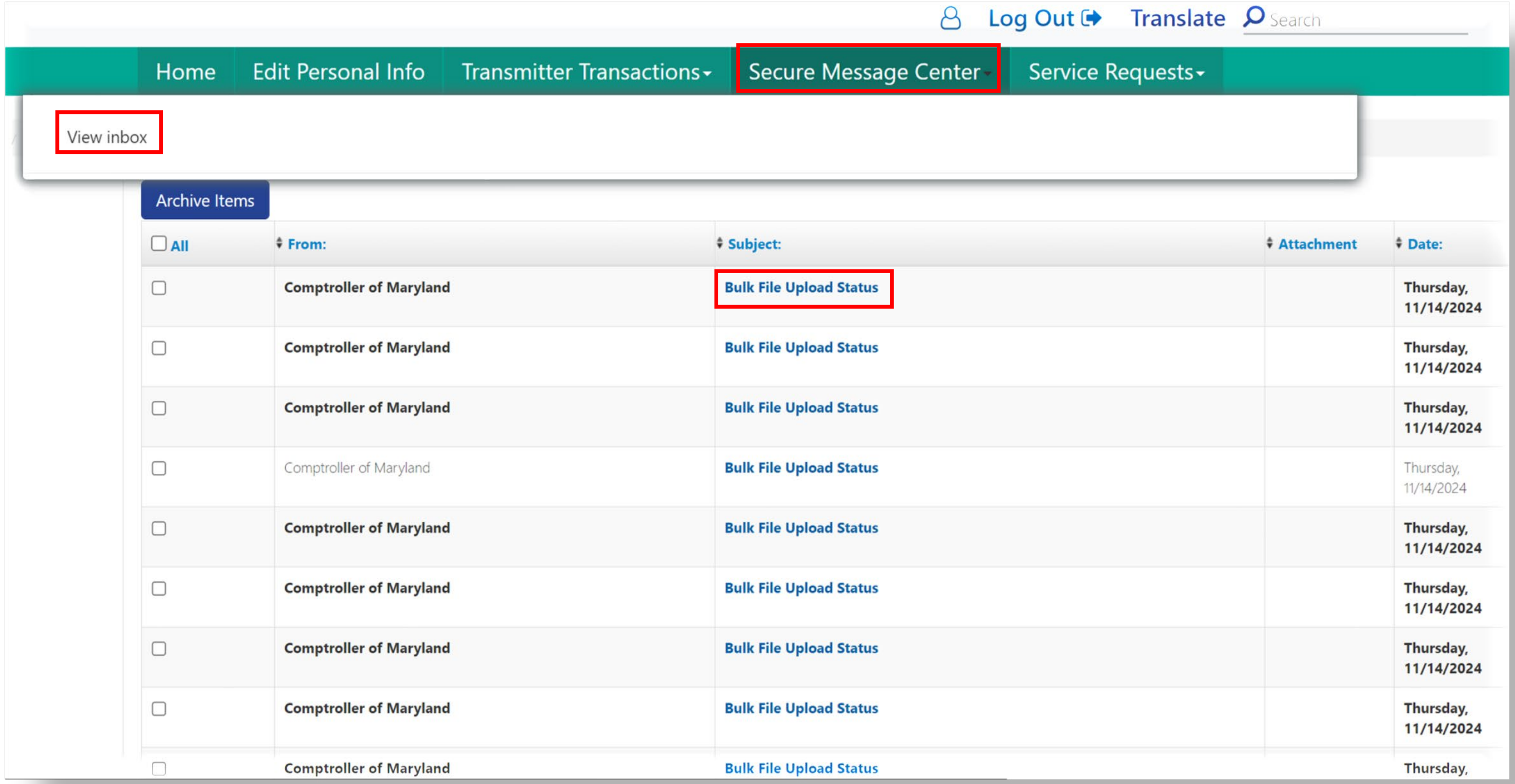
View Transmissions

- 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.



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.



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