



Employer's Annual Withholding Reconciliation Return Bulk Upload XML File Formatting Guide

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Revenue Division
Bureau of Revenue and Financial Services
Office of Management and Finance
City of Portland, Oregon

This guide outlines the XML file format used to bulk upload Metro and Multnomah Annual Withholding Reconciliation Returns to the City of Portland Revenue Division. The file can be uploaded by logging into or creating an account for Portland Revenue Online, at Pro.Portland.gov. In this document, Metro refers to the Metro Supportive Housing Withholding Tax and Multnomah refers to the Multnomah County Preschool for All Withholding Tax.

File Format

The root node of the file is <ReturnBatch>. The return batch will contain one <BatchHeader> node and one or many <MetroReturn> and/or <MultnomahReturn> nodes. Each return in the file is delineated with one of these two return nodes.

The file can contain the following version node, which some programs automatically add; however, it is not required. The version node typically looks like this:

```
<?xml version="1.0" encoding="UTF-8"?>
```

The <ReturnBatch> node should include the schema version. It should appear as <ReturnBatch schemaVersion="2.0">.

Header

The <BatchHeader> node contains the following:

<ProviderName> - The name of the payroll provider or third-party preparer submitting the bulk upload file. This node must be between 1 and 255 characters. This node cannot be blank.

<ProviderFEIN> - The FEIN of the payroll provider or third-party preparer submitting the bulk upload file. This node cannot be blank.

<TotalItems> - The total number of returns in the file. This number must match the total number of returns in the file. This node cannot be blank.

Finally, close the batch header node using </BatchHeader>.

Return Nodes

Each return in the file is represented by one of the following two nodes:

<MetroReturn> - This node represents a Metro Annual Withholding Reconciliation Return.

<MultnomahReturn> - This node represents a Multnomah Annual Withholding Reconciliation Return.

The file may contain both Metro and Multnomah returns. If a taxpayer has both Metro and Multnomah withholding, two separate returns must be filed for Metro and Multnomah. The file must contain at least 1 return.

Return Fields

Metro and Multnomah Annual Withholding Reconciliation Returns contain the same fields. The fields are represented by the following nodes in the XML file:

Note: If a node represents a currency amount, a decimal point followed by two digits must be included in that node. Do not round to the nearest dollar. If there is no amount, enter 0.00 in that node.

<ACCID> -The city-provided account ID. It contains the three-letter account type followed by a dash and ten digits (e.g. SHW-0123456789). The account type for Metro is SHW, and the account type for Multnomah is MCW. If you do not know the taxpayer's account ID, please leave this node blank and identify the taxpayer using the <IDType> and <ID> nodes.

<IDType> - The type of the taxpayer's federal ID. This node is required. The ID Type must be **FEIN**. If the <BusinessType> (see below) is Sole Proprietor, then ID Type may also be **SSN** or **ITIN**.

<ID> - The taxpayer's federal ID. This node is required.

<FilingFrequency> - Must be **AN**, as withholding recons must be filed annually.

<FilingPeriod> - The filing period for the return. The filing period is the last day of the year, formatted YYYY-MM-DD (e.g. 2021-12-31). This node cannot be blank.

<BusinessType> - Identifies the type of business. If the business type is not known, leave this field blank. Otherwise, it must be one of the following:

- **COR** – for Corporation
- **ETR** – for Estate/Trust
- **PAR** – for Partnership
- **SCR** – for S-Corporation
- **SOL** – for Sole Proprietor

<BusinessName> - The name of the taxpayer for whom the return is being filed. This name must be between 1 and 255 characters. This node cannot be blank, unless <BusinessType> is SOL (Sole Proprietor) and <LastName> and <FirstName> are not blank.

<LastName> - The last name of the taxpayer for whom the withholding return is being filed. This name must be between 1 and 50 characters. This node should usually be left blank. However, this node is required if the <BusinessType> is SOL (Sole Proprietor) and the <BusinessName> is left blank.

<FirstName> - The first name of the taxpayer for whom the withholding return is being filed. This name must be between 1 and 50 characters. This node should usually be left blank. However, this node is required if the <BusinessType> is SOL (Sole Proprietor) and the <BusinessName> is left blank.

<MiddleName> - The middle name of the taxpayer for whom the withholding return is being filed. This name must be between 1 and 50 characters. This node should usually be left blank. However, this node is optional if the <BusinessType> is SOL (Sole Proprietor) and the <BusinessName> is left blank.

<Street1> - The first line of the taxpayer's street address. This node must be between 1 and 255 characters and cannot be blank.

<Street2> - The second line of the taxpayer's street address. This node can be between 0 and 255 characters and may be left blank.

<City> - The city of the taxpayer's address. This node must be between 1 and 100 characters and cannot be blank.

<State> - The state of the taxpayer's address. This node must be the two-character postal code for the state (e.g. OR, WA, CA).

<Zip> - The zip code of the taxpayer's address. This node must be between 1 and 30 characters and cannot be blank.

<Country> - The country of the taxpayer's address. This node must be the three character country code (e.g. USA, CAN).

<ContactPhoneNumber> - The contact phone number of the business. Include the area code in this number. Do not include any dashes. This node must be 10 digits and cannot be blank.

<Q1Withholding> - Tax withheld as reported on the employer's 1st quarter withholding return. This is a currency node. This node cannot be blank.

<Q2Withholding> - Tax withheld as reported on the employer's 2nd quarter withholding return. This is a currency node. This node cannot be blank.

<Q3Withholding> - Tax withheld as reported on the employer's 3rd quarter withholding return. This is a currency node. This node cannot be blank.

<Q4Withholding> - Tax withheld as reported on the employer's 4th quarter withholding return. This is a currency node. This node cannot be blank.

<TotalReportedWithholding> - Total annual tax withheld as reported on the employer's quarterly returns. This should be a sum of the previous 4 nodes. This is a currency node. This node cannot be blank.

<TotalW2sIssued> - The number of W-2s issued with tax withheld. This node must be 0 or greater, and must not include a decimal point. This node cannot be blank.

<TotalW2Withholding> - Total annual tax withheld as reported on the W-2s issued to employees. This is a currency node. This node cannot be blank.

<WithholdingDifference> - The difference between the total withholding as reported on W-2s and the total withholding as reported on quarterly returns (<TotalW2Withholding> - <TotalReportedWithholding>). This is a currency node. This node cannot be blank.

Note: The following six nodes are required if the <WithholdingDifference> node is not 0.00. If the <WithholdingDifference> node is 0.00, then do not include the following six nodes or leave them blank.

<Q1W2Withholding> - 1st quarter tax withheld as reported on the W-2s issued to employees. This is a currency node.

<Q2W2Withholding> - 2nd quarter tax withheld as reported on the W-2s issued to employees. This is a currency node.

<Q3W2Withholding> - 3rd quarter tax withheld as reported on the W-2s issued to employees. This is a currency node.

<Q4W2Withholding> - 4th quarter tax withheld as reported on the W-2s issued to employees. This is a currency node.

<SumW2Withholding> - The sum of the tax withheld as reported on the W-2s issued to employees for all four quarters. This should be the sum of the previous 4 nodes. This is a currency node.

<ExplanationOfDifference> - An explanation of why the total reported withholding as filed on the employer's four quarterly returns does not match the total annual tax withheld as reported on W-2s issued to employees. This node cannot be more than 255 characters.

<Amended> - Indicates whether this is an amended return. Enter 0 or leave blank if this is the first filing, or enter 1 if this record is for an amended filing.

Finally, close the return node using either **</MetroReturn>** or **</MultnomahReturn>**. After the last return, close the entire file using **</ReturnBatch>**.

Sample File Text

```
<?xml version="1.0" encoding="UTF-8"?>
<ReturnBatch schemaVersion="2.0">
  <BatchHeader>
    <ProviderName> Payroll Provider LLC</ProviderName>
    <ProviderFEIN>123456789</ProviderFEIN>
    <TotalItems>2</TotalItems>
  </BatchHeader>
  <MetroReturn>
    <ACCID>SHW-0123456789</ACCID>
    <IDType>FEIN</IDType>
    <ID>123123123</ID>
    <FilingFrequency>AN</FilingFrequency>
    <FilingPeriod>2021-12-31</FilingPeriod>
    <BusinessType>COR</BusinessType>
    <BusinessName>Example Business</BusinessName>
    <LastName></LastName>
    <FirstName></FirstName>
    <MiddleName></MiddleName>
    <Street1>Address 1</Street1>
    <Street2>Address 2</Street2>
    <City>Portland</City>
    <State>OR</State>
    <Zip>97201</Zip>
    <Country>USA</Country>
    <ContactPhoneNumber>1112223333</ContactPhoneNumber>
    <Q1Withholding>10000.00</Q1Withholding>
    <Q2Withholding>7000.00</Q2Withholding>
    <Q3Withholding>12000.00</Q3Withholding>
    <Q4Withholding>8000.00</Q4Withholding>
    <TotalReportedWithholding>37000.00</TotalReportedWithholding>
    <TotalW2sIssued>7</TotalW2sIssued>
    <TotalW2Withholding>37000.00</TotalW2Withholding>
    <WithholdingDifference>0.00</WithholdingDifference>
```

```

        <Amended></Amended>
    </MetroReturn>
    <MultnomahReturn>
        <ACCID>MCW-0123456789</ACCID>
        <IDType>SSN</IDType>
        <ID>123123123</ID>
        <FilingFrequency>AN</FilingFrequency>
        <FilingPeriod>2021-12-31</FilingPeriod>
        <BusinessType>SOL</BusinessType>
        <BusinessName></BusinessName>
        <LastName>Sole Proprietor</LastName>
        <FirstName>Example</FirstName>
        <MiddleName></MiddleName>
        <Street1>Address 1</Street1>
        <Street2>Address 2</Street2>
        <City>Portland</City>
        <State>OR</State>
        <Zip>97201</Zip>
        <Country>USA</Country>
        <ContactPhoneNumber>2224446666</ContactPhoneNumber>
        <Q1Withholding>300.00</Q1Withholding>
        <Q2Withholding>500.00</Q2Withholding>
        <Q3Withholding>1200.00</Q3Withholding>
        <Q4Withholding>900.00</Q4Withholding>
        <TotalReportedWithholding>2900.00</TotalReportedWithholding>
        <TotalW2sIssued>5</TotalW2sIssued>
        <TotalW2Withholding>3400.00</TotalW2Withholding>
        <WithholdingDifference>500.00</WithholdingDifference>
        <Q1W2Withholding>300.00</Q1W2Withholding>
        <Q2W2Withholding>500.00</Q2W2Withholding>
        <Q3W2Withholding>1700.00</Q3W2Withholding>
        <Q4W2Withholding>900.00</Q4W2Withholding>
        <SumW2Withholding>3400.00</SumW2Withholding>
        <ExplanationOfDifference>Hired an additional employee in the 3rd
quarter and forgot to include the withholding for that employee in the 3rd quarter
withholding return.</ExplanationOfDifference>
        <Amended>1</Amended>
    </MultnomahReturn>
</ReturnBatch>

```