This tutorial will illustrate how to upload W-2 and 1099 files.
IMPORTANT NOTE: **Only .txt files will be accepted**. For assistance with changing file format, please see your IT department or software provider.
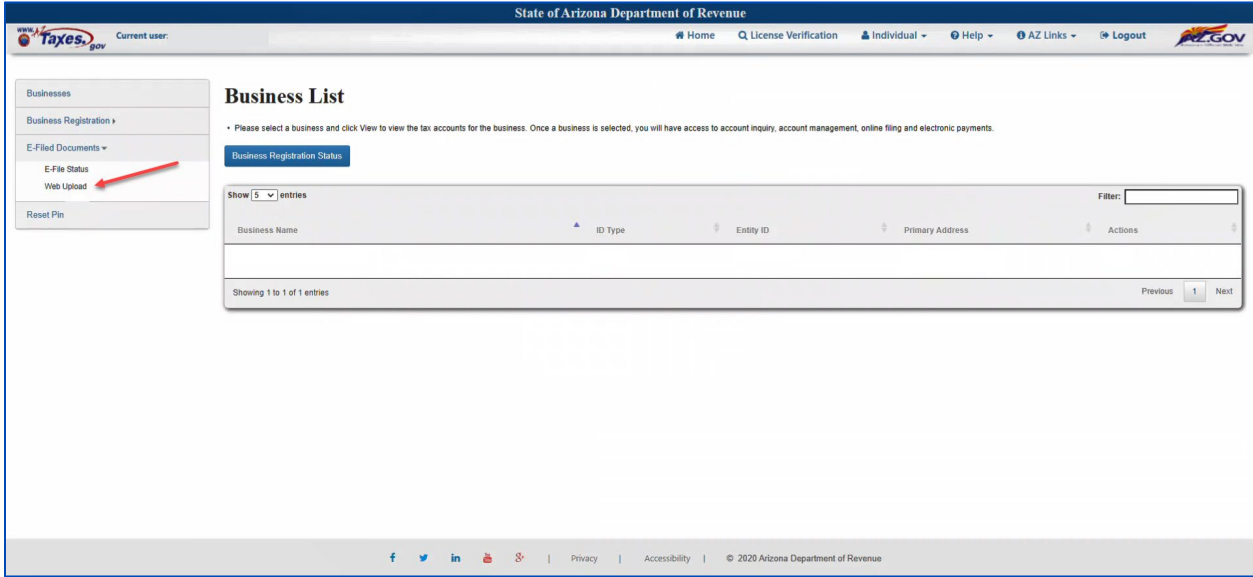
STEP 1
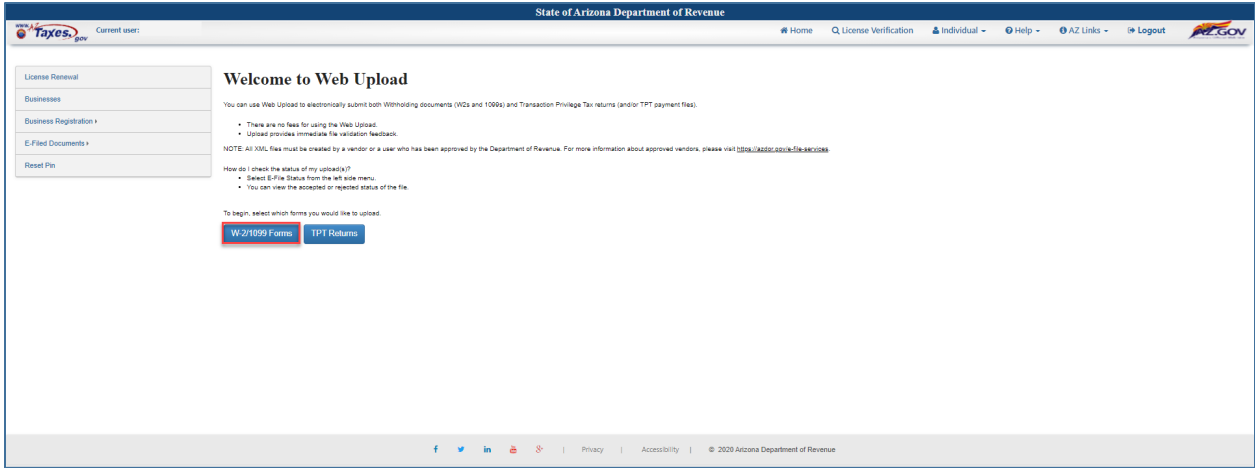Login to AZTaxes with a current valid business email address and password.
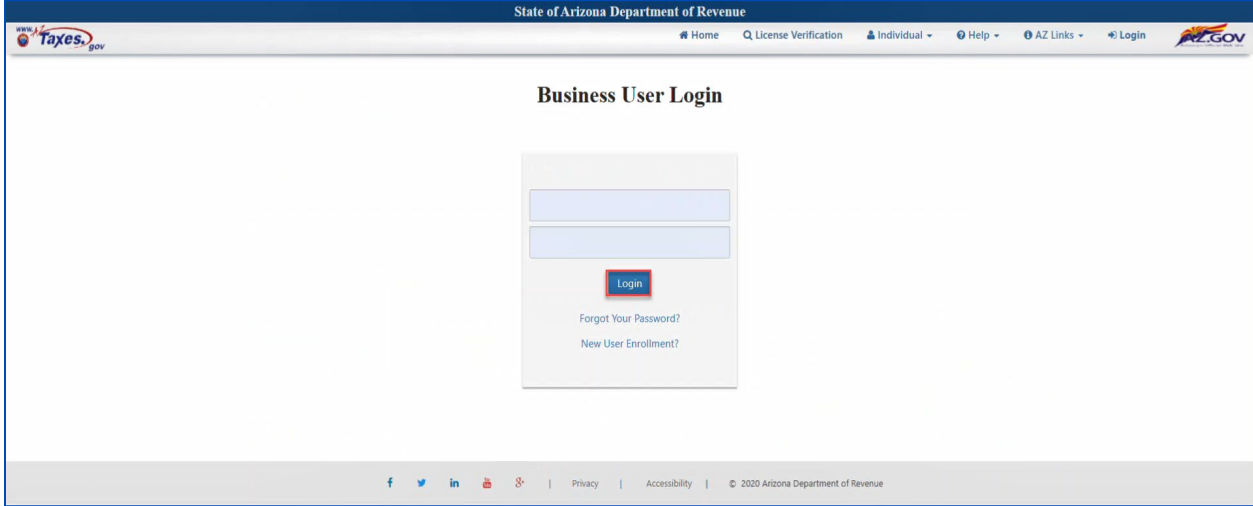
STEP 2
On the "Business List" screen, open the "E-Filed Documents" drop-down menu and select "Web Upload."
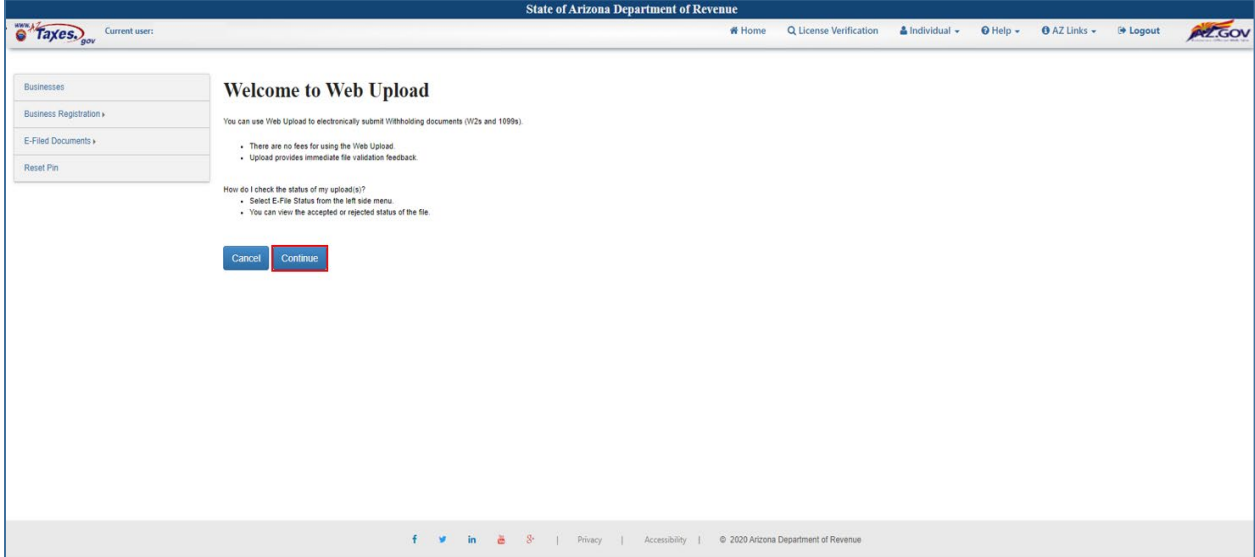
STEP 3

On the "Welcome to Web Upload" screen, select option "W-2/1099 Forms."

STEP 4

Read the provided guidance and select "Continue."

STEP 5

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.
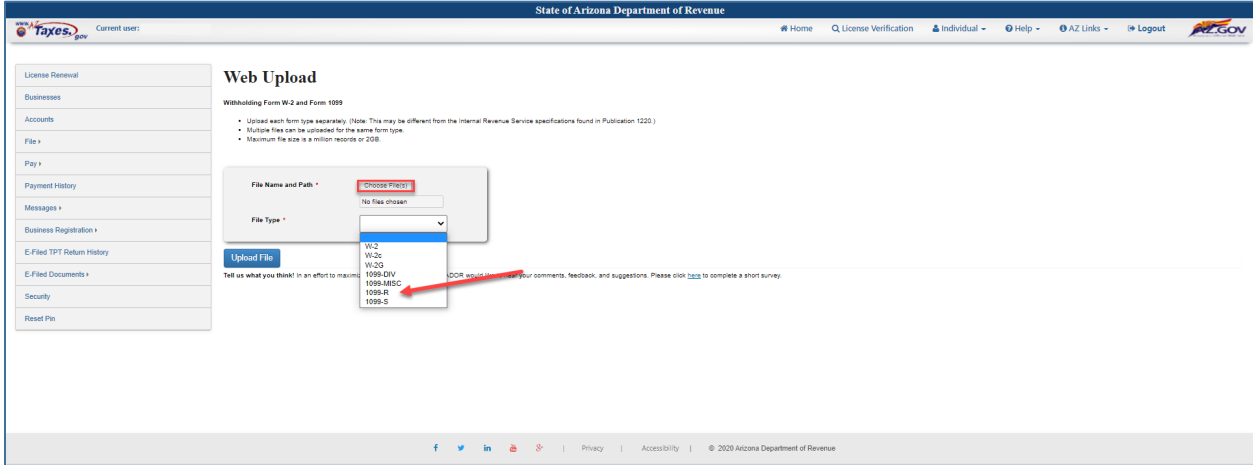

STEP 6 – (Failed)

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).
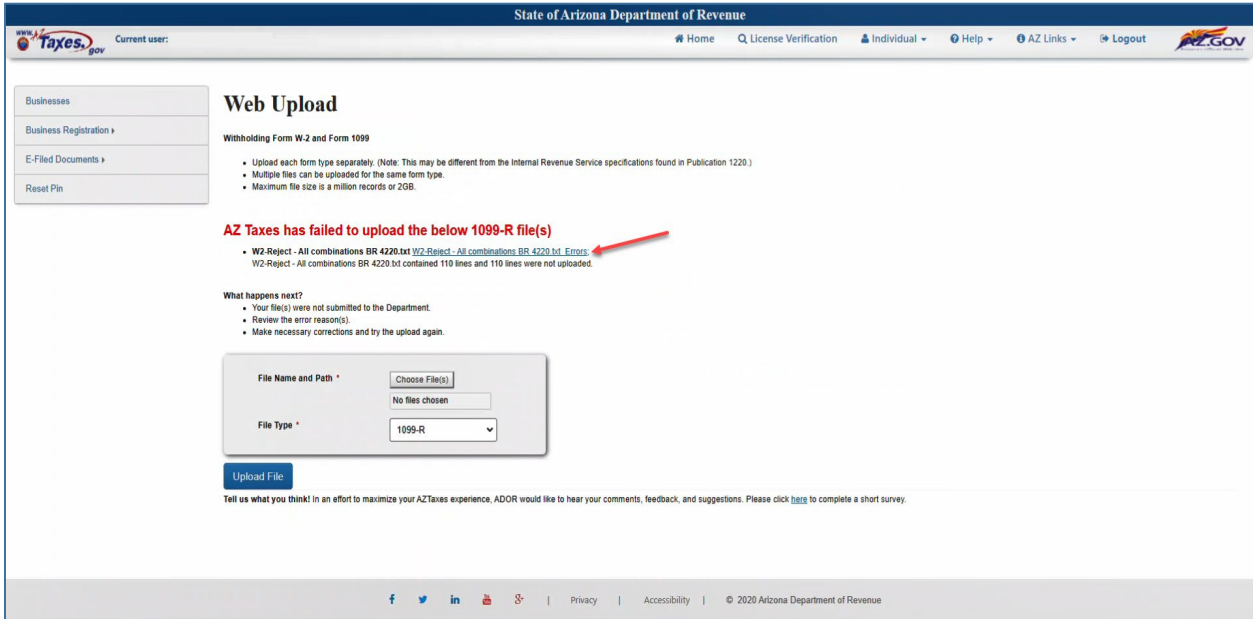
STEP 6 – (Successful)

If the uploaded file successfully passes the initial validation process, a green-colored message that indicates a successful file upload will be displayed.
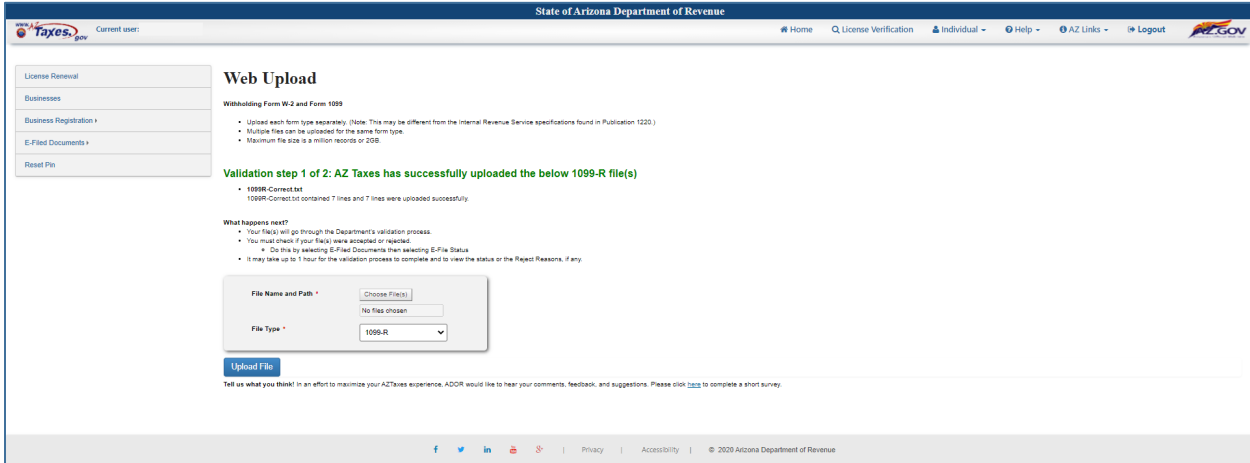
STEP 7

A registered user should open the "E-Filed Documents" drop-down menu and select "E-File Status" 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."
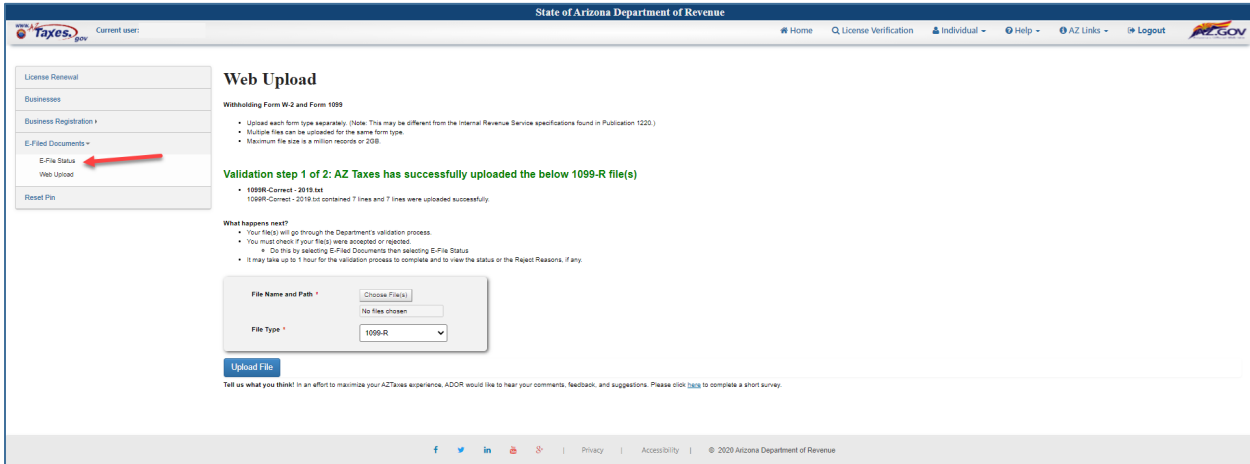
STEP 8

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.

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.

	A	B	C	D
1	Reject Date Time	Business Rule	Business Rule Description	Additional Information
2	10/6/2020 13:19	4200	W2 Validation	FileName: 1099R-Reject level 2.txt Error Code#: 4200 Line#: 1 Record: T Field Position: 110-149 The field is required or invalid format.