

## XML Guidelines for Testing in My Tax Account

- TRIP XML file specifications are available from the TRIP Website at <https://www.revenue.wi.gov/Pages/ISE/trip-xmlspecs.aspx>.
- Third-party or your own software is necessary to create an XML file to DOR specifications. Most standard web browsers like Internet Explorer and Firefox can display XML files.
- Agencies may convert the Excel or TXT file to XML and upload using *My Tax Account*. The Excel spreadsheet “TRIPElementDefinitions” and XSD schema files in the TRIP2010v0.8 zip folder contain all the information about the mandatory and optional data elements required in the file. Please ensure that spelling and capitalizations for the nodes are according to file specifications and examples.  
**Note:** DOR does not provide expertise on how to convert Excel or TXT file to XML.
- During the testing stage, set the <ProcessType> node to TEST.
- Load your completed file to *My Tax Account*. Send an email to [trip@revenue.wi.gov](mailto:trip@revenue.wi.gov) to alert DOR that a test file is ready for pick up. The XML schema is validated as the file is uploaded to *My Tax Account*.
  - DOR will not accept the file if it does not pass schema validation.
  - If the file is not formatted correctly, the first schema validation error will appear as an error message to the user as the file is uploaded.
  - If you have not received a response file after overnight processing, contact DOR.
- Once a file is accepted, it will be processed over night and a response file will be available the next morning in the *My Tax Account Notices*.
- The Debt ID will not be assigned for Add transactions during the testing stage. The Response File will display the Debt ID as 99999 for new debts.
- Add/Change transactions will be validated and errors will be reported on the Response File. For the TRIP Maintenance Record Error Codes see <https://www.revenue.wi.gov/Pages/ISE/trip-xmlspecs.aspx>.
- After the testing stage, change the <ProcessType> to Production.

## ■ File Naming Conventions

The name of the data file you send should be 23 characters long, plus an .xml extension. The file name is comprised of 4 parts, as follows:

1) A file type indicator, 3 characters. See table below:

<b>Indicator</b>	<b>Description</b>
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FME	File Maintenance
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FMR	File Maintenance Response
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CDE	Closed Debt File
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PNO	Posting Notification
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ASU	Agency Summary
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Note: The agency will send DOR the FME file and pick up the FMR, CDE, PNO and ASU files.

2) The agency Federal Employer Identification Number (FEIN), 9 characters.

3) The transmission date, with a 4 digit year and a 3 digit Julian date (YYYYJJJ), 7 characters.

4) A unique alphanumeric string such as time HHMM, 4 characters.

**Example:** File Maintenance file

EIN = 391234567

Date = April 26, 2010 = 116 Julian (Ordinal) Date

Unique for the day 4 Characters = 1530 (from 3:30 PM)

File name = FME39123456720101161530.xml

The file may be also be compressed into a zip file. The zip file should use the same file name, but with a .zip extension.

**WARNING:** Improperly named or constructed files will be ignored/quarantined by our system.

**Submission ID NOTE:** The 20 char string (excluding the leading three char file type indicator and the .xml extension) is used as the Submission ID (9123456720101161530 from file name above) in the TRIPHeader.

### **Contact Information:**

Agency Setoff Coordinator

Use *My Tax Account* - TRIP Inquiry

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