Uploading WH-3 (Wage Statements) Manually or with DOR Template

INTIME Quick Guide

There are two options to submit wage statements: manually keying or uploading a downloadable template.

1. Log in to INTIME.
2. Go to "All Actions."
3. Locate the "Manage payments & returns" panel.
4. Select the period for which you are filing.
5. Select "I will be entering them manually or uploading INTIME downloaded W2/1099 Excel template."
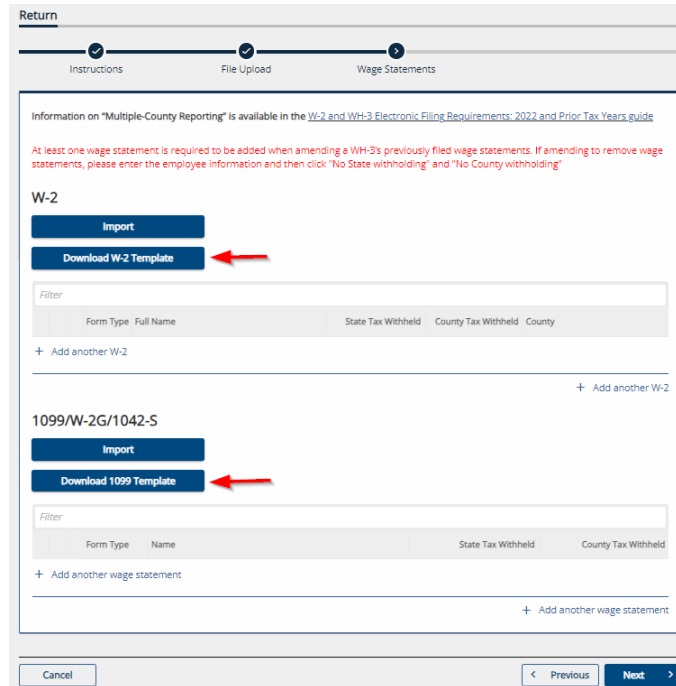
Manually key

Select the "+ Add another W-2" or "+ Add another wage statement" to manually key in information. Then finish the upload.

Download a template

Download and complete the appropriate template, then return to this window to import the spreadsheet. Templates must be saved in .xlsx format to be accepted or you will get an error message.

When adding wage statements manually or with a template, you will not be able to proceed if there are errors. Select "Show Errors" to view a list of items that have been flagged for correction. Within each wage statement, a red asterisk will denote the missing and required information. Once errors have been corrected in each wage statement, select "Next."
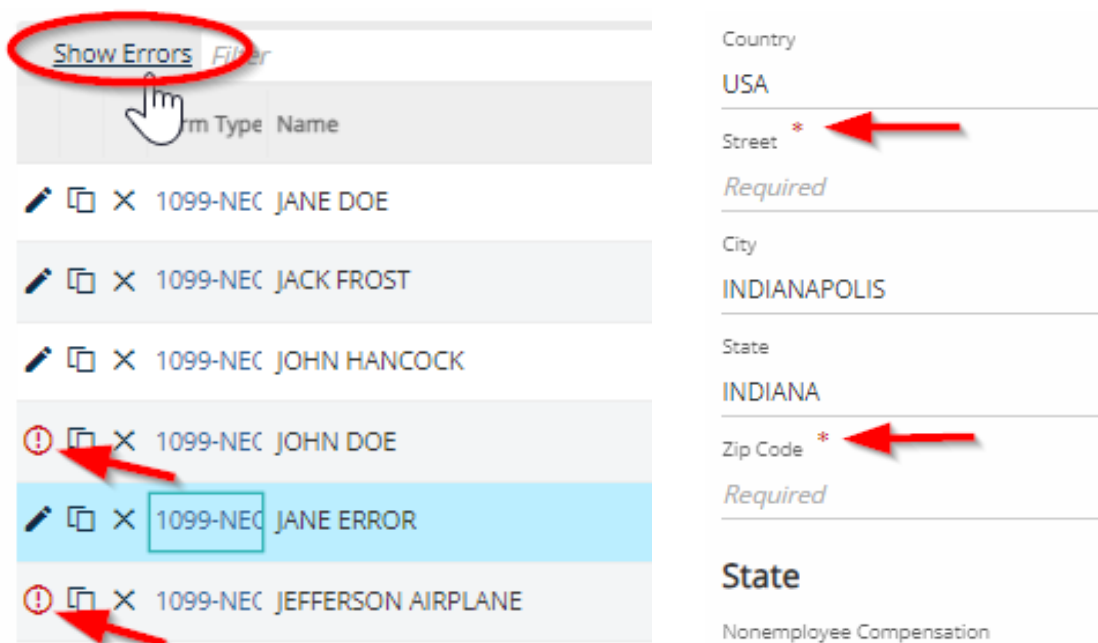
Finish the upload

1. Select "Next" when all wage statements have been added.
2. Review return information, then select "Next."
3. Select the appropriate option for making a payment or claiming a refund.
4. Review the WH-3 summary provided, then select "Submit."

Multiple-county reporting

1. Report all information under one county on the WH-3.
2. If W-2 has not yet been issued to employee, correct the W-2.
3. If W-2 has already been issued to employee, a corrected W-2 may be issued but is not required.
4. Withhold for the entire year based on the county that was established on Jan. 1 of that year.

See Departmental Notice #1 for more county information.

Additional information on wage statements in INTIME is available.