

Wisconsin Department of

**Revenue**

# Annual W-2, 1099-R, 1099-MISC & W-2G Electronic Reporting

Includes information on:

- Annual Reconciliation of Wisconsin Income Tax Withheld (WT-7)
- Electronic specifications for filing wage and information returns

# TABLE OF CONTENTS

	Page
<b>1. SPECIAL NOTICE</b> .....	<b>3</b>
A. W-2 files created online at the Social Security Administration website in PDF format.....	3
B. W-2 files in EFW2 Social Security Administration format .....	3
C. 1099-R, 1099-MISC and W-2G files in Internal Revenue Service format .....	3
<b>2. WHAT'S NEW</b> .....	<b>4</b>
<b>3. REMINDERS</b> .....	<b>4</b>
<b>4. FILING TIPS</b> .....	<b>4</b>
<b>5. COMMON QUESTIONS</b> .....	<b>5</b>
A. When are wage and information returns due to the department?.....	5
B. Is a transmittal letter required with my file? .....	5
C. Is a test file required?.....	5
D. Do I need to request authorization to transfer my file? .....	5
E. What do I name my file? .....	5
F. Do I need to file an annual reconciliation (WT-7)? .....	5
G. What information is reflected on the WT-7? .....	5
H. Does Wisconsin participate in Combined Reporting? .....	6
<b>6. ANNUAL RECONCILIATION OF WISCONSIN INCOME TAX WITHHELD</b> .....	<b>6</b>
<b>7. W-2 REPORTING</b> .....	<b>7</b>
<b>8. COMMON ERRORS WHEN REPORTING W-2 DATA IN EFW2 FORMAT</b> .....	<b>9</b>
<b>9. W-2 PILOT PROJECT USES XML SCHEMA</b> .....	<b>11</b>
<b>10. 1099-R, 1099-MISC, W-2G AND OTHER INFORMATION RETURN REPORTING</b> .....	<b>12</b>
<b>11. COMMON ERRORS WHEN REPORTING 1099-R, 1099-MISC, W-2G AND OTHER INFORMATION RETURNS</b> .....	<b>13</b>

## 1. SPECIAL NOTICE

Employers and other payers doing business in Wisconsin, must file wage statements and information returns with the Wisconsin Department of Revenue for certain payments made in 2018 (see Publication 117). This includes (1) payments made to Wisconsin residents, regardless of where services were performed, and (2) payments made to nonresidents for services performed in Wisconsin.

If you file 10 or more wage statements or information returns with the department, you must file electronically. If you file fewer than 10 wage or information returns, we encourage you to file electronically.

This publication contains the specifications and instructions for reporting state wages, withholding and information other than wages to the Wisconsin Department of Revenue electronically. We accept the following files at [revenue.wi.gov/pages/onlineservices/w-2.aspx](http://revenue.wi.gov/pages/onlineservices/w-2.aspx).

- A. W-2 files created online at the Social Security Administration website in PDF format
- B. W-2 files in EFW2 Social Security Administration format
- C. 1099-R, 1099-MISC and W-2G files in Internal Revenue Service format

**We do not accept** other types of files (for example, PDFs scanned or created with any other software product). We also **do not** accept:

- CD-ROMs
- Cartridges
- PDF files created at SSA website for prior years (for example, tax year 2017)
- Flash drives
- Floppy disks
- Magnetic media

The specifications and record formats in this publication should be used for **Tax Year 2018** reporting and for filing prior year, current year and corrected (EFW2 and 1099/W-2G) files. These specifications and record formats are designed to be compatible with the formats in:

- [\*Social Security Administration Publication No. 42-007, EFW2 Tax Year 2018\*](#) – Use for W-2 files in EFW2 format. Any reference within this publication to the SSA specification is in *italics*. Records/files are designed so that copies of the SSA file may be sent to Wisconsin as long as the state information, known as the 'RS' records are included.
- [\*IRS Publication 1220, Tax Year 2018\*](#) – Use for 1099-R, 1099-MISC and W-2G files. All references made to the IRS specifications refer to Publication 1220.

### Caution:

- Pages 7-11 of this publication refer to the annual reporting of W-2 information to the Wisconsin Department of Revenue and should not be confused with quarterly wage reporting for unemployment (Department of Workforce Development) purposes. Pages 12-15 of this publication refer to annual 1099-MISC, 1099-R and W-2G reporting.
- Reciprocity agreements with other states affect [W-2 preparation](#). General Wisconsin wage and information reporting requirements are included in [Publication 117, Guide to Wisconsin Wage Statements and Information Returns](#).

**Questions?** Contact us at (608) 266-2776 or [DORW2DataQuestions@wisconsin.gov](mailto:DORW2DataQuestions@wisconsin.gov).

## 2. WHAT'S NEW

**New reporting requirement for employer withholding.** Beginning January 1, 2019, employers filing quarterly, monthly, or semi-monthly cannot submit an annual reconciliation of Wisconsin tax withheld (WT-7) until all withholding deposit reports (WT-6) have been filed. The filer will get a rejection or error message if (1) the total withholding tax reported on the annual reconciliation is more than the total tax reported on the withholding deposit reports or (2) one or more withholding deposits have not been filed. Withholding deposits can be in pending status with a future payment date. This new requirement should reduce the number of penalties imposed on the annual reconciliation and reduce appeals (see Wisconsin Tax Bulletin #203).

**1099, W-2G record layout - new field position for state code.** State code must be included in field position 683-684 of Payee "B" Record. Previously the state code was included in field position 747-748 of Payee "B" Record. See page 12.

## 3. REMINDERS

For payments made in 2018:

- If you withheld Wisconsin income tax, you must file an annual withholding tax reconciliation (WT-7).
- Employers and other payers required to file 10 or more W-2s or 10 or more of any one type of information return with the department must file such returns electronically.
- All W-2s and information returns required to be filed with the department are due January 31.
- Employers may request a 30-day extension for filing W-2s and 1099s with the department.
- The department may not issue a refund to an employed individual before March 1, unless both the individual and the individual's employer have filed all required returns and forms with the department.

See [Publication 117](#), *Filing Wisconsin Wage Statements and Information Returns*, for more information.

## 4. FILING TIPS

### A. Include All of the Following:

- **Wisconsin withholding tax number.** Each wage and information return reportable to Wisconsin must include the employer or payer's Wisconsin withholding tax number (use 03688888888801 if the employer or payer did not withhold Wisconsin tax, was not required to withhold **and** never held a Wisconsin withholding tax number).
- **Full taxpayer identification number.** Do not truncate the employees' SSNs on Form W-2. A filer may not truncate a payee's identification number on any forms filed with the IRS or with state or local governments. A filer's identification number may not be truncated on any form.
- **"RT" record** for W-2 files in EFW2 format.
- **Wisconsin state code is 55** in RS records (EFW2 file) and Payee "B" records (IRS formatted file) that are reportable to Wisconsin.
- **A state code** in field position 683-684 of 1099 Payee "B" record.

**B. Before Filing:**

- **Verify employer/payer information.** Use our account look-up to verify the payer's federal employer identification number (FEIN), legal name and 15-digit Wisconsin withholding tax number. This information must match our records.
- **Preparers.** Use our withholding data exchange to verify your data before sending your file. If your client's FEIN, 15-digit Wisconsin withholding tax number and legal name do not match our records, your file will be rejected.
- **Send a test file first.** See page 5. We issue a 13-digit receipt number for test and non-test files.

**5. COMMON QUESTIONS****A. When are wage and information returns due to the department?**

Wage statements and information returns have the same due date as the annual reconciliation (WT-7), January 31, 2019. See [Publication 117](#), *Guide to Wisconsin Wage Statements and Information Returns* for the most current information.

**B. Is a transmittal letter required with my file?**

No. Do not include a transmittal letter.

**C. Is a test file required?**

No. Sending a test file is not required, however we recommend doing so. Test files using current specifications may be sent through our website at [revenue.wi.gov/pages/onlineservices/w-2.aspx](https://revenue.wi.gov/pages/onlineservices/w-2.aspx). Test files are immediately validated.

**D. Do I need to request authorization to transfer my file?**

No. Follow the directions at [revenue.wi.gov/pages/onlineservices/w-2.aspx](https://revenue.wi.gov/pages/onlineservices/w-2.aspx). No password or user ID required.

**E. What do I name my file?**

Wisconsin does not have special file naming requirements.

**How will I know the department received my file?**

You will receive a 13-digit receipt number. If there are errors or problems with your data, your file will be rejected and you will receive an error message. You will need to correct the error and resubmit your file.

**F. Do I need to file an annual reconciliation (WT-7)?**

If you withheld Wisconsin income tax, or hold an active Wisconsin withholding tax number, in addition to filing wage and information returns, you must file an annual reconciliation on or by January 31, 2019. If your withholding account is closed prior to December 31, your reconciliation and supporting wage and information returns are **due to the department within 30 days of the account cease date**.

**G. What information is reflected on the WT-7?**

The annual reconciliation reflects Wisconsin income tax withheld from wages and other payments reportable to Wisconsin.

**Important** - Include on the reconciliation the total number of W-2s reportable to Wisconsin. This includes W-2s mailed to us with "WI" in W-2 box 15 and electronically filed W-2s with "55" in the state code field. Only include information returns (e.g., 1099, W-2G) with Wisconsin withholding on the reconciliation.

#### H. Does Wisconsin participate in Combined Reporting?

Currently there is not a Combined Reporting program in place for reporting W-2 information to both the Social Security Administration and Wisconsin Department of Revenue.

Persons that file 1099s for Wisconsin payees to the IRS as part of the Combined Federal/State filing program must file those 1099s with the Department of Revenue if Wisconsin tax is withheld. For specific Federal/State Combined Reporting requirements, refer to IRS Publication 1220.

## 6. ANNUAL RECONCILIATION OF WISCONSIN INCOME TAX WITHHELD

Every employer or other payer withholding Wisconsin income tax from payments made in 2018 must file an annual reconciliation of Wisconsin income tax withheld (WT-7). Electronic filing options include:

- [My Tax Account](#) – Our free online filing and payment system.
- [Telefile](#) – Enter your annual reconciliation using a touch tone phone.
- [e-File Transmission](#) – This option is used to transmit the WT-7 data in an electronic file over the Internet. It is intended for employers who (1) create an XML document to our specifications or (2) purchase commercial software that provides this service.

#### Caution:

- We do not support electronic filing of PDF versions of the WT-7.
- Do not use 0368888888801 for filing the annual reconciliation.
- Persons who were not required to withhold (and did not withhold) Wisconsin income tax from payments made in 2018, should not file an annual reconciliation if they did not have an active Wisconsin withholding tax account for any part of 2018.

To inactivate your Wisconsin withholding tax account, please contact us at (608) 266-2776.

Error Messages (WT-7 e-File Transmission)	
Message	Issue
Invalid Return	Line 4 cannot be zero when reporting W2s/1099s and withholding payments have been previously filed.
Invalid WT-7 Return	WT-7 is reporting more WT-6/EFT payments claimed than our records indicate have been submitted.

## 7. W-2 REPORTING

We accept two types of W-2 files at [revenue.wi.gov/pages/onlineservices/w-2.aspx](https://revenue.wi.gov/pages/onlineservices/w-2.aspx):

- **W-2 files created at the SSA website in PDF format -**

This method allows small employers to send us W-2 files, created at the SSA website. To create a W-2 PDF file, register and key your W-2 information at [ssa.gov/employer/](https://ssa.gov/employer/). Save the PDF file on your computer and return to [revenue.wi.gov/pages/onlineservices/w-2.aspx](https://revenue.wi.gov/pages/onlineservices/w-2.aspx) to transfer your file.

- **W-2 files in EFW2 (formerly known as MMREF-1) format -**

This method allows the employer or transmitter to send us W-2 files in the Social Security Administration's EFW2 format. Basic requirements and format are available at [ssa.gov/employer/efw/18efw2.pdf](https://ssa.gov/employer/efw/18efw2.pdf). Your file must be formatted based on these specifications. See Record Layout below for detailed Wisconsin Department of Revenue requirements. Transmit your file to us at [revenue.wi.gov/pages/onlineservices/w-2.aspx](https://revenue.wi.gov/pages/onlineservices/w-2.aspx).

### Record Layout for W-2 Data in EFW2 Format

Basic requirements and format are available at [ssa.gov/employer/efw/18efw2.pdf](https://ssa.gov/employer/efw/18efw2.pdf). Your file must be formatted based on these specifications, including completed name and address fields with numeric fields being zero filled and not blank.

The information below details Wisconsin Department of Revenue requirements. Data must be recorded in ASCII character sets.

W-2 Data Record Type	Record Description	Record Positions	Specific Instructions for W-2's
RA	Submitter Record	1-512	REQUIRED. Follow SSA specifications
RE	Employer Record	1-512	REQUIRED. Follow SSA specifications
RW	Employee Wage Record	1-512	REQUIRED. Follow SSA specifications
RO	Employee Wage Record	1-512	OPTIONAL. If submitted, follow SSA specifications
RS	Supplemental Record	1-512	REQUIRED. Details follow: Also, see note at the bottom of the RS record
RS	Record Identifier	1-2	Record identifier constant 'RS'
	State Code	3-4	Enter state code where state income tax should be reported, e.g. 55 for WI, 27 for MN, 17 for IL, etc.
	Taxing Entity Code	5-9	Leave blank
	Social Security Number (SSN)	10-18	Enter the employee's social security number
RS	Employee First Name	19-33	Enter the employee's first name. Left justify and fill with blanks.
RS	Employee Middle Name or Initial	34-48	If applicable, enter the employee's middle name or initial. Left justify and fill with blanks.
	Employee Last Name	49-68	Enter the employee's last name. Left justify and fill with blanks.
	Suffix	69-72	If applicable, enter the employee's alphabetic suffix. Left justify and fill with blanks.

W-2 Data Record Type	Record Description	Record Positions	Specific Instructions for W-2's
	Location Address	73-94	Enter the employee's location Address (Attention, Suite, Room Number, etc.) Left justify and fill with blanks.
	Delivery Address	95-116	Enter the employee's delivery address. Left justify and fill with blanks.
	City	117-138	Enter the employee's city. Left justify and fill with blanks.
	State Abbreviation	139-140	Enter the employee's state. Use a postal abbreviation. For a foreign address, fill with blanks.
	Zip Code	141-145	Enter the employee's zip code. For a foreign address, fill with blanks.
	Zip Code Extension	146-149	Enter the employee's four-digit extension of the zip code. If not applicable, fill with blanks.
	Blank	150-154	Fill with blanks. Reserved for SSA use.
	Foreign State/Province	155-177	If applicable, enter the employee's foreign state/province. Left justify and fill with blanks. Otherwise, fill with blanks.
	Foreign Postal Code	178-192	If applicable, enter the employee's foreign Postal code. Left justify and fill with blanks. Otherwise, fill with blanks.
	Country Code	193-194	Follow the SSA specifications.
LOCATIONS 195 TO 247 APPLY TO UNEMPLOYMENT REPORTING			
<b>Note:</b> For the purpose of annual reporting of W-2 information to the State of Wisconsin, fields requiring unemployment data are not required and can be left blank or zero filled.			
	State Employer Account Number	248-267	Enter 15-digit WISCONSIN WITHHOLDING TAX NUMBER* (or state employer account number for other state shown in position 274-275). Left justify and fill with blanks.
*If the employer never held a Wisconsin withholding tax number because they were not required to withhold (for example made payments exempt from withholding) and did not withhold, use 03688888888801.			
	Blank	268-273	Fill with blanks for SSA use.
	State Code	274-275	Enter state code where state income tax should be reported (e.g. 55 for WI, 27 for MN, 17 for IL, etc.).
RS	State Taxable Wages	276-286	Taxable wages for Wisconsin (or other state shown in position 274-275). Include dollars and cents. Right justify and zero fill.
RS	State Income Tax Withheld	287-297	Wisconsin income tax withheld (or income tax withheld for other state shown in position 274-275). Include dollars and cents. Right justify and zero fill.
	Blank	298-337	These positions are not used for annual W-2 information. Fill with blanks.
	Supplemental Data 1	338-412	To be defined by user.
	Supplemental Data 2	413-487	To be defined by users.
RS	Blank	488-512	Fill with blanks. Reserved for SSA use.
RT	Total Record	1-512	<b>REQUIRED. Details follow.</b>



W-2 Data Record Type	Record Description	Record Positions	Specific Instructions for W-2's
RT	Number of RW Records	3-9	Enter the total number of Employee Records (RW) reported since the last Employer Record (RE). Right justify and zero fill.
<b>Note:</b> When filing the 'RT' record there are no defined fields for Wisconsin totals, only federal totals. This is acceptable.			
RU	Total Record	1-512	OPTIONAL. This record is required only if there is an RO record in the file. If submitted, follow SSA specifications.
RV	State Total Record	1-512	OPTIONAL. This record is not used by the state of Wisconsin. If submitted, follow SSA specifications.
RF	FINAL RECORD	1-512	REQUIRED.*
RF	Number of RW Records	8-16	Enter the total number of RW Records reported on the entire file. Right justify and zero fill.
<p>* This record indicates the end of the file. It must be the last data record on the file, appearing only once. No data gets processed after the code RF record.</p> <p><b>Note:</b> When filing the 'RF' record there are no defined fields for Wisconsin totals, only federal totals. This is acceptable.</p>			

## 8. COMMON ERRORS WHEN REPORTING W-2 DATA IN EFW2 FORMAT

In order to avoid some of the more common errors that may cause your file to be rejected at our website, please verify:

- Your FEIN, 15-digit Wisconsin withholding tax number, and legal name. They must match our records.
- Employee social security number, name and address, including zip code, are in the proper format for each employee in both the RW and RS record files.
- Tax year is correct (reflects the year in which payments were made). The tax year is found on the "RE" record.
- Record lengths are 512 bytes long. Watch for extra carriage return or line feed characters at the end of the report.
- All money amounts are dollar and cents and should be right justified and zero filled. No negative amounts or special characters.
- The state codes in positions 3 and 274 in the "RS" record reflect the correct two digit state code and are consistent (e.g., 55 for Wisconsin, 27 for Minnesota, 17 for Illinois, etc.). In both fields enter the state code where state wages for each individual is reported.
- The "RS" record is included if reporting Wisconsin information. This record is required by Wisconsin. It contains State of Wisconsin wage and tax information and is coded "55" in the state code fields. All Wisconsin wage and tax information should be submitted on the "RS" record. We allow for other states' information to be reported on the Wisconsin file, however, they should be coded appropriately.
- You have an "RF" record. This is the final record on your file and is also required by Wisconsin.
- You have NOT reported 1099 data and W-2 data together in the same file. These forms have different file layouts and reporting requirements.

<b>Error Messages (W-2 Files in EFW2 Format)</b>	
<b>Message</b>	<b>Issue</b>
Invalid record	Invalid record identifier on the input record. Valid identifiers are: RA, RE, RW, RO, RS, RT, RU, RV, RF. The RF record is missing.
Invalid state code	Not a valid state code on state wage record. State codes must be numeric; between 01 and 56.
Invalid employer name	Employer field name cannot be blank. Must match our records.
Invalid employer address	Employer address cannot be blank.
Invalid employer city	Employer city field cannot be blank.
Invalid employer state field	Employer state field cannot be blank or space unless this is a foreign address. If this is a foreign address, the foreign postal code and country code fields must be filled in instead.
Invalid zip code	Employer zip code cannot be blank.
Invalid FEIN	FEIN does not match our records.
Missing employee record	Missing federal wage information – employee RW record.
Missing employer record	Missing employer RE record.
Invalid employee SSN	Employee Social Security Number is invalid. Must be all numbers and contain no dashes.
Invalid employee first name	Employee first name cannot be blank.
Invalid employee last name	Employee last name cannot be blank.
Invalid employee address	Employee address cannot be blank.
Invalid employee city	Employee city cannot be blank or spaces unless this is a foreign address. If it is a foreign address, you must fill in the foreign state/province field instead.
Invalid employee state	Employee state cannot be blank or spaces unless this is a foreign address. If it is a foreign address, the country code field must be filled in instead.
Invalid employee zip	Employee zip code must be numeric unless this is a foreign address. If this is a foreign address, you must put spaces in the zip code field and fill in the foreign postal code field instead.
Invalid WI withholding #	Account number does not match our records. Must be 15 digits.
Invalid employee wages	Employee wages must be numeric and cannot contain spaces or special characters (\$,.).
Invalid employee tax	Employee tax must be numeric cannot contain spaces or special characters (\$,.).
Invalid FEIN	A FEIN must be numeric and cannot be all 0's or 9's.
Invalid tax year	Payment year mismatch. Verify format (YYYY) and file type selected from drop down box.
Invalid tax blank field	Field(s) should contain only spaces.
Invalid numeric field	Field(s) must be numeric or zero filled.

Error Messages (W-2 Files in EFW2 Format)	
Message	Issue
Record out of sequence	A record is out of sequence or not an appropriate record type. Valid sequence for <b>required</b> records: RA, RE, RW, RS, RF. Valid sequence for required and optional records: RA, RE, RW, RO, RS, RT, RU, RV, RF.
RO/RU record	An RO record must have an RU record. Conversely, an RU record must have an RO record.

If you are receiving error messages that are not listed in the common errors above, or have reviewed and corrected the errors but are still receiving an error message, please contact the Wisconsin Department of Revenue at (608) 266-2776 or email [DORW2DataQuestions@wisconsin.gov](mailto:DORW2DataQuestions@wisconsin.gov). A Department of Revenue representative may advise you to use a file share program by the name of WinSCP. WinSCP is a Department of Revenue approved software. Visit [winscp.net/eng/download.php](http://winscp.net/eng/download.php) to download WinSCP; only download the software if you have been instructed by a Wisconsin Department of Revenue representative.

## 9. W-2 PILOT PROJECT USES XML SCHEMA

The Wisconsin Department of Revenue, as part of a pilot project, is testing the acceptance of W-2 data using XML schema. This new filing option is expected to rollout next tax season. It will offer employers and third parties the opportunity to send W-2 data in XML format rather than EFW2 format. Standards are set by state and industry partners. Additional information will be shared as it becomes available.

Error Messages (XML W-2 Reject Messages)	
Rejection Prefix	Rejection Message Text
W2-001	Missing employer RE record.
W2-002	Missing federal wage information -- employee RW record.
W2-003	A FEIN must be numeric and cannot be all 0's or 9's.
W2-004	FEIN does not match our records.
W2-005	Employer name does not match our records.
W2-006	Must provide US or foreign employer address.
W2-007	Must provide US or foreign employee address.
W2-010	Employee Social Security Number is invalid. Must be all numbers and contain no dashes.
W2-011	Employee first & last name cannot be blank.
W2-012	Employee address cannot be blank.
W2-013	Invalid state code on state wage record. State codes must be numeric; between 01 and 56.
W2-014	Must have at least one record with state code = 55.
W2-015	Employee wages must be numeric and cannot contain spaces or special characters (\$,.,).

Error Messages (XML W-2 Reject Messages)	
Rejection Prefix	Rejection Message Text
W2-016	RF count of RW (Employee) records does not match total number of RW records for employer.
W2-017	FEIN matches our records, but the State Employer Account Number does not match our records.
W2-018	The transmission ID is not in the correct format.

## 10. 1099-R, 1099-MISC, W-2G AND OTHER INFORMATION RETURN REPORTING

Use the following specifications and instructions for reporting information other than wages. If you are required to file 10 or more of any type of information returns (1099-R, 1099-MISC and W-2G) with the Wisconsin Department of Revenue, you must file these returns electronically. This includes other information returns with Wisconsin withholding (1099-DIV, 1099-INT).

To file your information returns by electronic transfer, format your file as provided below and follow the instructions on our website at [revenue.wi.gov/pages/onlineservices/w-2.aspx](http://revenue.wi.gov/pages/onlineservices/w-2.aspx).

### Record Layout for 1099-R, 1099-MISC, W-2G and Other Information Returns

Internal Revenue Service Publication 1220 (Rev. 10-2018) at [irs.gov/pub/irs-pdf/p1220.pdf](http://irs.gov/pub/irs-pdf/p1220.pdf) outlines the basic requirements and format. The information below details the Wisconsin Department of Revenue requirements.

All data records must be a fixed length of 750 bytes. Data must be in ASCII character set.

Record Type	Record Description	Media Positions	Specific Instructions
T	TRANSMITTER RECORD	1-750	Follow IRS specifications.
A	PAYER RECORD	1-750	Follow IRS specifications.
B	PAYEE RECORD	1-750	Required. Details follow.
		663-677	Enter 15-digit Wisconsin withholding tax number. If the payer did not withhold, was not required to withhold <b>and</b> never held a Wisconsin withholding tax number, use 03688888888801.
		683-684 <b>NEW</b>	State code required. Code must be numeric; between 01 and 56.
		723-734	State Income Tax Withheld for Form 1099-MISC, 1099-R, & W-2G.
C	END OF PAYER RECORD	1-750	Required. Details follow.
C	Number of Payees	2-9	Required. Enter the total number of "B" Records covered by the preceding "A" Record. Right justify the information and fill unused positions with zeros.
OR (Need Number of Payees either from C record or K record)			
K	STATE TOTALS	1-750	Required. Details follow.
		*****	
K	Number of Payees	2-9	Required. Enter the total number of "B" Records being coded for this state. Right justify the information and fill unused positions with zeros.

Record Type	Record Description	Media Positions	Specific Instructions
F	END OF TRANSMISSION	1-750	See details. THIS RECORD INDICATES THE END OF FILE. IT <b>MUST</b> BE THE LAST RECORD ON THE FILE, APPEARING ONLY ONCE. NO DATA GETS PROCESSED AFTER THE CODE 'F' RECORD
F	Total Number of Payees	50-57	If this total was entered in the "T" Record, this field may be blank filled. Enter the total number of Payee "B" Records reported in the file. Right justify the information and fill unused positions with zeros.

## 11. COMMON ERRORS WHEN REPORTING 1099-R, 1099-MISC, W-2G AND OTHER INFORMATION RETURNS

Special attention to each of the items listed below is necessary to avoid some of the most common errors that may cause your file to be rejected. Please verify:

- Your file is for the Wisconsin Department of Revenue annual 1099 reporting rather than the Department of Workforce Development quarterly unemployment reporting.
- The tax year is correct. For example, payments made in 2018 indicate a tax year of 2018.
- You have an "F" record. This is the final record and required by Wisconsin.
- You have NOT reported 1099 data and W-2 data together in the same file. These forms have different file layouts and reporting requirements.
- Payer FEIN, 15-digit Wisconsin withholding tax number and legal name are correct. They must match our records.

Error Messages (1099 and W-2G Files)	
Message	Issue
The "xx" record is missing	Missing record.
Your file is missing the RS records which include the state wages, state tax withheld and state account number.	Missing record.
This record contains unprintable characters.	Contains character other than what is allowed.
This record must be a length of 512	Record length.
Invalid FEIN	FEIN does not match our records.
FEIN is not in our records. Before you can transfer your file electronically, you must submit documentation showing FEIN is assigned to your business. Please send documents by fax to (608) 327-0235 or by email to <a href="mailto:DORTOBRegistration@wisconsin.gov">DORTOBRegistration@wisconsin.gov</a> .	FEIN not in our records.
Invalid Employer Name	Payer name must match our records.
Employer Name for *****1234 does not match our records.	Payer name/number does not match our records.
Invalid Employer Address	Payer address cannot be blank.
Invalid Employee SSN	Payee SSN invalid. Must be all numbers; no dashes.
Invalid Employee First Name	Payee first name cannot be blank.

<b>Error Messages (1099 and W-2G Files)</b>	
<b>Message</b>	<b>Issue</b>
Invalid Employee Last Name	Payee last name cannot be blank.
Invalid Employee Wages	Payee wages must be numeric and cannot contain spaces or special characters (\$,.).
Invalid Numeric Field	Cannot contain letters or special characters.
Employer TAN for *****1234 is not in the correct format.	Must be 15 digits. No dashes.
Invalid State Code	Code must be numeric; between 01 and 56.
Invalid Employee Tax	Payee tax must be numeric; cannot contain spaces or special characters (\$,.).

If you are receiving error messages that are not listed in the common errors above, or have reviewed and corrected the errors but are still receiving an error message, please contact the Wisconsin Department of Revenue at (608) 266-2776 or email [DORW2DataQuestions@wisconsin.gov](mailto:DORW2DataQuestions@wisconsin.gov). A Department of Revenue representative may advise you to use a file share program by the name of WinSCP. WinSCP is a Department of Revenue approved software. Visit [winscp.net/eng/download.php](http://winscp.net/eng/download.php) to download WinSCP; only download the software if you have been instructed by a Wisconsin Department of Revenue representative.