



# Oklahoma Tax Commission

Discovery Programs

IRS Forms 1099 submission

W2/W3 submission

Voluntary Disclosure Initiative (VDI 2017)

# Discovery Projects

- 1099K – Credit / Debit Card Transactions
- Exemptions – Qualified or not?
- Fixed Assets sold in Oklahoma
- Customs
- Validation of Credits taken on 511 – CR
- Non-Filers – both Withholding (W-2 vs. reported/remitted)
- Non-filers – individual income tax

# 1099 Data for FYE 12/31/2017

- \* Oklahoma has joined the IRS Combined Fed/State program.
  - \* If you have signed up to participate with the IRS Combined Fed/State program you do not need to file your 1099's with the Oklahoma Tax Commission.
  - \* If you have **NOT** signed up with the IRS to participate in the Combined Fed/State program you will need to electronically file your 1099's with OTC.

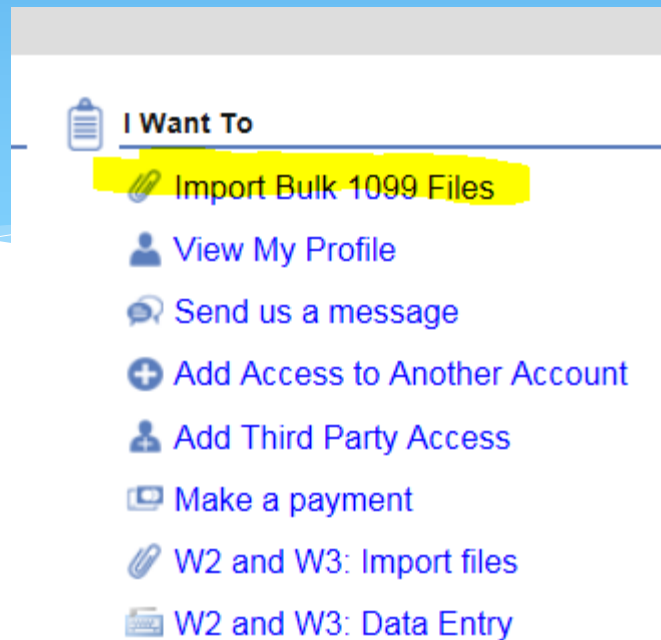
How to upload 1099's to the Oklahoma Tax Commission

If you participate in the IRS Combined Fed/State program you do not need to upload your 1099's to the State of Oklahoma. We will receive them from the IRS.

# Log into OkTap

<https://oktap.tax.ok.gov/oktap/web/>

- Under the “I Want To” list click on Import Bulk 1099 Files



# File Format

We will accept the exact same file that is detailed in the IRS Publication 1220.

We do not accept Excel or PDF files.

The file must be a text file in the IRS format for the upload to work.

# Add Attachment

Click the “Add Attachment” link at the bottom of the screen.

## Bulk 1099 Upload

---

### Instructions

- Only txt files with a file size of 200 MB or less are accepted.
- While most browsers are supported, it is recommended to use Internet Explorer. If you have a version of Internet Explorer older than 11 you can put your browser into compatibility view to upload the file.
- Files must not have passwords or be encrypted.
- One file may be attached and submitted at a time.
- Only submit 1099's that contain Oklahoma Information.
- File must be in the same format as sent to the Internal Revenue Service per pub 1220.
- File must contain “T” transmitter record, “A” payer record, at least one “B” payee record and, “F” end of transmission record.
- File may contain “K” state total record.

**Add Attachment**

0 File Attached

# Browse to upload file

Type a description in the description box.

Browse to your 1099 .txt file

Click Save

Attachments

**Select a file to attach** [X]

Type: Bulk 1099 Import [v]

Description: Type a description here

H:\1099 MISC TESTING\2015 1099 OKIRSTAX.txt [Browse...]

Save Cancel



# If your file will not upload

Check to make sure that the file conforms to the IRS Publication 1220 format.

The “K” (Summary of State Totals for CF/SF) is a required record.

Strip out all special characters and punctuation.

Example ½ character **will** cause the file to fail.

W-2 / W-3 Uploading a File

Same Process as 1099K






W-2 / W-3 Manual Entry – NEW and  
IMPROVED

# Log into OK Tap and enter program

on a discount  
files, vendor use, lodging.



## I Want To

-  [Import Bulk 1099 Files](#)
-  [View My Profile](#)
-  [Send us a message](#)
-  [Add Access to Another Account](#)
-  [W2 and W3: Import files](#)
-  [W2 and W3: Data Entry](#)

# Answer interview questions

1. Corrected

2. Interview


## Interview Screen

Welcome to the W2 data entry for the 2017 tax year.

[Download W2 I](#)

[Hide Develop](#)

1. Enter Employer Information. Only one employer submitted at a time.
2. Enter Employer Address, entering country first.
3. Enter Employer Additional Information.
4. Enter Employer Contact Information.
5. Click 'Next' to add W2's for all employees.

Close Employer Information 

Employer Name:

EMPLOYER 1

Employer Id Type:

FEIN 

Employer EIN:

12-3456789 

# Continue to answer interview questions

Close Employer Address



Check if Employer address is foreign:

Employer Delivery Street  ?

Employer Location Street  ?

Employer City

Employer Country

Employer State  ▼


Employer Zip + 4

# If there is an error

\* You  
no

Company EIN	12-3456789
Company Name	COMPANY NAME
Delivery Address	2200 W RENO AVE
Location Street	
Company City	OKLAHOMA CITY
Country Code	USA
Company State	OK
Foreign State	

**Action Required**

 This page must be corrected before moving on

The following is the Submitter's Contact information.

Contact Name	Submitter Contact Info
Contact Email	m@t.net
Contact Phone	(123) 456-789
Contact Phone Extension	
Contact Fax	

Incomplete  
Format: (999) 999-9999

# Continue to answer interview questions

Close Employer Additional Info

Enter the Oklahoma WTH Account number

Third-party Sick Pay Indicator  Yes  No [?](#)

Will this be the last tax year that W2's will be filed under this EIN?  Yes  No

Number of W2's you will be entering:

---



# Continue to answer interview questions

## Close Employer Contact Information



Employer Contact Name	EMPLOYER 1 CONTACT
Employer Contact Phone	(123) 456-7897
Employer Contact Phone Extension	
Employer Contact Fax Number	
Employer Contact Email	1@t.net



# Continue to answer interview questions

Close Submitter Information ✔

The following is submitter information pulled from your web logon. Please verify that the information is correct. If the information is not correct answer "No" below and edit the fields as necessary. Click "Yes" when finished editing.

Is the below submitter information correct?   ✔

Name	SUBMITTER NAME 1		
Delivery Address	2200 W RENO AVE		
Location Street			
City	OKLAHOMA CITY		
Country Code	USA		
State	OK	Zip + 4	73107-7030
Foreign State		Foreign Postal Code	

The following is the company information you are employed by or own.

Company EIN	12-3456789		
Company Name	COMPANY NAME		
Delivery Address	2200 W RENO AVE		
Location Street			
Company City	OKLAHOMA CITY		
Country Code	USA		
Company State	OK	Company Zip + 4	73107-7030
Foreign State		Foreign Postal Code	

The following is the Submitter's Contact information.

Contact Name	Submitter Contact Info		
Contact Email	m@t.net		
Contact Phone	(123) 456-7897		
Contact Phone Extension			
Contact Fax			

[Click "Next" to Add An Employee W2 Record](#)[Expand all to print?](#)[Print](#)

# Add employee W2

## W2 Entry Screen

Hide Developer Fields

- Enter employee name and address.
- Enter employee wages.
- Enter Employee state wage information.
- Click 'Save-I'm finished with this W2' to add W2 for this employee.

You will need to choose Yes or No to the 'is this the last employee to enter' question to continue to the review.

2222		a Employee's social security number ***-**-3456		OMB No. 1545-0008	
b Employer identification number (EIN) 12-3456789		11 Wages, tips, other compensation 1.00		2 Federal income tax withheld 1.00	
c Employer's name, address, and ZIP code EMPLOYER 1 123 MAIN STREEET OKLAHOMA CITY OK 73126-1234 US		3 Social security wages 1.00		4 Social security tax withheld 1.00	
		5 Medicare wages and tips 1.00		6 Medicare tax withheld 1.00	
		7 Social security tips 1.00		8 Allocated tips 1.00	
d Control number		9		10 Dependent care benefits 1.00	
e Employee's first name and initial Last name Suff. FIRST NAME MI LAST NAME		11 Nonqualified plans Not Required		12a S Simple IRA / Code S1 1.00	
Delivery Address 1313 MOCKING BIRD LN <input type="checkbox"/> Check if Employee Address is foreign.		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		12b D Deferred Compensation (Contributions to Section 401(k)) 1.00	
Location Address City Country OKLAHOMA CITY USA		14 Other 1.00		12c H Deferred Compensation (Contributions to Section 501(c)(19)) 1.00	
State Zip + 4 OK 73108-0000				12d Q Non taxable Combat Pay (Code Q) 1.00	
f Employee's address and ZIP code					
15 State Employer's state ID number OK WTH-12345678-01	16 State wages, tips, etc. 1.00	17 State income tax 1.00	18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality name

The Interview screen indicates you have 2 employees to enter. There has been 0 entered. Is this the last employee W2 to enter?

Save - I'm finished with this W2

No - Enter Next Employee

Yes - Click Next



Save Cancel

< Previous

# Save W2 then enter next W2


**W2 Entry Screen** Hide Developer Fields

- Enter employee name and address.
- Enter employee wages.
- Enter Employee state wage information.
- Click 'Save-I'm finished with this W2' to add W2 for this employee.

You will need to choose Yes or No to the 'Is this the last employee to enter' question to continue to the review.

22222		Employee's social security number ***-**-3456		OMB No. 1545-0008	
Add		FIRST NAME		LAST NAME	
Employee state added.		OK		Cancel	
d Control number		9		10 Dependent care benefits	
e Employee's first name and initial FIRST NAME MI LAST NAME Suff.		11 Nonqualified plans Not Required		12a Simple /RA (Code SI) 1.00	
Delivery Address 1313 MOCKING BIRD LN		13 Statutory employee Retirement plan Third-party sick pay		12b Deferred Compensation Contributions to Section 401(a) 1.00	
Location Address		14 Other 1.00		12c Deferred Compensation Contributions to Section 501(c)(18) 1.00	
City OKLAHOMA CITY Country USA		15 State Employer's state ID number		12d Non-taxable Combat Pay (Code Q) 1.00	
State OK Zip + 4 73108-0000		16 State wages, tips, etc. 1.00		17 State income tax 1.00	
f Employee's address and ZIP code		18 Local wages, tips, etc. 0.00		19 Local income tax 0.00	
20 Locality name					

The Interview screen indicates you have 2 employees to enter. There has been 0 entered. Is this the last employee W2 to enter?



After all W2's are entered and saved click Yes, then Next. This will take you to a review screen where you can edit any W2's if necessary.

1. Corrected 2. Interview 3. Enter W2 4. Review

### Review Screen

1. Click on the tab with employee last name to review W2 information entered for employee.  
2. If changes are needed for the W2 use the "Edit Employee" button.  
3. If additional employees are needed, go back to page 2 Enter W2, and answer "No" to "last employee W2 to enter" question.

Hide Developer Fields

Review LAST NAME BEAR

RW

Filter

1 of 1 1 - 2 of 2

Employee SSN	Employee Name	Last Name	Wage, Tips, & Other	Fed. tax Withheld	Social Security Wages	S.S. Tax Withheld	Medicare Wages & Tips	Medicare Tax Withheld	State Taxable Wages	State Income Tax Withheld
***-**-3456	FIRST NAME	LAST NAME	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
***-**-1111	TEDDY	BEAR	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
			2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

1 of 1 1 - 2 of 2

Print

Save Cancel < Previous Next >

The last screen is the W3. It will be populated from the W2's entered and you will have to verify it is correct.

1. Corrected 2. Interview 3. Enter W2 4. Review 5. W3

33333		a Control number		For Official Use Only ▶ OMB No. 1545-0008	
b Kind of Payer (Check one)		<input checked="" type="checkbox"/> 941 CT-1	<input type="checkbox"/> Military Hshd. emp.	<input type="checkbox"/> 943 Medicare govt. emp.	<input type="checkbox"/> 944
b Kind of Employer (Check one)		<input checked="" type="checkbox"/> None apply State/local non-501c	<input type="checkbox"/> 501c non-govt. State/local 501c	<input type="checkbox"/> Federal govt.	<input type="checkbox"/> Third-party sick pay (Check if applicable)
c Total number of Forms W-2		d Establishment number		1 Wages, tips, other compensation	2 Federal income tax withheld
2				2.00	2.00
e Employer identification number (EIN)		3 Social security wages		4 Social security tax withheld	
12-3456789		2.00		2.00	
f Employer's name		5 Medicare wages and tips		6 Medicare tax withheld	
EMPLOYER 1		2.00		2.00	
123 MAIN STREEET		7 Social security tips		8 Allocated tips	
OKLAHOMA CITY 73126-1234		2.00		1.00	
g Employer's address and ZIP code		9		10 Dependent care benefits	
h Other EIN used this year		11 Nonqualified plans		12a Deferred compensation	
				4.00	
15 State Employer's state ID number		13 For third-party sick pay use only		12b	
OK WTH-12345678-01					
16 State wages, tips, etc.		14 Income tax withheld by payer of third-party sick pay			
2.00		1.00			
17 State income tax		18 Local wages, tips, etc.		19 Local income tax	
2.00		0.00		0.00	
Employer's contact person		Employer's telephone number		For Official Use Only	
EMPLOYER 1 CONTACT		(123) 456-7897 Ext.			
Employer's tax number		Employer's email address			
		1@t.net			

Is the W3 correct?  No  Yes

[Print](#)

[Save](#) [Cancel](#) [Previous](#)

# Voluntary Disclosure Initiative – VDI2017

## **What is VDI?**

VDI, or Voluntary Disclosure Initiative, is a limited-time opportunity for individuals and businesses to file delinquent tax returns and pay the taxes due and earn a waiver of penalty and interest without fear of possible litigation. VDI runs from September 1 through November 30, 2017.

## **What does the program cover and how will VDI participation affect me?**

The program covers any tax period(s) ending before September 1<sup>st</sup>, 2017, for which you did not file the required Oklahoma tax return(s). Individual Income Tax is also covered for tax years 2015 and older.

If you meet the requirements, file and pay (as far back as three years) the tax balance due or timely comply in full with the terms of a payment plan agreement established under VDI, the OTC will waive penalty and interest associated with those tax periods.

# Who is Eligible?

## Is VDI available to me?

VDI is available to both individuals and businesses who owe taxes for any tax period(s) ending before September 1, 2017 if you:

1. Do not have outstanding tax liabilities other than those reported pursuant to this initiative;

Example: If a taxpayer is in collections for a sales tax liability but has not filed income tax returns, the taxpayer will be eligible for VDI for their income taxes owed only.

2. Have not been contacted by the Oklahoma Tax Commission or third party acting on behalf of the Oklahoma Tax Commission, with respect to the taxpayer's potential or actual obligation to file a return or make a payment to the state;

3. Have not collected taxes from others, such as sales and use tax or payroll taxes, and not reported those taxes; and

4. Have not, within the preceding three (3) years, entered into a voluntary disclosure agreement for the tax type of tax owed.



# What Tax Types are Eligible for the VDI 2017 Program?

Mixed Beverage tax levied pursuant to Section 576 of Title 37 of the Oklahoma Statutes,

Gasoline and Diesel tax levied pursuant to Section 500.4 of Title 68 of the Oklahoma Statutes;

Gross Production and Petroleum Excise tax levied pursuant to Sections 1001, 1101 and 1102 of Title 68 of the Oklahoma Statutes;

Sales tax levied pursuant to Sections 1354 of Title 68 of the Oklahoma Statutes;

Use tax levied pursuant to Section 1402 of Title 68 of the Oklahoma Statutes;

Income tax levied pursuant to Section 2355 of Title 68 of the Oklahoma Statutes for tax periods ending prior to January 1, 2016; and

Withholding tax levied pursuant to 2385.2 of Title 68 of the Oklahoma Statutes.

# How to Participate

## **How do I take advantage of VDI?**

File delinquent tax returns between 9/1/2017 – 11/30/2017 and mail the completed return(s) and payments of the tax due to the Oklahoma Tax Commission, P.O. Box 269059, Oklahoma City, OK 73126-9059.

## **What will I need to do?**

To obtain forms visit the Oklahoma Tax Commission website at [www.tax.ok.gov](http://www.tax.ok.gov) AND you must stay in compliance for one year after the VDI2017 program ends.

## **May I file an extension for VDI?**

No.

# How to Pay??

## **When must I pay?**

You must pay your delinquent taxes between September 1 and November 30, 2017. If you cannot pay by this deadline, you may set up a payment plan.

## **What payment methods are available?**

Payments made by electronic funds transfer or by a charge to an approved credit card are the preferred and encouraged method to make payment under VDI, but other forms of payment will also be accepted.

Contact Information

**Jim Fourcade**

**[taxprofessionalquestion@tax.ok.gov](mailto:taxprofessionalquestion@tax.ok.gov)**