



# STFP BULK UPLOAD FILER

## Frequently Asked Questions

**Q: Where can I find information on the bulk filing program?**

A: Information on bulk filing and two bulk filing guides for specific tax types are available at <https://www.in.gov/dor/business-tax/bulk-filing-your-indiana-business-taxes/>

**Q: If I am currently filing through SFTP Bulk Upload, do I have to register for INTIME?**

A: Bulk filers can continue to use SFTP Bulk Upload seamlessly. Customers who want to upload WH-3 files via INTIME (must be under 10 MB) will need to register for [INTIME](#).

**Q: I currently file through SFTP Bulk Upload but want to file using INTIME. Will my information automatically transfer or roll over?**

A: No, you will need to register and create a logon for access to [INTIME](#). INTIME direct upload is available for WH-3 files only with a file size under 10MB.

**Q: Is the certification process for INTIME the same as previously required via SFTP Bulk Upload?**

A: There is no certification process requirement when filing through INTIME.

**Q: What form codes are affected by the transition to using the new Indiana Tax System (ITS)?**

A: WH-1 (005), WH-3 (201) and MVR-103 (027).

**Q: If I currently submit a flat file for WH-3, do I need to transition to using XML files?**

A: Both flat file and XML formats for wage statements are currently accepted from current vendors. Transitioning from the use of flat file to XML can occur at any time and is encouraged. New vendors are required to file using XML format or file through INTIME.

**Q: Have there been any changes in the file format for WH-1 (005), WH-3 (201) and MVR-103 (027)?**

A: Yes, the TranHdr schema will be required in the XML files submitted for SFTP Bulk Upload and INTIME. DOR did not previously enforce this requirement.

- IDORReturnINWH-1withTranHdr.xsd
- IDORReturnINWH-3withTranHdr.xsd

Current XML schema: <https://www.in.gov/dor/business-tax/bulk-filing-your-indiana-business-taxes/>

**Withholding Schemas for WH-1 & WH-3**

DOR has XML schemas to service WH-1 and WH-3 filings.

Effective January 1, 2017, this schema must be used for all filing years. The WH-1 must be submitted in XML format if the SFTP Bulk Filing process is utilized. Any new registrant for WH-3 will not be eligible for fixed length flat file submission and will need to submit using the XML format.

[XML Schema Definition File](#)

[Withholding Schema: IDORWTH2016 \(zipped file\)](#)

**Q: Is the TranHdr schema required for direct upload to INTIME?**

A: No, it is not required for INTIME. The TranHdr schema is required for the WH-1 (005), WH-3 (201) and MVR-103 (027) files submitted via SFTP Bulk Upload.

**Q: What if my files are over 10MB. Do I use INTIME or SFTP Bulk Upload?**

A: Any files over 10MB will need to be submitted via SFTP Bulk Upload.

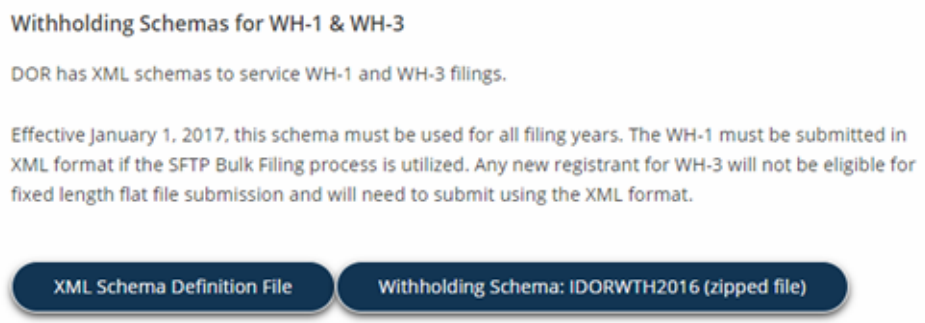
**Q: Do the file naming conventions change if I move from filing via the SFTP Bulk Upload to INTIME?**

A: No, there are no changes in the file naming conventions. However, there has been a change to the acknowledgement file extension. The file extension ack.xml should now be used.

**Q: If I already file via SFTP Bulk Upload using XML, do I need to make any changes?**

A: If the XML file(s) already contains the IDORReturnINWH-1withTranHdr.xsd and IDORReturnINWH-3withTranHdr.xsd, no changes are needed. If you are not currently using the TranHdr schema in your XML file(s), and you choose to upload your files via INTIME, you will also need to make sure the XML files contain the TransHdr schema.

Current XML schema: <https://www.in.gov/dor/business-tax/bulk-filing-your-indiana-business-taxes/>



Example of TranHdr Schema:

```
<?xml version="1.0" encoding="UTF-8"?>
<IDORTransmission xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsmnSchemaVersion="IDORWTH2016V1.0" xmlns="http://www.irs.gov/efile">
```

Look for: IDORTransmission, not TranHdr. The name "TranHdr" is actually the suffix of the xsd (schema) file.

**Q: What happens if I submit a WH-3 file via INTIME and after the submission I need to make a change? What is the process to submit an amended WH-3?**

A: Bulk filers can submit a new WH-3 file to amend a return but should submit a complete replacement file including the amendment. The Indiana Tax System (ITS) will assume the newest file submitted is the whole return and filing for the period.

DOR will not reject files if they contain duplicate wage statement from previous versions (wage statements are filed with the WH-3). The system will disregard the older wage statement and use the newer one.