



Employer's Quarterly Withholding 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

Employers that are withholding for Metro and/or Multnomah County personal income taxes must file quarterly returns. Please review the [Personal Income Tax Withholding Information](#) web page for the filing schedule and for more information. **Employers that are not withholding should not file quarterly returns.**

This guide outlines the XML file format used to bulk upload Metro and Multnomah withholding 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 main node of the file is <ReturnBatch>. The return batch will contain one <BatchHeader> node and one or many <MetroWithholdingReturn> and/or <MultnomahWithholdingReturn> 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="1.0">.

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:

<MetroWithholdingReturn> - This node represents a Metro withholding return.

<MultnomahWithholdingReturn> - This node represents a Multnomah withholding return.

The file may contain both Metro and Multnomah returns. If a taxpayer has both Metro and Multnomah withholding, they must be reported separately. The file must contain at least 1 return.

Return Fields

Metro and Multnomah withholding returns contain the same fields. They contain the following:

<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 **QTR**, as withholding returns must be filed quarterly.

<FilingPeriod> - The filing period for the return. The filing period is the last day of the quarter, formatted YYYY-MM-DD (e.g. 2021-03-31). 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 withholding 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.

<WageIncomeWithheld> - The amount of income withheld for either Metro or Multnomah. A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<TotalWithholdingPaid> - The amount that was previously paid on this filing period. A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<AmountDue> - The amount due to the City of Portland Revenue Division. This is $\text{<WageIncomeWithheld> minus <TotalWithholdingPaid> or 0.00}$, whichever is greater. A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<Overpayment> - The amount of which this filing period has been overpaid. This is $\text{<TotalWithholdingPaid> minus <WageIncomeWithheld> or 0.00}$, whichever is greater. A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<Amended> - Indicates whether the return contains an amendment. Enter 0 or leave blank if the return has not been amended or enter 1 if the return has been amended.

<CeaseAccount> - Indicates that this is the final return for this taxpayer and their account should be ceased. Enter 0 or leave blank if this is not the final return or enter 1 if this is the final return.

<AccountCeaseDate> - The date to cease the account, formatted YYYY-MM-DD (e.g. 2021-12-31). This node must be included if this is the final return. If this is not the final return, do not include this node or leave it blank.

Finally, close the return node using either `</MetroWithholdingReturn>` or `</MultnomahWithholdingReturn>`. After the last return, close the entire file using `</ReturnBatch>`.

Sample File Text

```
<ReturnBatch>
  <BatchHeader>
    <ProviderName>Payroll Provider LLC</ProviderName>
    <ProviderFEIN>123456789</ProviderFEIN>
    <TotalItems>2</TotalItems>
  </BatchHeader>
  <MetroWithholdingReturn>
    <ACCID>SHW-0123456789</ACCID>
```

```

<IDType>FEIN</IDType>
<ID>123123123</ID>
<FilingFrequency>QTR</FilingFrequency>
<FilingPeriod>2021-3-31</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>
<WageIncomeWithheld>10000.00</WageIncomeWithheld>
<TotalWithholdingPaid>1000.00</TotalWithholdingPaid>
<AmountDue>9000.00</AmountDue>
<Overpayment>0.00</Overpayment>
<Amended>1</Amended>
<CeaseAccount></CeaseAccount>
</MetroWithholdingReturn>
<MultnomahWithholdingReturn>
  <ACCID>MCW-0123456789</ACCID>
  <IDType>SSN</IDType>
  <ID>123123123</ID>
  <FilingFrequency>QTR</FilingFrequency>
  <FilingPeriod>2021-3-31</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>
  <WageIncomeWithheld>500.00</WageIncomeWithheld>
  <TotalWithholdingPaid>1000.00</TotalWithholdingPaid>
  <AmountDue>0.00</AmountDue>
  <Overpayment>500.00</Overpayment>
  <Amended></Amended>
  <CeaseAccount>1</CeaseAccount>
  <AccountCeaseDate>2021-12-31</AccountCeaseDate>
</MultnomahWithholdingReturn>
</ReturnBatch>

```