

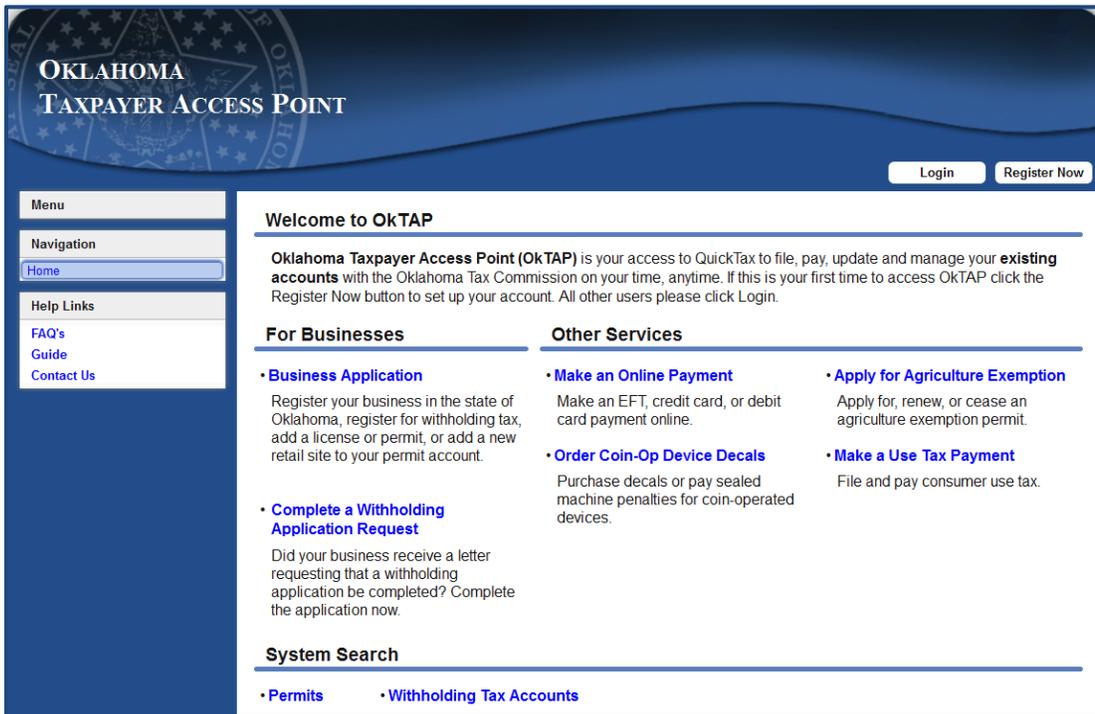
WITHHOLDING BULK RETURN FILING



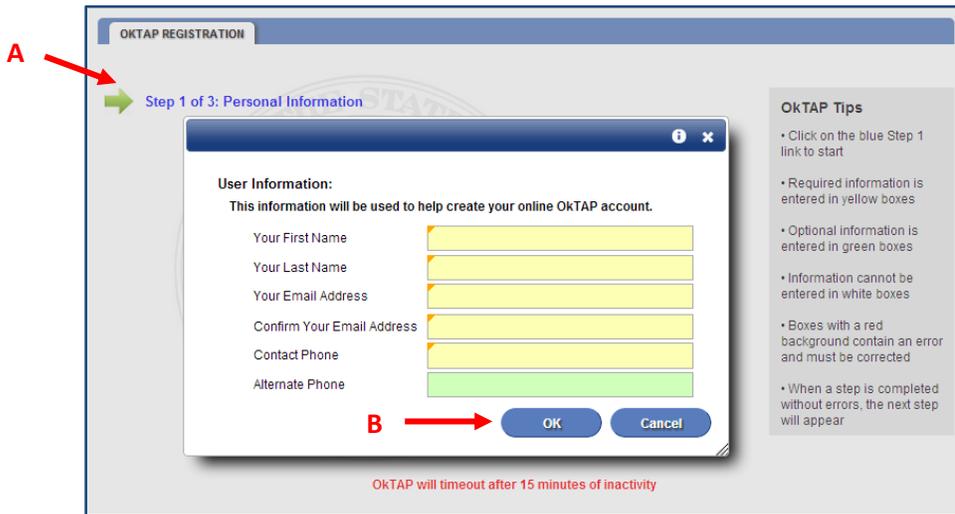
CREATING A THIRD PARTY FILER ACCOUNT

Before you can begin filing bulk withholding returns, you will need to register as a third party for the business or sole proprietor for which you are filing. You must be registered with the Oklahoma Tax Commission as a third party to bulk file withholding returns. Please call Taxpayer Assistance at (405) 521-3160 to register as a third party.

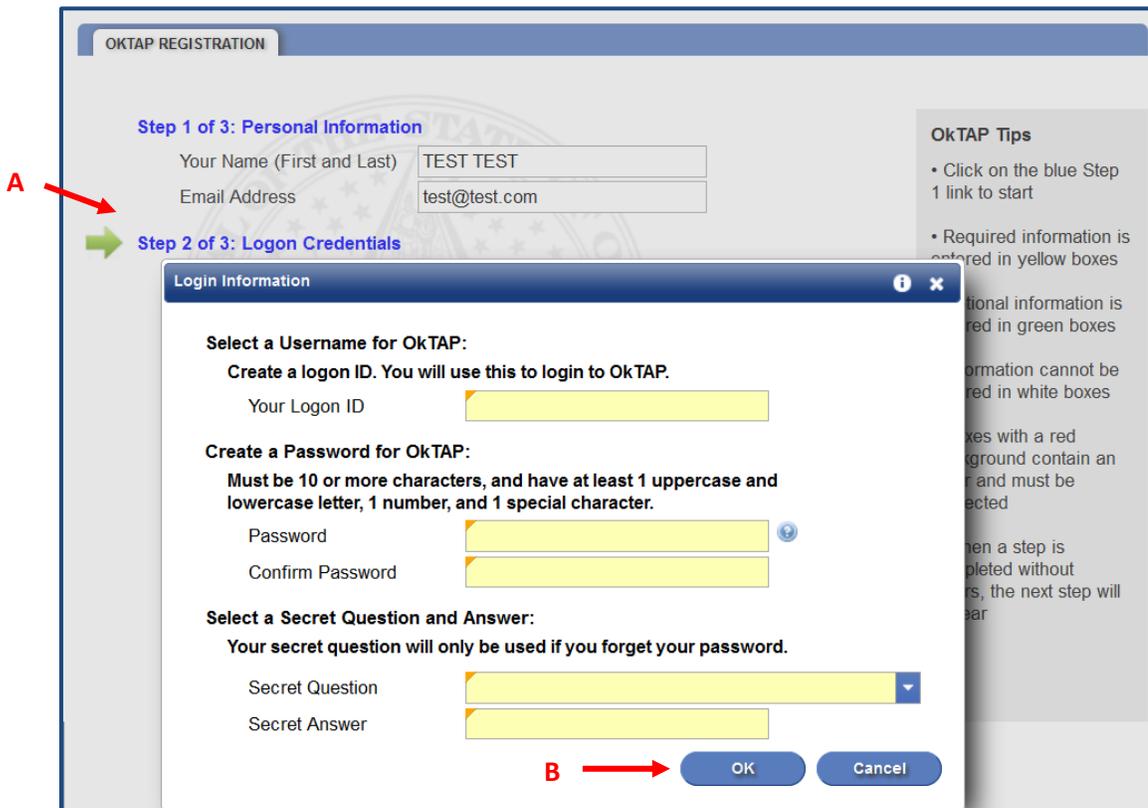
1. Click the **Register Now** button to create an OKTAP account.



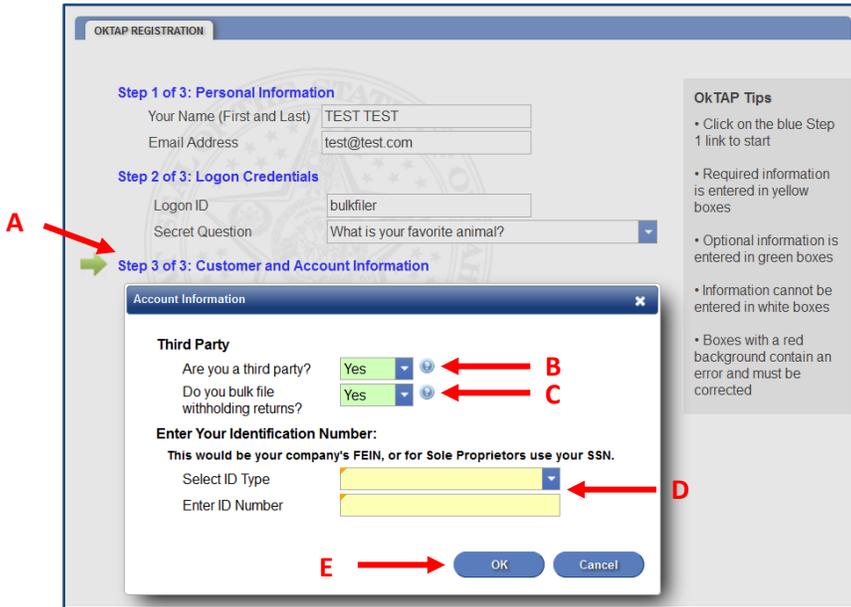
2. Click the **Step 1 of 3: Personal Information** link (A) and enter your information in the pop-up window.
3. Click the **OK** button (B) to save the information.



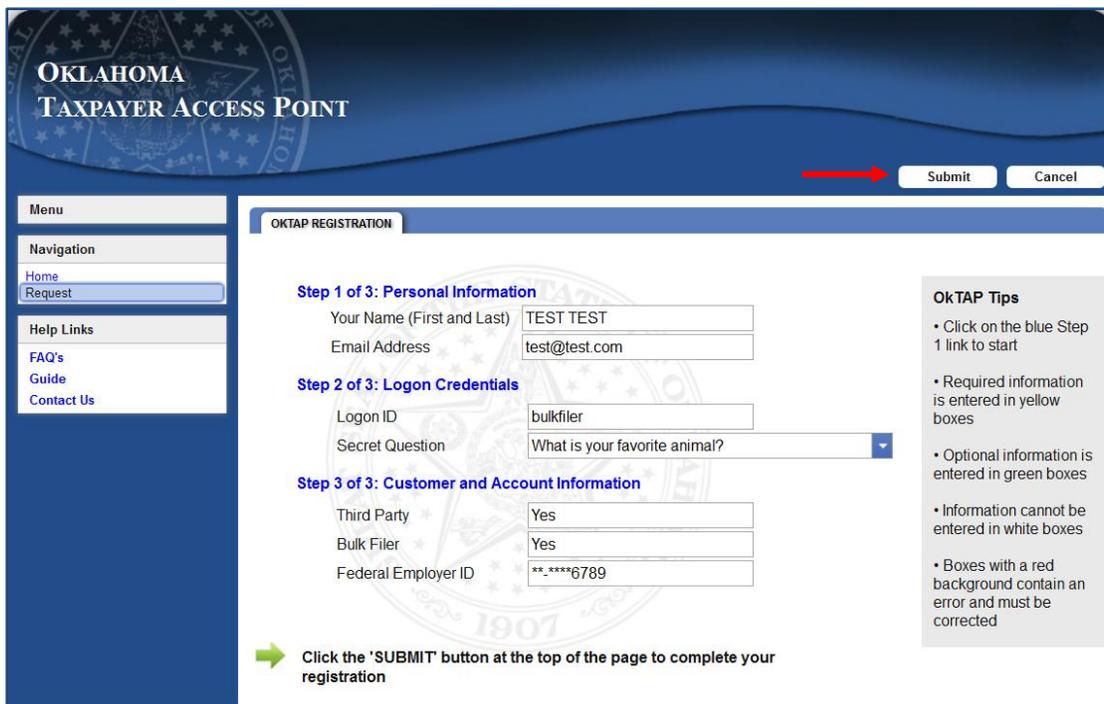
4. Click the **Step 2 of 3: Logon Credentials** link (A) and complete the required fields. Click the **OK** button to save the information (B).



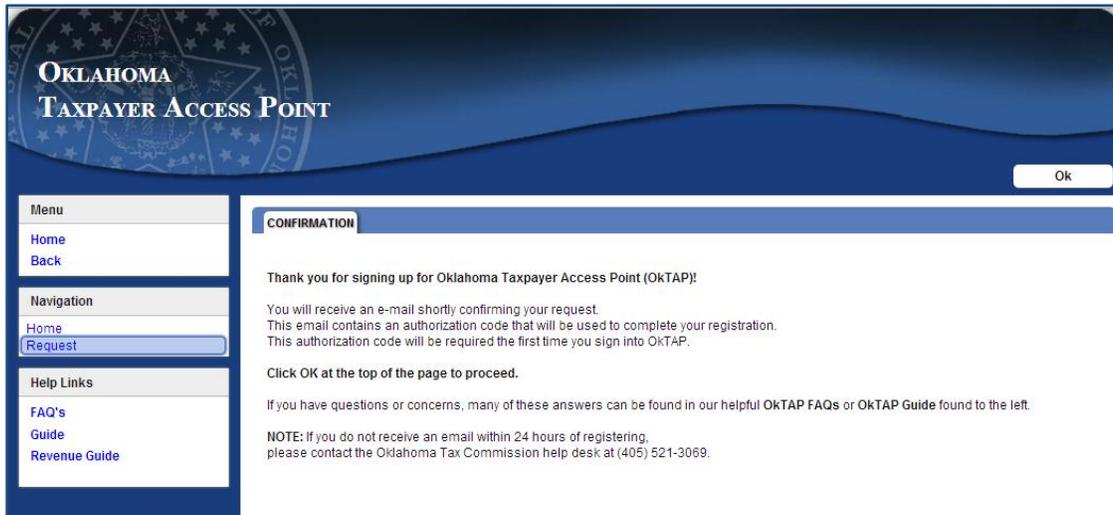
5. Click the **Step 3 of 3: Customer and Account Information** link (A).
6. Select **Yes** from the **Are you a third party?** drop down menu (B)
7. Select **Yes** from the **Do you bulk file withholding returns?** drop down menu (C).
8. Select **FEIN** from the **Select ID Type** drop down menu and enter your company's FEIN number in the **Enter ID Number** field (D).
9. Click the **OK** button to save the information (E).



10. You can click on the step links to edit the information you entered. Click the **Submit** button at the top of the page to complete the registration.

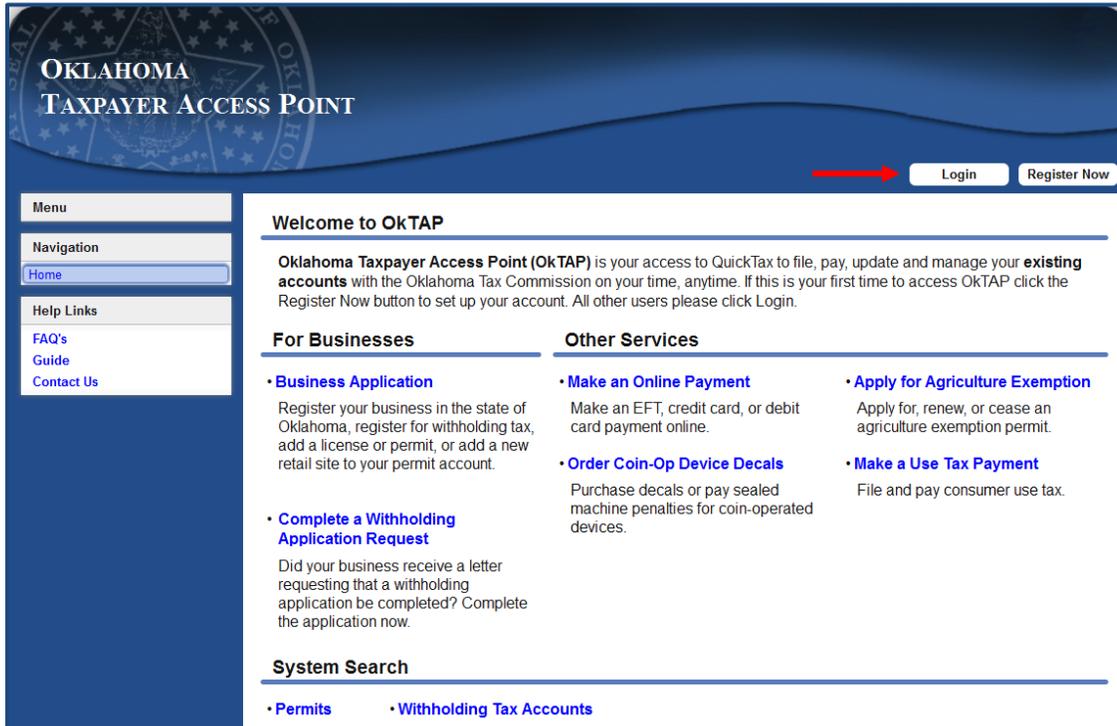


11. You will receive an email confirming your request that will include an authorization code you will use when you logon to OKTAP for the first time.

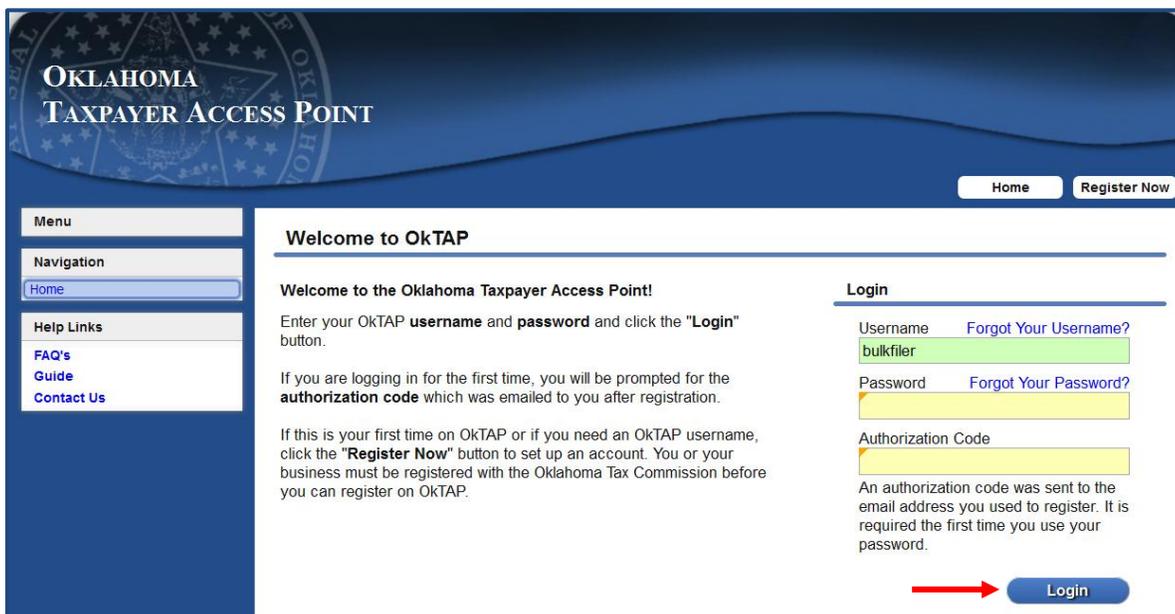


LOGGING ON TO OKTAP

1. Click the **Login** button.

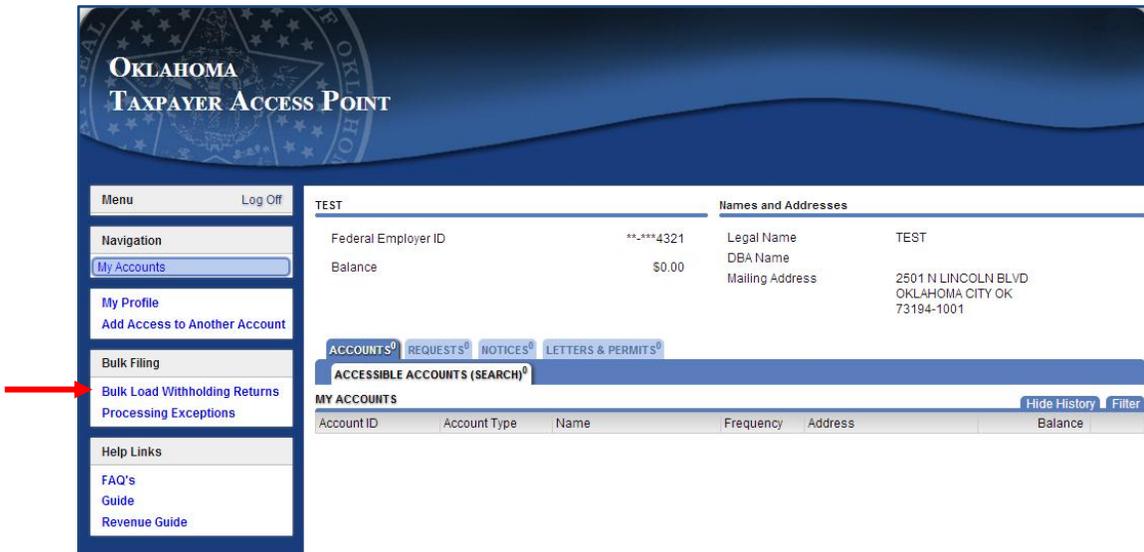


2. Enter the **username** and **password** you created and the **authorization code** you received via email and click the **Login** button. You will only have to enter the authorization code the first time you logon.

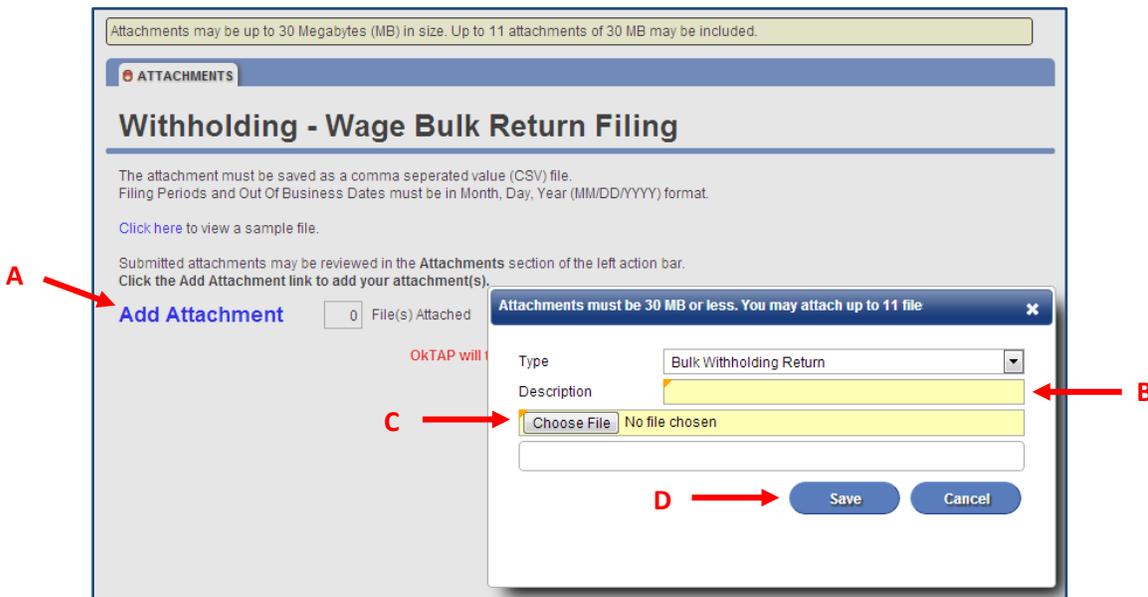


WITHHOLDING BULK RETURN FILING

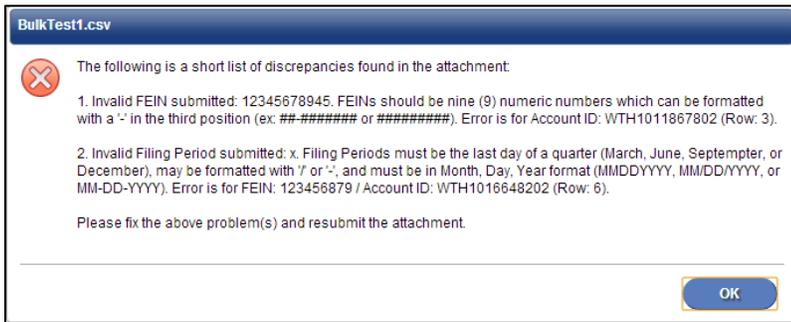
1. After you have logged on to OkTAP, click the **Bulk Load Withholding Returns** link on the sidebar.



2. Click the **Add Attachment** link (A).
3. Enter a description for the file you will attach (B).
4. Click the **Choose File** button (C) to select the file with the bulk return filing information from your computer.
5. Click the **Save** button (D) to save the attachment.



Note: If there are basic errors in your file, an error message will display the first ten formatting suggestions. Make the appropriate changes to your file and resubmit the attachment.



6. After you add the attachment, the file will appear on the sidebar (A). Click the red X to remove the file. You can continue to add attachments, if necessary.
7. Click the **Submit** button (B) to submit the bulk return file(s).



TRACKING PROGRESS OF WITHHOLDING BULK RETURNS

Once you have submitted the bulk return file(s), you can track the progress of the returns on OkTAP using the **Requests** tab.

1. Click the **Requests** tab (A) to view the request status of the returns. When you first submit the withholding bulk returns file, the request status will be "Pending..." (B).

The screenshot shows the Oklahoma Taxpayer Access Point interface. On the left is a navigation menu with options like 'My Accounts', 'My Profile', and 'Bulk Filing'. The main content area is titled 'TEST' and includes 'Names and Addresses' information. A red arrow labeled 'A' points to the 'REQUESTS' tab in the navigation bar. Below the tabs, a section titled 'REQUESTS WAITING TO BE PROCESSED' contains a table with one entry:

Submitted	Account	Account ID	Period	Title	Request Status	Confirmation #
13-Feb-2013				Web Attachment	Pending...	0-757-743-616

A red arrow labeled 'B' points to the 'Pending...' status in the table.

2. Once the returns have been received by the Oklahoma Tax Commission, the request status will be "Processing..."

This screenshot is similar to the first one but shows the request status updated. The 'REQUESTS' tab is still selected. The table in the 'REQUESTS WAITING TO BE PROCESSED' section now shows:

Submitted	Account	Account ID	Period	Title	Request Status	Confirmation #
13-Feb-2013				Web Attachment	Processing...	1-294-614-528

A red arrow points to the 'Processing...' status in the table.

- After the returns have been processed by the Oklahoma Tax Commission, the request status will be "Completed."



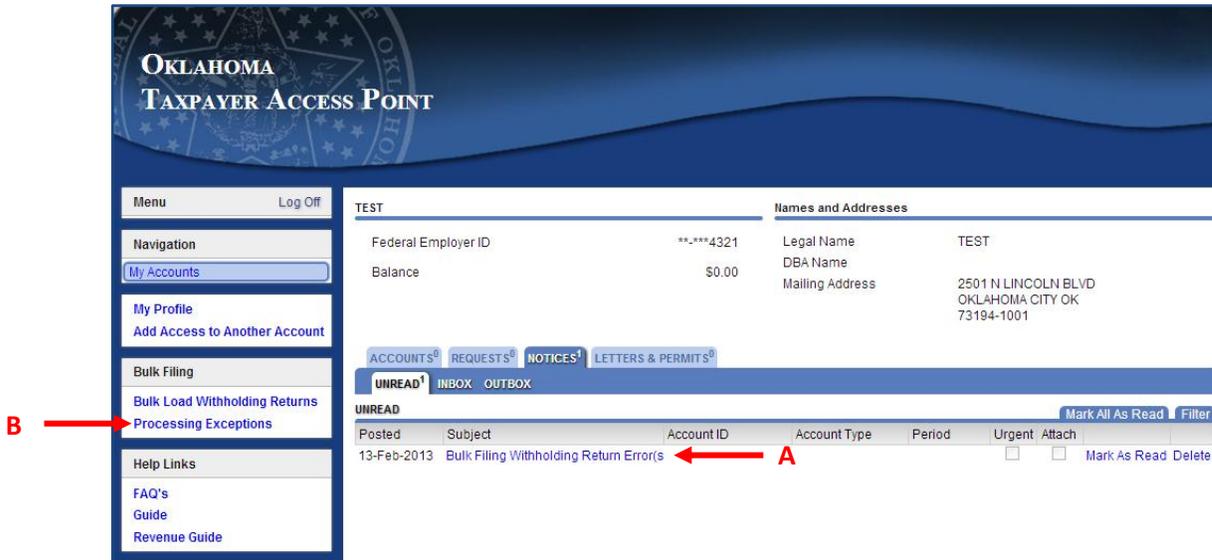
VIEWING AND COMMENTING ON WITHHOLDING BULK RETURN FILE EXCEPTIONS

Once you have submitted the file(s) and the returns have been processed, you will receive an email if there were any exceptions, or errors, with the file you submitted. You can view any exceptions with the file on OkTAP. The exceptions are only informational to help you with future withholding bulk return submissions. The withholding bulk return files submitted with exceptions will be manually reviewed by the Oklahoma Tax Commission and posted once corrected.

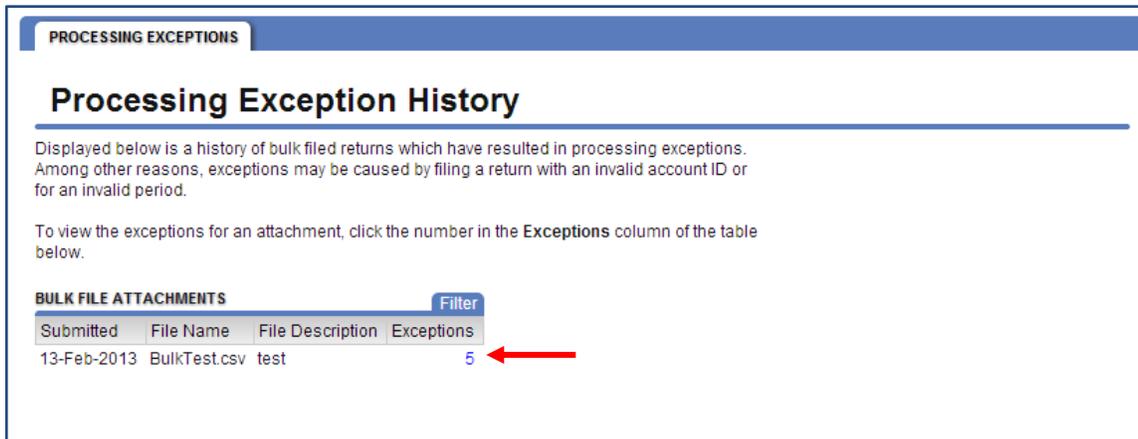
- If there were exceptions with the file you submitted, there will be a notice once you logon to OkTAP on the **Notices** tab. Click the **Notices** tab (A) to view the exceptions. You can also click the **Processing Exceptions** link (B) on the sidebar to view exception details.



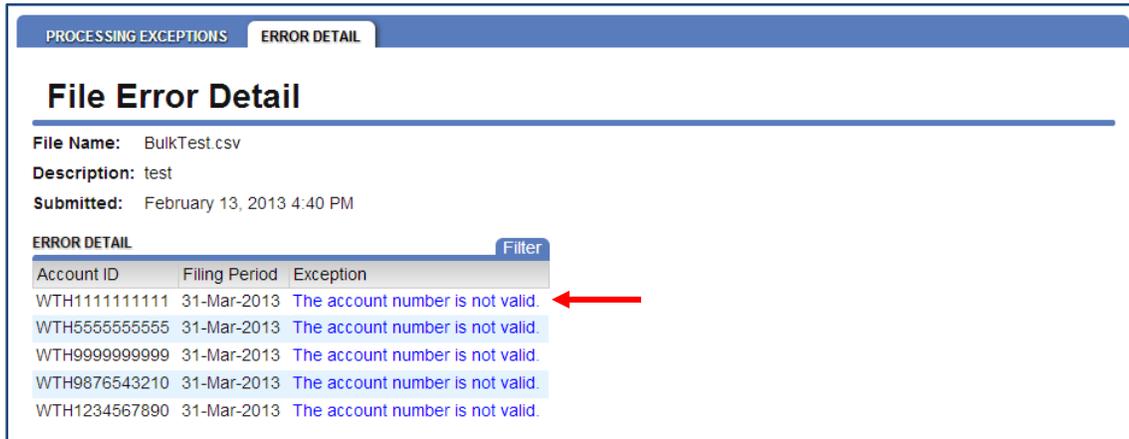
- There will be an unread **Bulk Filing Withholding Return Error(s)** notice. Click the **Bulk Filing Withholding Return Error(s)** link (A) to view the message.
- Click the **Processing Exceptions** link (B) on the sidebar to view detailed information about the file exceptions.



- The Processing Exceptions History window will display all bulk file attachments that contained exceptions. Click the **Number** link in the Exceptions column to view file exception details.



5. The File Error Detail window will display the account ID, filing period and a description of the exception for each item with an error. If you have information about the exception, click the **Exception** link to add a comment.



The screenshot shows a window titled "PROCESSING EXCEPTIONS" with a sub-tab "ERROR DETAIL". The main heading is "File Error Detail". Below this, the following information is displayed:

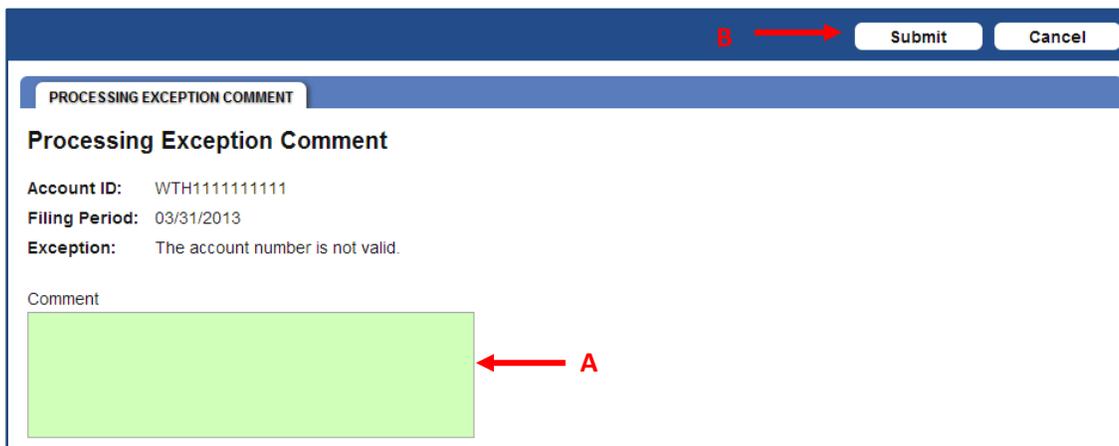
File Name: BulkTest.csv
Description: test
Submitted: February 13, 2013 4:40 PM

Below the information is a section titled "ERROR DETAIL" with a "Filter" button. It contains a table with the following data:

Account ID	Filing Period	Exception
WTH1111111111	31-Mar-2013	The account number is not valid.
WTH5555555555	31-Mar-2013	The account number is not valid.
WTH9999999999	31-Mar-2013	The account number is not valid.
WTH9876543210	31-Mar-2013	The account number is not valid.
WTH1234567890	31-Mar-2013	The account number is not valid.

A red arrow points to the first row of the table.

6. Enter a comment about the exception (A) and click the **Submit** button (B). The comment will be sent to the Oklahoma Tax Commission to aid them in correcting the return.



The screenshot shows a window titled "PROCESSING EXCEPTION COMMENT". At the top right, there are "Submit" and "Cancel" buttons, with a red arrow labeled "B" pointing to the "Submit" button. The main content area displays the following information:

Account ID: WTH1111111111
Filing Period: 03/31/2013
Exception: The account number is not valid.

Below this is a "Comment" section with a large green text input area. A red arrow labeled "A" points to this input area.