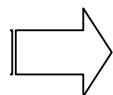


## City of Columbus

### Instructions for practitioner's filing an IR/BR-21 Declaration of Estimated City Income Tax using *Dynamic Web Import (DWI)*

- I. **Description:** Practitioner's filing an IR/BR-21 form may use our web-based filing system to upload multiple accounts in a single file.
- II. **File Preparation:** (complete file layout instructions to follow)
- when using a spreadsheet file it must be saved as a **"delimited text file"**. (Excel, for example, can be saved as a **"tab delimited text file"**).
  - format dollar amounts to exclude dollar signs (\$) and commas. (example- Excel format 'General', two decimal places. \$10,250.99 will display 10250.99)
  - City Tax ID, Acct. Number,** and **Date** fields should be formatted as 'text' so that any leading zeros are retained. (example- 1/31/05 must display as 01312005 -- **not** 1312005)
  - with the exception of column headings, every row in your file must contain data or be empty. Subtotals at the bottom of columns or the end of rows, for example, will generate an error message.
  - required fields:** there are various required fields and optional fields. See **Figure 3** (**Figure 3** will be discussed in more detail in the following pages.)

### Selecting Options for DWI



**Third Party Online Filing**

Client City Tax ID:

**Bulk Filing using DWI (Dynamic Web Import)**

I affirm that I am the taxpayers' authorized representative as relates to transactions with the City of Columbus, Income Tax Division regarding these accounts.

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Select a return to file. The link will provide the appropriate tax form.

By selecting this image you may demo the tax form to see how it works. This option will allow you to practice how to use and submit the form. No data will be saved.

- [IT-11 Employer's Quarterly Return of City Tax Withheld](#)
- [Amend IT-11 Employer's Quarterly Return of City Tax Withheld](#)
- [IT-15 Employer's Semi-Monthly or Monthly Deposit of City Income Tax Withheld](#)
- [IR-18 Quarterly Statement of Estimated Income Tax Due](#)
- [IR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\)](#)
- [Amend IR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\)](#)
- [IR-42 Application for Extension of Time to File City Income Tax Return and Statement in Lieu of Tentative Return](#)
- [BR-18 Quarterly Statement of Estimated Income Tax Due](#)
- [BR-21 Declaration of Estimated City Income Tax \(also serves as Voucher #1\)](#)
- [BR-42 Application for Extension of Time to File City Income Tax Return and Statement in Lieu of Tentative Return](#)

**Figure 1.** Main Menu

Select the Bulk Filing using DWI option and affirmation check box, then the tax form to be filed.

## Getting Started

**Select File Type**

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first  lines of the file.

**Fixed Length**

File contains no line feeds

**Delimited File:**

Field Delimiter:

Other:

String Qualifier:

Other:

**Actions**

Click the BACK button if you wish to return to the Bulk Filing Main Menu at this time. Other press the CONTINUE button to define your file layout.

*Figure 2.* File Type

- Item A** - if your file has column headings enter the number of rows occupied by the headings.
- Item B** - 'fixed length' is typically for data from a mainframe system.  
'delimited file' is typically for data created in a spreadsheet.
- Item C** - if you saved your spreadsheet file as *tab delimited* select **tab** from the drop-down.
- Item D** - select *string qualifier*, if none select *None*.

**Field Layout:** (see *Figure 3*)

- A.** The order of the columns in your file must match the order of the **Field Layout** screen. You may change your file to match the order of the layout screen or you may change the order of the layout screen to match your file. Use the arrows to move a field up or down one position. You may also reposition a field by typing the new position in the left column and clicking the **Refresh** button at the bottom of the screen.
- B. Filler Fields:** If your file contains columns other than those listed on the **Field Layout** screen you must indicate their position as **Filler** to prevent the program from trying to read those columns as data. For each column: (1) check the **Add Filler** box; (2) type the *Position* or column number; and (3) click **Refresh**.  
(an alternative method is to remove the extra columns from your file which would eliminate the need for filler fields. Either way, your file layout must match the field layout screen).
- C. Optional Fields:**  
On the *Field Layout* screen (**Figure 3**) fields 9-21 are optional. If they are not used in your file remove them from the file layout by clicking the appropriate checkboxes and click **Refresh** at the bottom of the screen. **Fields 9-21 will be required for any report that will remit with ACH Debit or Credit Card.**
- D. Required Fields:**  
**AMENDED** - "Y" if an amended IT-11 is being filed. If not then "N".  
**CITY TAX ID** -11-digits, if the 11th digit is blank enter only the 10-digits.  
**FILING YEAR** – Required the year for which the report is being filed. Year Format CCYY, example: 2005.  
**LESS OVER PAYMENT** – Enter the amount of the any over payment from the previous year. Amounts may be entered in dollar and cents.  
**CREDIT PREVIOUS DECLARATION** – Enter any payment amount from a previous declaration.  
**LESS AMOUNT PAID** – Enter the amount being paid with this declaration.  
**PAYMENT AMOUNT** -Required only if a payment is being made with the report. If no payment enter a "0.00" amount.  
**PAYMENT METHOD** - 1-digit field indicating payment type:  
"E" for ACH Debit, "C" for Credit Card, "N" for no payment with report.
- E. Optional Fields**  
**ACCOUNT TYPE** – If making a payment via e-Check the account type must be indicated as either **C** = Checking or **S** = Savings. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"  
**Corporate Checking Account** – The Corporate Checking Account flag is used for taxpayers using a corporate checking account to pay their city taxes. The "Y" will indicate that a corporate checking account is being used and a CCD flag will be sent in the ACH NACHA file. Users who bank with Mellon Bank are recommended to use this option. This option can be removed if not being used.  
**FIRST NAME** – If making a payment via e-Check the First Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"  
**LAST NAME** - If making a payment via e-Check the Last Name is a required field. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"  
**ROUTING NUMBER** – If making a payment via e-Check the Routing number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"  
**BANK ACCOUNT NUMBER** – If making a payment via e-Check the Bank Account Number is required. If paying via Credit Card only omit these fields, however if a file has both e-Check and Credit Card these fields must be included but set as a blank field. ",,"  
**PAYMENT DATE** – If making a payment via e-Check the payment Date is required. The earliest payment date must be the current date or the Due Date of the report but can not be past the Due Date.  
**CREDIT CARD TYPE** – If making a payment via Credit Card the Card Type must be indicated in the file as either an **M** = MasterCard or a **V** = Visa. If all the records are being paid via Credit Card the E-Check fields can be omitted. (Fields 8 – 13) however if a file has both e-Check and Credit Card payments these fields must be included but set as a blank field. ",,"  
**NAME on CREDIT CARD** – If paying via Credit Card the First and Last Name must be included in the file.  
**CREDIT CARD NUMBER** – If paying via Credit Card the Credit Card Number is required to process the payment.  
**BILLING ADDRESS** – If paying via Credit Card the Billing address is required. This is the street address only. Do not include the State and City information.  
**EXPIRATION MONTH** – If paying via Credit Card the expiration month of the Credit Card is required to validate the credit card. This will be a 2-digit month  
**EXPIRATION YEAR** – If paying via Credit Card the expiration year is required to validate the credit card. This will be a 4-digit year.
- F. Required Repeatable Fields** – The repeatable fields are 22-29 it represent a city entry.  
**CITY CODE** – 2 digit city identifier 01 = Columbus  
**ESTIMATES INCOME FROM WAGES** – The estimated wages reported for the city. Can be up to 12-digits.  
**ESTIMATES INCOME FROM NET PROFITS** – The estimated net profit reported for the city. Can be

up to 12-digits.

**TAX RATE** – The tax rate for the city .02000 = Columbus. Tax Rate Format “.02000”

**LESS: TAX WITHHELD** – The amount of tax withheld . Can be up to 11-digits in dollar and cents.

Practitioner ID: 0082 Name:

### Bulk IR-18 Quarterly Statement of Estimated Income Tax Due

**File Layout**

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

- All dollar amounts must be entered in dollar and cents with a decimal.
- The total net due amount must be within a \$5.00 tolerance.
- Total Net cannot be a negative value. If so, the system will set it to zero.
- If no payment with return, payment information is not required.
- If you are filing a late return the system will calculate penalty, interest and late charges.

	Field	Max Size	Format	Remove
1	City Tax ID	11	Text Field	Required
2	Filing Period - CCYYMMDD	8	Text Field	Required
3	Installation Amount	11	No Implied Decimal # of Places: 2	Required
4	Payment Amount	11	No Implied Decimal # of Places: 2	Required
5	Payment Method - E, C or N	1	Text Field	Required
6	Account Type - C or S	1	Text Field	<input type="checkbox"/>
7	First Name	25	Text Field	<input type="checkbox"/>
8	Last Name	25	Text Field	<input type="checkbox"/>
9	Routing Number	9	Text Field	<input type="checkbox"/>
10	Bank Account Number	17	Text Field	<input type="checkbox"/>

Figure 3. Field Layout Screen

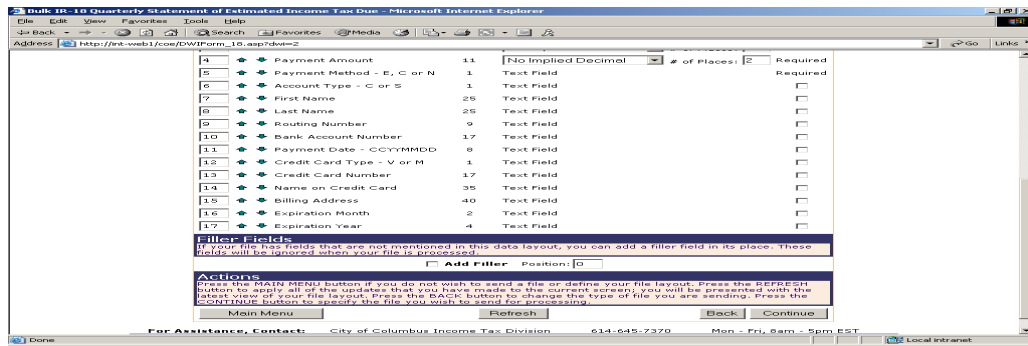


Figure 4. Send File Screen

**Main Menu** - resets changes you have made to any screen and returns to the beginning of the session.

**Back** - will take you back one screen.

**Upload File...** will send your file and perform a preliminary validation of the file layout.

- 1) Click the **Browse...** button and select the file from your disk or hard drive.
- 2) Click **Upload File...** to proceed.

### Record Validation

The next screen (**Figure 5**) will display a sample consisting of the first ten records in your file. Its purpose is to catch common formatting or layout errors and allow them to be corrected before uploading the entire file.

The first column on the screen, **Result**, will indicate whether a record passed or failed the test. If "Valid" is displayed then all fields in that row are acceptable.

If there is a highlighted error message (see **Figure 5**) do the following:

- 1) correct the data in your file then save.
- 2) click the **Back** button and send your file again.

Your corrected file will be validated and the first ten records will again be displayed. When all ten sample records indicate "Valid" then click **Next** to process your file.

**Note:** only the first ten records are displayed to help identify common formatting errors. You will need to check and correct your *entire file* for similar errors.

### View First Ten Records of IR-18 File

**Actions**

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTI

Main Menu
Back
Continue

**Results**

	Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount
1	Valid	1876	002543472I	20041231	5500.44
2	Field 'Payment Amount' contains an invalid number Field 'Payment Method - E, C or N' is blank Field 'Credit Card Type - V or M' is too long Field 'Expiration Month' is too long Field 'Expiration Year' is missing	1876	010064270C	20041231	3055.22

Figure 5. Record Validation

**\*\* This record contains an error. This record needs to be corrected to be successfully filed.**

**Corrected file**

View First Ten Records of IR-18 File

Actions				
Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to continue.				
<input type="button" value="Main Menu"/> <input type="button" value="Back"/> <input type="button" value="Continue"/>				
Results				
Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount
1 Valid	1876	002543472I	20041231	5500.44
2 Field 'Payment Amount' contains an invalid number Field 'Payment Method - E, C or N' is blank Field 'Credit Card Type - V or M' is too long Field 'Expiration Month' is too long Field 'Expiration Year' is missing	1876	010064270C	20041231	3055.22

**PROCESSING**

This screen shows the progress of the file upload.

All successfully processed records in the file will be submitted at this point.

A unique confirmation number and Return Time Stamp will be generated for each record.

View First Ten Records of IR-18 File

Actions						
Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to continue.						
<input type="button" value="Main Menu"/> <input type="button" value="Back"/> <input type="button" value="Continue"/>						
Results						
Result	Practitioner ID	City Tax ID	Filing Period - CCYYMMDD	Installment Amount	Payment Amount	
1 Valid	1876	002543472I	20041231	5500.44	5500.44	
2 Valid	1876	010064270C	20041231	3055.22	3055.22	

Figure 6. File upload process

**File Upload Final Results**

Figure 7 shows the final results of the upload process.

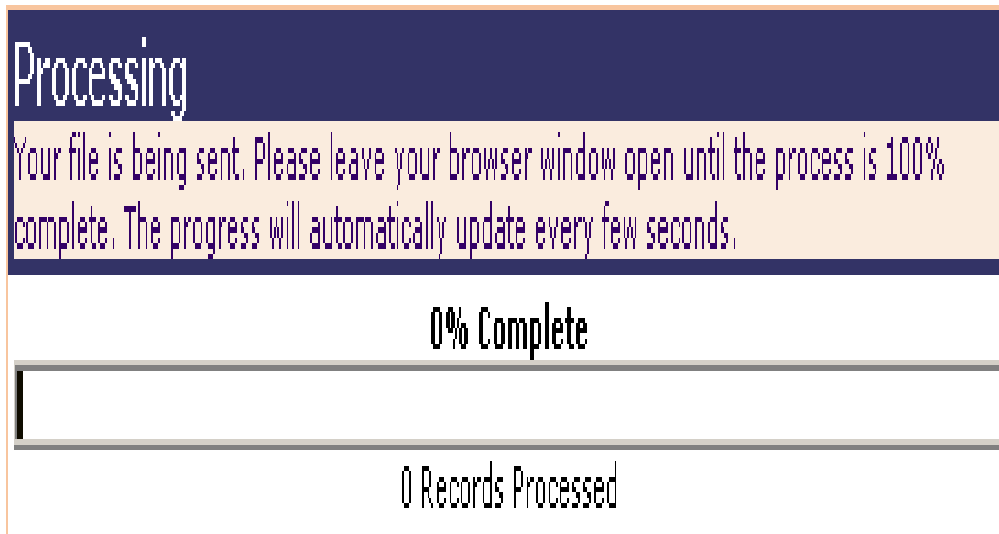
**Successful Records** have been submitted. Click **View** to see the individual results issued for each record.

**Failed Records** did not pass the final validation business rules and were not submitted. Click **View** to see the error messages, then:

- 1) copy the failed records in your file to a separate file.
- 2) correct the errors and save.
- 3) click the **Back** button (see Figure 7 below) and resubmit the corrected failed records.

**Note:** be sure to resubmit only the corrected *failed* records. The *successful* records have been submitted and will generate an error message if sent again.

**IMPORTANT:** *Failed Records* are not assigned a confirmation number, are not submitted, and are not filed with the City of Columbus Income Tax Division. They must be corrected and resubmitted.



*Figure 7.* File upload results

*Figure 8* shows the total results of the uploaded records. The record with the confirmation number has been submitted. The record with the error needs to be submitted again with any other records that failed.

**Actions**  
Click EXIT to stop using the Dynamic Web Import. Click BACK to specify another file to upload.

**Results**  
These are the results of this upload.

View a text file containing the records from your import file. Right-click on the link below and choose "Save Target As..." (Internet Explorer) or "Save Link As..." (Netscape) to save this file to your computer.

<b>Results</b>				
<b>Total Records:</b>	2	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Successful Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Failed Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	<a href="#">Save Failed Only*</a>

View the text file containing all the failed records from your import file. "Save Failed Only\*" does not save the record numbers and result messages.

*Figure 8.* Total records Displayed