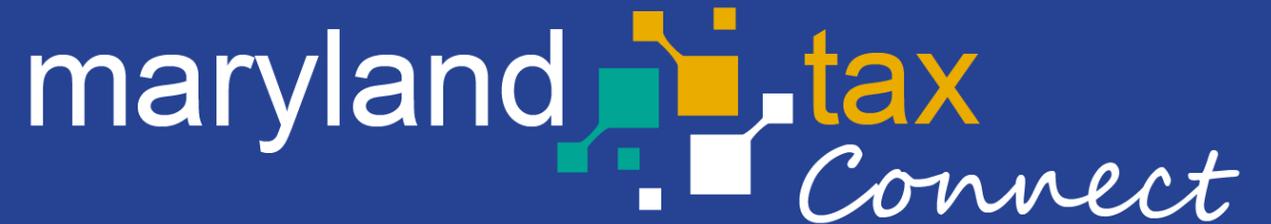


Maryland Tax Connect

W2/1099 Bulk Upload Guide



W2/1099 Bulk Uploads

Bulk filing for a single business account: Use this option if you wish to bulk upload withholding reconciliation information for a business. It is important that you **ONLY** upload information for the business you are Administrator or Authorized User for.

Bulk Filing for multiple business accounts: If you wish to bulk upload withholding reconciliation information for multiple businesses, you will need to register as a Transmitter User.

To Create a **Transmitter User Account** select that option from the **Quick Links box** on [Mdtaxconnect.gov](https://mdtaxconnect.gov).



Maryland Tax Connect-Home Page

To initiate bulk uploads log-in to your Maryland Tax Connect **Transmitter Account** using your new **User ID** and **Password**. If you are a **Registered Maryland Tax Connect User**, log-in into your profile and select your Withholding Reconciliation Filing Tax Account.

JD2@23

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Log In

[Forgot User Name?](#) [Forgot Password?](#)

New to Maryland Tax Connect? [Sign Up](#)



Multi-Factor Authentication (MFA)

After every sign-in you will be prompted to enter a one-time use temporary passcode. Retrieve **passcode** from email, check the **"I'm not a robot"** box and complete reCAPTCHA. Then click **verify** to continue.

Multi Factor Authentication ?

A single use passcode has been sent to your registered email address and will expire in 10 minutes.

* indicates required field

The email was successfully sent to your inbox with the temporary passcode from NoReply@marylandtaxes.gov

* Please enter the passcode

Didn't receive a passcode? [Resend passcode](#)

Remember this browser for 15 days.

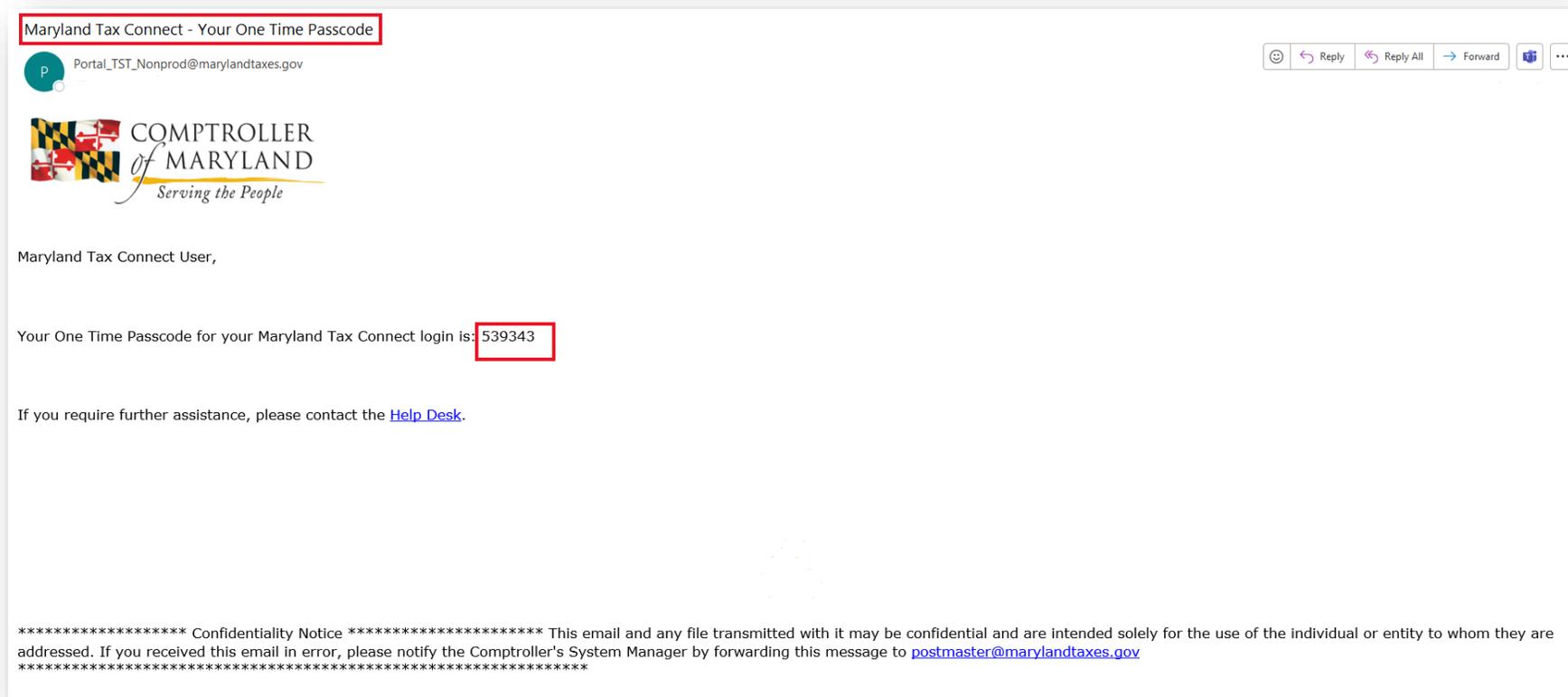
I'm not a robot  reCAPTCHA
Privacy - Terms

Cancel



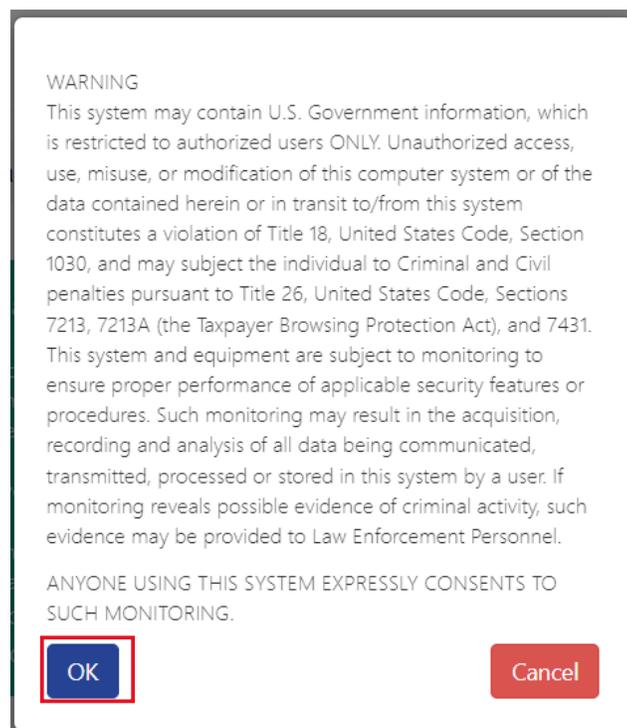
MFA One Time Passcode Email

Enter one-time passcode into MFA page. Then hit **verify** to continue.



Monitoring and Privacy Warning

After entering MFA, first time users will have to read and accept monitoring statement. Select **Ok** to continue to Transmitter Account home page.



Transmitter Account-Option One

Review your Contact and Authorization Information. Select **Transmitter Transaction** tab to begin bulk file uploads.

The screenshot displays a web interface for a Transmitter Account. At the top, there is a navigation bar with a hamburger menu icon on the left and user profile, notification, and translate icons on the right. Below the navigation bar is a teal header with five tabs: Home, Edit Personal Info, Transmitter Transactions (highlighted with a red box), Secure Message Center, and Service Requests. The main content area is divided into two columns. The left column contains a welcome message: "Welcome, Jane", "You last logged in on Monday, 09/25/2023 11:11 AM". The right column contains two sections, both highlighted with red boxes: "Contact Information" and "Authorization Information".

Contact Information

Jane Doe
eobeng@marylandtaxes.gov
TRU00000000061

Authorization Information

EUNICE BULK CORP
1 BULK STREET
ANNAPOLIS, MD 23345
UNITED STATES

Expiration Date:
No Expiration



Tax Account-Option Two

Select your **Withholding Reconciliation** account from the **Tax Accounts** page to submit your return and bulk uploads.

Welcome, Portal

You have 0 incomplete documents.

You last logged in on **Wednesday, 08/27/2025 06:32 AM**

Your password will expire in 46 day(s). Go to Profile Information, User Profile to change your password.

User Profile Summary

Portal Verification
portaltest@marylandtaxes.gov
TU00001563614

Account Information

PORTAL VERIFICATION ENTITY
45 CALVERT ST FL 4
ANNAPOLIS, MD 21401-1994
UNITED STATES

Tax Accounts

Account Type	Account ID	Address	Last Activity Date	Last Period Filed
TOBACCO PRODUCTS/ REMOTE TOBACCO SELLER	LICENSE NUMBER: RS-00000	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
WITHHOLDING/ FILING	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
WITHHOLDING/ RECONCILIATION	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
ADMISSION AND AMUSEMENT TAX	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		

Showing 66 to 69 of 69 entries

Account Balances

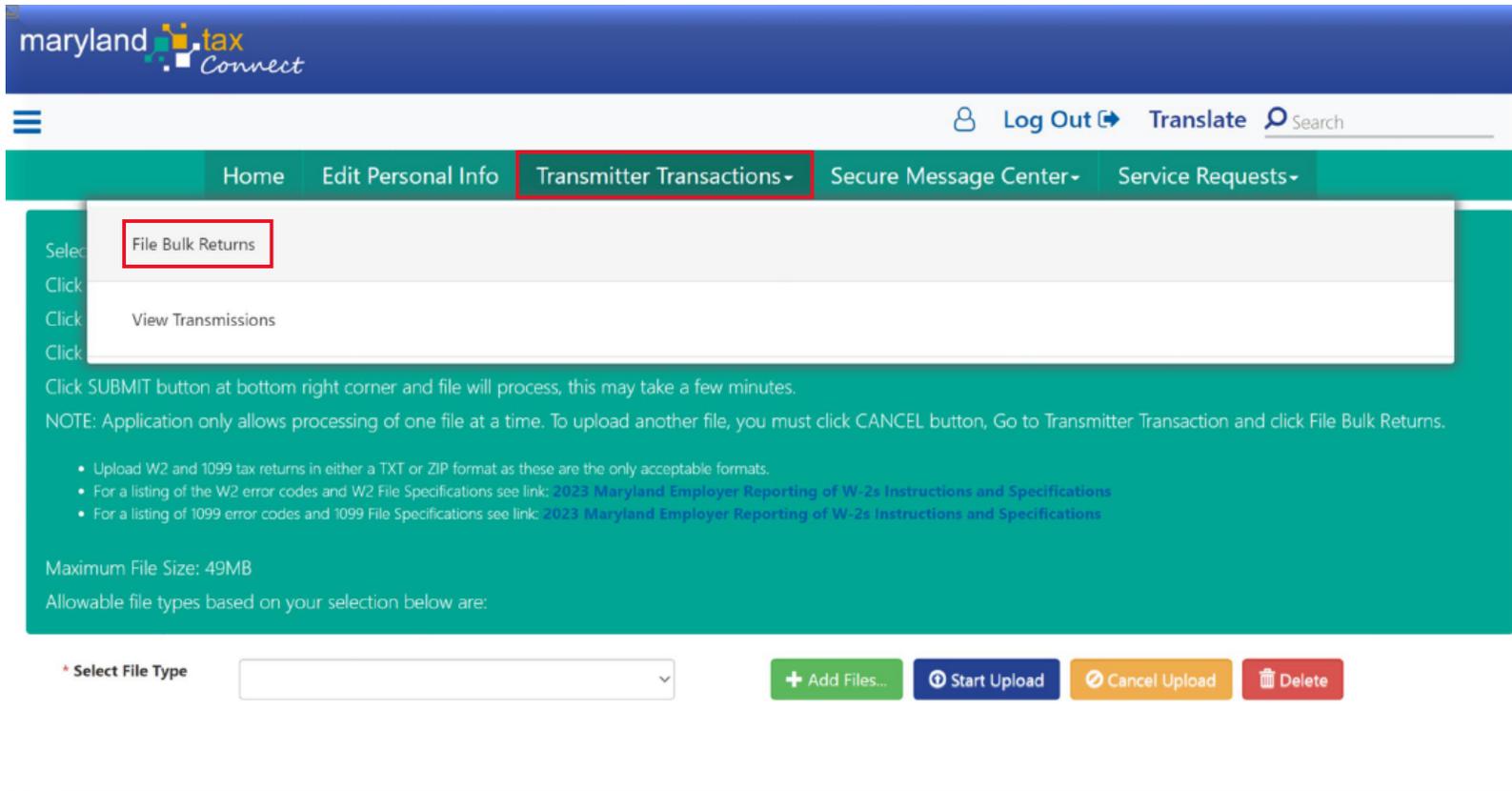
This taxpayer has no outstanding debt.

Select an Account



Transmitter Transaction

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



The screenshot displays the Maryland Tax Connect web application interface. At the top, the logo "maryland tax Connect" is visible. Below the logo is a navigation bar with a hamburger menu icon on the left and "Log Out", "Translate", and a search bar on the right. The main navigation bar contains several menu items: "Home", "Edit Personal Info", "Transmitter Transactions", "Secure Message Center", and "Service Requests". The "Transmitter Transactions" menu is highlighted with a red box, and its dropdown menu is open, showing "File Bulk Returns" (highlighted with a red box) and "View Transmissions". Below the navigation bar, there is a green section with instructions: "Click SUBMIT button at bottom right corner and file will process, this may take a few minutes." and "NOTE: Application only allows processing of one file at a time. To upload another file, you must click CANCEL button, Go to Transmitter Transaction and click File Bulk Returns." Below the note are three bullet points: "Upload W2 and 1099 tax returns in either a TXT or ZIP format as these are the only acceptable formats.", "For a listing of the W2 error codes and W2 File Specifications see link: [2023 Maryland Employer Reporting of W-2s Instructions and Specifications](#)", and "For a listing of 1099 error codes and 1099 File Specifications see link: [2023 Maryland Employer Reporting of W-2s Instructions and Specifications](#)". Below the bullet points, it states "Maximum File Size: 49MB" and "Allowable file types based on your selection below are:". At the bottom of the green section, there is a dropdown menu labeled "* Select File Type" and four buttons: "+ Add Files...", "Start Upload", "Cancel Upload", and "Delete".



Choose File Type and Upload

Application only allows processing of one file at a time. **Max file size: 49MB.** Please ZIP file large files. Select one of the following file type options only: **'1099_TXT'** or **'1099_ZIP'** for **1099 Bulk File Upload.** **'W2_TXT'** or **'W2_ZIP'** for **W2 Bulk File Upload.** **Note: For Testing uploads, see next slide.**

File Bulk Returns ?

Select acceptable file type you wish to upload below.
Click +Add Files (can only add one file at a time).
Click on button START UPLOAD and file will appear greyed out.
Click START button next to file and file will turn from grey to blue color.
Click SUBMIT button at bottom right corner and file will process, this may take a few minutes.

NOTE: Application only allows p

- Upload W2 and 1099 tax returns
- For a listing of the W2 error codes
- For a listing of 1099 error codes

Maximum File Size: 49MB
Allowable file types based on yo

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W2 Text Bulk File Upload (W2_TXT)
W2 Text Bulk File Upload (W2_ZIP)
TEST W2 Text Bulk File Upload (W2_TXT_TEST)
TEST W2 Text Bulk File Upload (W2_ZIP_TEST)
1099 Text Bulk File Upload (1099_TXT)
1099 Text Bulk File Upload (1099_ZIP)
TEST 1099 Text Bulk File Upload (1099_TXT_TEST)
TEST 1099 Text Bulk File Upload (1099_ZIP_TEST)

* Select File Type



Testing File Uploads

For testing purposes, select one of the following options. **Max file size: 49MB.** Please ZIP file large files. Select one of the following file type options only: **'1099_TXT_TEST** or **'1099_ZIP_TEST** for **1099 test files.** **'W2_TXT'**_TEST or **'W2_ZIP'**_TEST for **W2 test files.** **Note: these options are for testing only.**

The screenshot shows the 'File Bulk Returns' interface. A dropdown menu is open, displaying the following options:

- W2 Text Bulk File Upload (W2_TXT)
- W2 Text Bulk File Upload (W2_ZIP)
- *TEST* W2 Text Bulk File Upload (W2_TXT_TEST)**
- *TEST* W2 Text Bulk File Upload (W2_ZIP_TEST)**
- 1099 Text Bulk File Upload (1099_TXT)
- 1099 Text Bulk File Upload (1099_ZIP)
- *TEST* 1099 Text Bulk File Upload (1099_TXT_TEST)**
- *TEST* 1099 Text Bulk File Upload (1099_ZIP_TEST)**

Below the dropdown, a button labeled *** Select File Type** is visible. To the right, a green button labeled **+ Add Files...** is present. The background text includes instructions on how to upload files and a note about the 49MB maximum file size.



Submit Your File

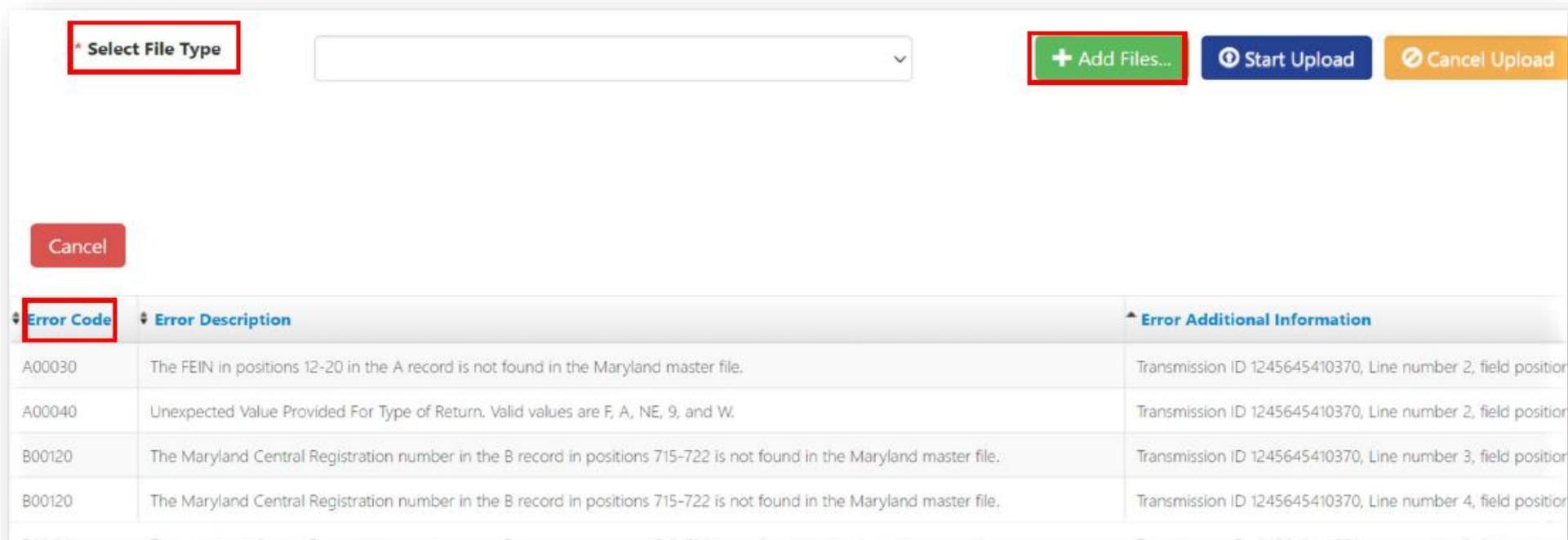
After uploading file click **Start** to initiate upload. The file will turn from grey to blue then click **Submit** and allow file to process. Wait for confirmation page to load.

The screenshot shows a web interface for file upload. At the top, there is a navigation bar with links: Home, Edit Personal Info, Transmitter Transactions, Secure Message Center, and Service Requests. Below this, a teal box contains instructions: 'Upload W2 and 1099 tax returns in either a TXT or ZIP format as these are the only acceptable formats.' It also provides links for '2023 Maryland Employer Reporting of W-2s Instructions and Specifications' and '2023 Maryland Employer Reporting of 1099s Instructions and Specifications'. Below the instructions, it states 'Maximum File Size: 49MB' and 'Allowable file types based on your selection below are: .txt'. A dropdown menu labeled '* Select File Type' is set to '1099 Text Bulk File Upload (1099_TXT)'. To the right of the dropdown are buttons: '+ Add Files...', 'Start Upload', 'Cancel Upload', and 'Delete'. Below this, a file upload area shows a file named 'TY2023_1099R_CNTLA200.TEST_COMPASS_SUCCESS.txt' with a size of '5.26 KB'. A 'Start' button is highlighted with a red box, and a 'Cancel' button is next to it. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a 'Submit' button, also highlighted with a red box.



Handling Upload Errors

If your file upload fails and you receive an error message, follow these steps to resolve this issue. **Frist**, Note the error code and message displayed on the page. **Second**, Refer to the Maryland Employer Reporting of 1099s/W2s instruction and specification. **Lastly**, Correct any issues with the file and attempt to upload again. **Note: If your upload was successful without any errors, SKIP this step and proceed to next page.**



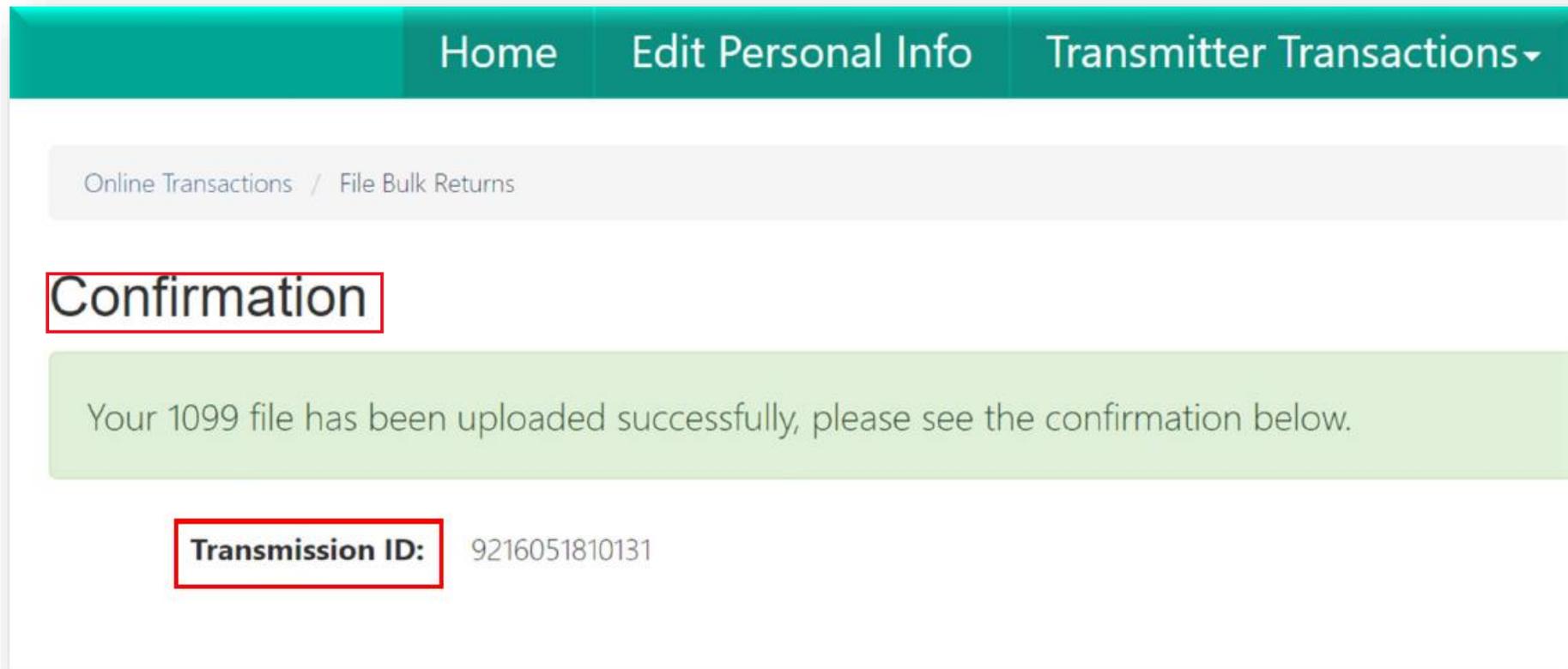
The screenshot shows a web interface for file uploads. At the top, there is a dropdown menu labeled "Select File Type" (highlighted with a red box), a green button "+ Add Files..." (highlighted with a red box), a blue button "Start Upload", and an orange button "Cancel Upload". Below this is a red "Cancel" button. The main part of the interface is a table with three columns: "Error Code" (highlighted with a red box), "Error Description", and "Error Additional Information".

Error Code	Error Description	Error Additional Information
A00030	The FEIN in positions 12-20 in the A record is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 2, field position
A00040	Unexpected Value Provided For Type of Return. Valid values are F, A, NE, 9, and W.	Transmission ID 1245645410370, Line number 2, field position
B00120	The Maryland Central Registration number in the B record in positions 715-722 is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 3, field position
B00120	The Maryland Central Registration number in the B record in positions 715-722 is not found in the Maryland master file.	Transmission ID 1245645410370, Line number 4, field position



Confirmation of Successful Upload

If your file was successfully uploaded, you will receive a **Confirmation** message and **Transmission ID**. Retain **Transmission ID** number for your records.



The screenshot shows a web application interface with a teal header bar containing navigation links: "Home", "Edit Personal Info", and "Transmitter Transactions" with a dropdown arrow. Below the header is a breadcrumb trail: "Online Transactions / File Bulk Returns". The main content area features a red-bordered box with the word "Confirmation". Below this is a green message box stating: "Your 1099 file has been uploaded successfully, please see the confirmation below." At the bottom, a red-bordered box highlights the text "Transmission ID:" followed by the number "9216051810131".



Repeat the Upload Process

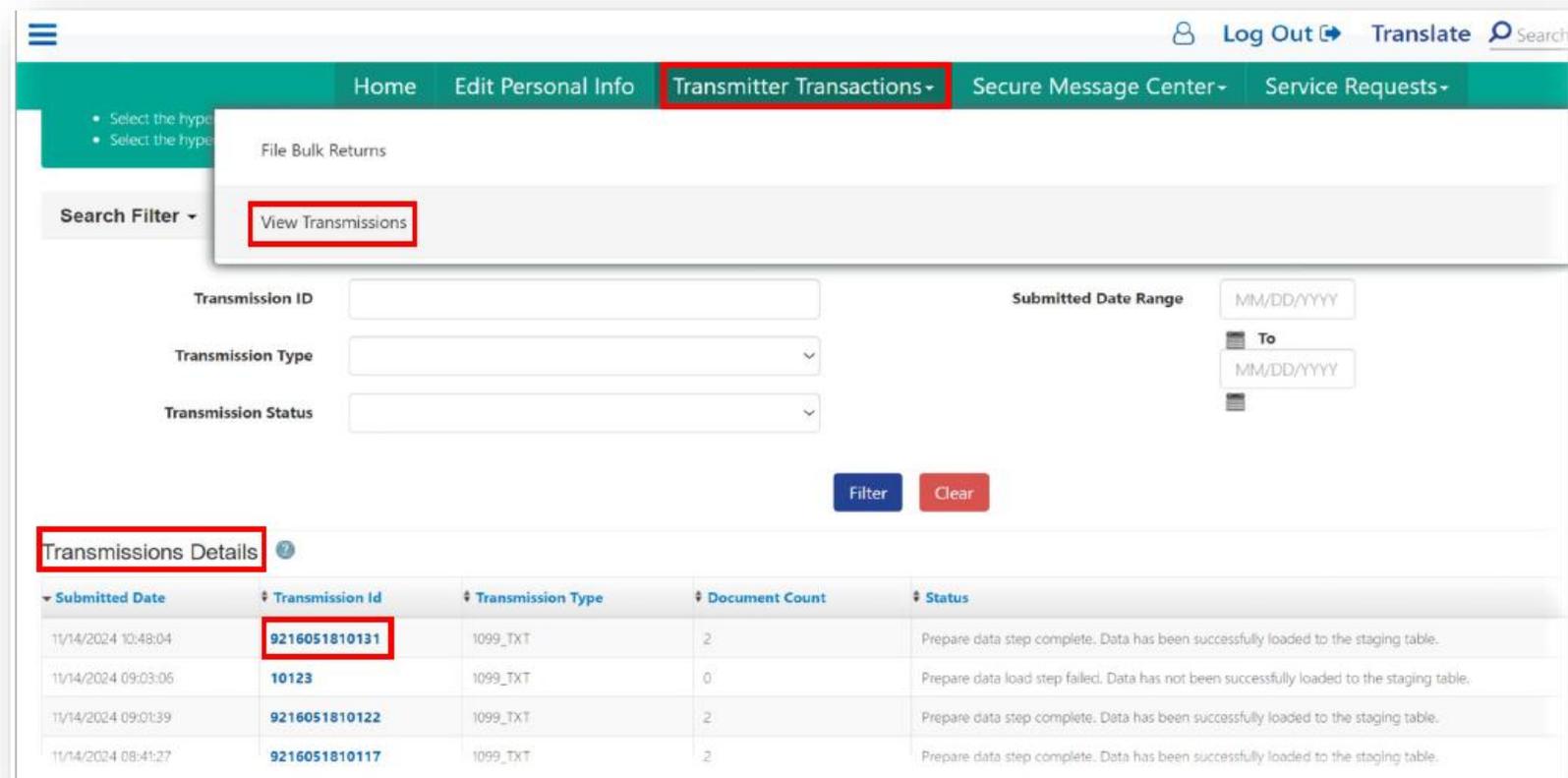
To upload additional files, Return to homepage and select **Transmitter Transactions** tab and **File Bulk Returns** again.

The screenshot shows a web application interface with a green navigation bar at the top. The navigation bar contains the following items: Home, Edit Personal Info, **Transmitter Transactions** (highlighted with a red box), Secure Message Center, and Service Requests. Below the navigation bar, the page is divided into two main sections. The left section contains a welcome message: "Welcome, Jane", "You last logged in on", and "Monday, 09/25/2023 11:11 AM". The right section contains two main sections: "Contact Information" (highlighted with a red box) and "Authorization Information" (highlighted with a red box). The "Contact Information" section displays: "Jane Doe", "eobeng@marylandtaxes.gov", and "TRU00000000061". The "Authorization Information" section displays: "EUNICE BULK CORP", "1 BULK STREET", "ANNAPOLIS, MD 23345", "UNITED STATES", and "Expiration Date: No Expiration".



View Transmissions

To view submitted files go to **Transmitter Transactions** tab and select **View Transmissions**. Scroll down to the **Transmission Details** to see Transmission ID and file status. You can click on the **highlighted** Transmission ID to view detailed information including error codes for rejected files.



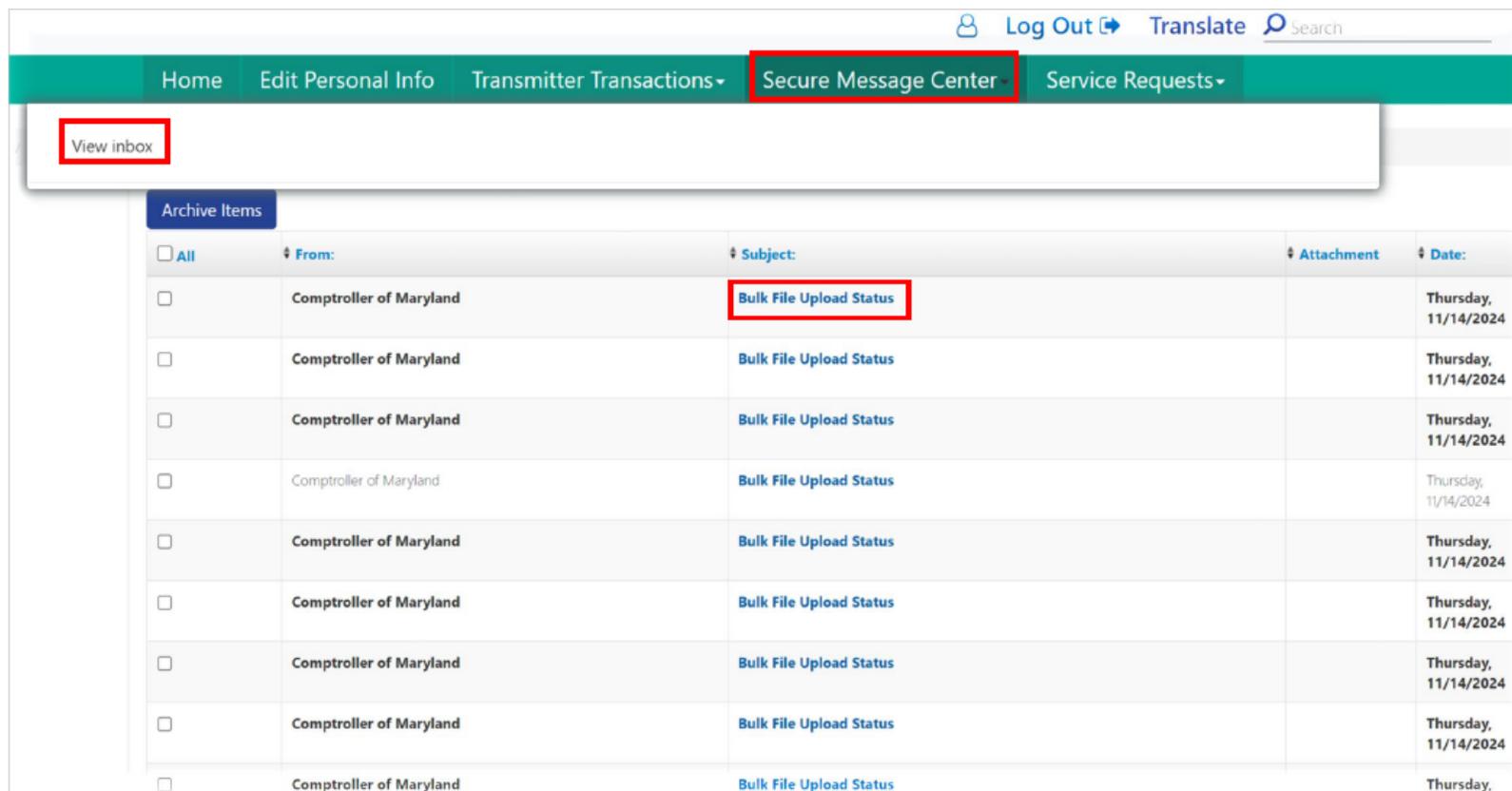
The screenshot displays the 'Transmitter Transactions' tab in a web application. A dropdown menu is open, showing the 'View Transmissions' option highlighted with a red box. Below the menu, there are search filters for Transmission ID, Transmission Type, and Transmission Status, along with a Submitted Date Range selector. A 'Filter' button and a 'Clear' button are visible. The 'Transmission Details' section is highlighted with a red box and contains a table with the following data:

Submitted Date	Transmission Id	Transmission Type	Document Count	Status
11/14/2024 10:48:04	9216051810131	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.
11/14/2024 09:03:06	10123	1099_TXT	0	Prepare data load step failed. Data has not been successfully loaded to the staging table.
11/14/2024 09:01:39	9216051810122	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.
11/14/2024 08:41:27	9216051810117	1099_TXT	2	Prepare data step complete. Data has been successfully loaded to the staging table.



View Inbox and Messages

Go to **Secure Message Center** and select **View inbox** to view confirmation messages for all submitted files. Click the highlighted **Bulk File Upload Status** to view confirmation details and status.



The screenshot shows the 'Secure Message Center' interface. At the top, there is a navigation bar with links for 'Home', 'Edit Personal Info', 'Transmitter Transactions', 'Secure Message Center', and 'Service Requests'. The 'Secure Message Center' link is highlighted with a red box. Below the navigation bar, there is a dropdown menu with 'View inbox' selected and highlighted with a red box. The main content area displays a table of messages. The table has columns for 'From:', 'Subject:', 'Attachment', and 'Date:'. The first row of the table has 'Bulk File Upload Status' highlighted with a red box in the 'Subject:' column. The 'From:' column for all rows is 'Comptroller of Maryland' and the 'Date:' column is 'Thursday, 11/14/2024'.

<input type="checkbox"/> All	From:	Subject:	Attachment	Date:
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024
<input type="checkbox"/>	Comptroller of Maryland	Bulk File Upload Status		Thursday, 11/14/2024



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered as a Transmitter User for Bulk
Filing W2/1099

For additional assistance email us at efilew21099help@marylandtaxes.gov
or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT
at 1-800-638-2937 or 410-260-7980.