

This tutorial will illustrate how to upload W-2 and 1099 files in AZ Web File.

IMPORTANT NOTE: **Only .txt files will be accepted**. For assistance with changing file format, please see your IT department or software provider.

<u>STEP 1</u>

Visit https://efile.aztaxes.gov/AZFSETPortal

			Log On FAQs Contact Us
Setting the Standard for Tax Services		te of Arizona nent of Revenue	Arizona's Official Web Site
Home Register Resources Contact Us	Welcome to AZ Web File! AZ Web File is available to Payroll Servic Employer Withholding. Need to Register? <u>Click Here</u> Upload/Transmit W-2 and 1099? <u>Click Here</u>	Already Registered? Please Log on Below Please use the Email ID provided during registration as U Account Information Username Password Forget your password? Log On	
	Privacy Accessibility ©	Copyright 2021 Arizona Department of Revenue	

<u>STEP 2</u>

Click 'Click Here' under 'Upload/Transmit W-2 and 1099?'

			Log On FAQs Contact Us
Setting the Standard for Tax Services		e of Arizona nent of Revenue	Arizona's Official Web Site
Home Register Resources Contact Us	Welcome to AZ Web File! AZ Web File is available to Payroll Service Employer Withholding. Need to Register? <u>Click Here</u> Upload/Transmit W-2 and 1099? <u>Click Here</u>	Providers to save time, money and paper and to meet the Already Registered? Please Log on Below Please use the Email ID provided during registration as Account Information Username Password Eorget your password? Log On	
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<u>STEP 3</u>

Login to AZ Web File with a current AZ Web File (AZFSET) Web Upload email address and password.

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Trates	+) Login	AZ.GOV
AZ Web File User Login		
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<u>STEP 4</u>

On the "Welcome to Web Upload" screen, read the provided guidance and select "Continue."

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Current user		🕒 Logout	AZ.GOV
E-Filed Documents	Welcome to Web Upload		
E-File Status Web Upload	You can use Web Upload to electronically submit Webholding documents (W2s and 1009s).		
Vieb Uproad	There are no fees for using the Web Upload.		
	Uplob grovids immediate file validation feedback		
	How do I check the status of my upload(s)? Select E-File Status from the left side menu.		
	Vou can view the accepted or rejected status of the file. Vou can view the accepted or rejected status of the file.		
	Continue		
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<u>STEP 5</u>

On the "Web Upload" screen:

- a. Select "Choose File(s)."
- b. Browse to the location on the computer where the intended file is stored.
- c. Select the intended file and click "Open."
- d. Select the corresponding file type from the drop-down menu.
- e. Select "Upload File."

The file selection process may be repeated until every intended file is uploaded into the system.

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STEP 6 – (Failed)

If the uploaded file failed to pass the initial validation process, a red-colored message indicating a failed file upload will display. The registered user should access the link next to the filename to view the reject reason(s).

	State of Arizona Department of Revenue		
Current user:		🕒 Logout	AZ.GOV
E-Filed Documents	Web Upload		
E-File Status	Withholding Form W-2 and Form 1999		
Vieb Uproad	Upload ack from type separately. (Note: This may be different from the Initial Revenue Service specifications found in Publication 1220.) Multiple first carble significance for the same from type. Advantum for the carb e and the same from type.		
	AZ Taxes has failed to upload the below W-2 file(s)		
	• W-2 ht <u>V-2 ht ferms</u> W-2 ht contance 7 lines and 7 lines were not uploaded.		
	What happens next? . Your file() were not submitted to the Department.		
	vour neys juiete not subtimized to the Lepsannent. Review the error reason(s) Make news seasy corrections and by the upload again.		
	File Name and Path * Choose File(s)		
	File Type * W:2		
	Upload File		
	Tell us what you think! In an effort to maximize your AZTaxes experience. ADOR would like to hear your comments, feedback, and suggestions. Please click here to complete a short survey.		
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<u>STEP 6</u> – (Successful)

If the uploaded file successfully passes the initial validation process, a green-colored message that indicates a successful file upload will be displayed.

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GTaxes. gov Current user:		🕒 Logout	AZ.GOV			
E-Filed Documents E-File Status	Web Upload					
Web Upload	Withbolding Form W2 and Form 1998 • Upload each form type separately, Note: This may be different from the Internal Revenue Service specifications found in Publication 1220.) • Multiple first can be spocked for the same form type. • Maximum fits size is a million records or 208.					
	Validation step 1 of 2: AZ Taxes has successfully uploaded the below W-2 file(s) • W2xt W2 Incombined B lines and 8 lines were uploaded successfully					
	What happens next? • Your file(s) will go through the Department's validation process. • Your - Clock styrus file(s) erres accepted or reported. • Your - Clock styrus file(s) erres accepted or reported. • Your - Clock styrus file(s) erres accepted or reported. • Your - Clock styrus file(s) erres accepted or reported. • Your - Start Styrus file(s) error for the validation process to complete and to view the Report Reasons, if any.					
	File Name and Path * Choose Fin(s) No file chosen					
	File Type * W-2 V					
	Upload File					
	Tell us what your think! In an effort to maximize your AZTaxes operated. ADOR would like to hear your comments, feedback, and suggestions. Please cick hear to complete a short survey.					
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<u>STEP 7</u>

A registered user should select "E-File Status" from the "E-Filed Documents" menu to view the file status screen. Each uploaded file will be displayed along with its corresponding status; continue to check back until the status reflects "Completed."

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Current user:		🕒 Logout	AZ.GOV			
E-Filed Documents E-File Status Web Upticed	Web Upload Without for Your W2 and Form 1908 Uploads adds from type sequencies (this This may be different from the Internal Revenue Service specifications found in Publication 1220.) Mapping from the same to the same toom type. Maximum the size is a million records or 2018 Obtained in the same toom type. Automation to size is a million records or 2018 Obtained in the same toom type. Automation to size is a million records or 2018 Obtained in the same and B loss were uplaaded successfully uploaded the below W-2 file(s) Automation toom of the Department's validation process. You much closed Syour Head Validation process. You much closed Syour Head Validation process. You much validation process to complete and to valid the Repect Reasses, f. Any.					
	File Name and Path * Choose File(1) No Res chosen No Res chosen File Type * W-2 Uptoad File * Tell as what you think in an effort to maximize your ALTRase experience, ADOR would like to beer your comments, feddakik, and suggestions. Please citik here to complete a short survey.					
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<u>STEP 8</u>

A confirmation screen will display all previously uploaded files and the upload status as "In Progress" or "Completed" and a "Reject Reasons" link if the file was rejected. Click the "Reject Reasons" link to access a spreadsheet containing details regarding the reasons for the rejection. This screen also details how many employers/payers within the file were accepted and how many were rejected. The 'Reject Reasons' spreadsheet will provide details regarding which rows within the file were rejected.

State of Arizona Department of Revenue									
Current user:								🕒 Logout	AZ.GOV
E-Filed Documents	E-Filed Documents								
E-File Status	Upload validation step 2 of 2								
Vieb Upload	If your file is rejected, click Download Reject Rea Note: It may take up to one hour for your Reject R	sons to send to your approved vend aasons to appear or to View your refi	or/user that created the file. um.						
	W-2 and 1099's								
	Show 6 v entries							Filter:	
	Submitted Date	File Name	Form Type	Status	Total Employers/Payers	Accepted	Rejected	Reject Reasons	\$
	1/12/2021 9:49:28 AM	W2-Correct.txt	W-2	In Progress	1	0	0		
	1/12/2021 9:35:14 AM	W-2.txt	W-2	Completed	1	0	1	Reject Reasons	
	1/12/2021 9:33:57 AM	W-2.txt	W-2	Completed	1	1	0		
	12/14/2020 10:59:31 AM	W2-Correct.txt	W-2	Completed	1	1	0		
	Showing 1 to 4 of 4 entries							Previo	us 1 Next
		f 🛩 in 💩	8• Privacy	Accessibility	© 2021 Arizona Department of Revenue				

The spreadsheet (CSV file) excerpt below provides a sample reject reason. This information will enable a registered user to correct the error(s) and resubmit the file by repeating Step 5.

	А	В	С	D
1	Reject Date Time	Business Rule	Business Rule Description	Additional Information
2	1/12/2021 9:35	4103	W2 FlatFile Validation	FileName: W-2.txt. Error Code#: 4103. Error: No submitter/transmitter record found; file could not be processed. An RA record must be included.