

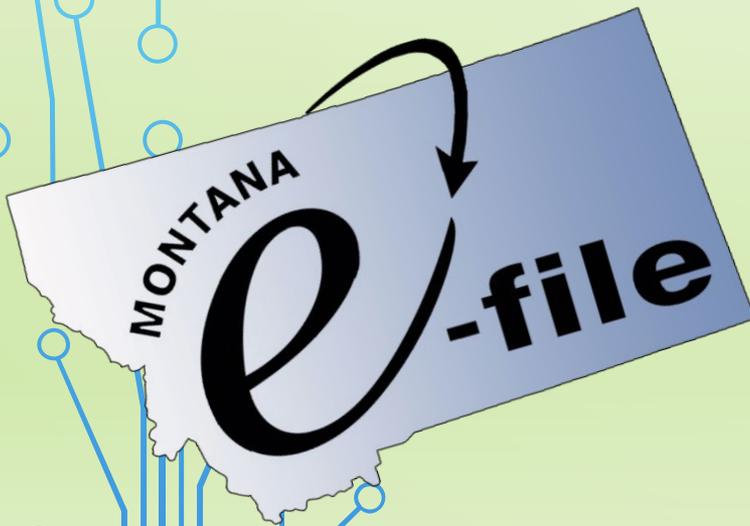
The background features a light green gradient with decorative blue circuit-like lines in the corners. These lines consist of straight segments connected by small circles, resembling a stylized PCB or network diagram.

MONTANA DEPARTMENT OF REVENUE 2020

Withholding and

Form **W-2** Wage and Tax Statement
Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.
Do Not Cut, Fold, or Staple Forms on This Page

Department of the Treasury—Internal Revenue Service
For Printing Act and Paperwork Reduction Act Notice, see the separate instructions.
Cat. No. 10734D



E~SERVICES

Montana Wage Withholding

- Individuals who earn wages by performing services in Montana are liable for Montana income tax. As an employer, it is your duty by law to deduct the tax from the wages you pay.
- Every employer who pays wages for services performed in Montana, must withhold Montana income tax.

Montana Residents Working In Other States

- If you're an employer and your employee is a Montana resident but is working in another state, you generally don't have to withhold Montana income tax. Instead, you should withhold tax for the state in which the employee is working. You should contact that state to be sure of its withholding tax laws.
- If the other state doesn't require withholding, Montana tax can be withheld if both you and your employee agree.

REGISTRATION

- You must register for a Montana withholding tax account if you
 - Issue Montana Wages, or
 - Issue Forms W-2 with or without withholding, or
 - Issue Forms 1099 with state withholding
- If there is a change to your Federal Employer Identification Number (FEIN), you must register for a new tax account.
 - Include information about the previous account and FEIN on the new registration.

POST-REGISTRATION

- Once the department has approved your registration, you will receive a welcome letter with your Montana Department of Revenue Account ID.
- New accounts will be on a monthly payment schedule until a lookback can be completed.
- There is an exception for agricultural accounts, if indicated on the registration.

NEW MONTANA MW-4

- A completed Form MW-4 is used by employers to determine the amount of Montana income tax to withhold from wages paid. This form allows each employee to claim allowances or an exemption to Montana wage withholding when applicable.
- If more than 10 allowances are claimed or there is an exemption claimed in Section 2, the MW-4 must be submitted to the Department for review.
- If blank, withhold at zero allowances.

MONTANA MW-4

Clear Form



**Montana Employee's Withholding Allowance
and Exemption Certificate**

MONTANA
MW-4

Employee's first name and middle initial	Last name	Social Security Number
Current mailing address		City, state and ZIP code

Under penalty of false swearing, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature _____ **Date** _____
(This form is not valid unless you sign it.)

Complete Form MW-4 so that your employer can withhold the correct Montana income tax from your pay. See "Employee Instructions" on back of this form before beginning.

Section 1: Montana Allowances

A. Enter "1" for yourself	A. _____
B. Enter "1" if you have only one job	B. _____
C. Enter "1" for your spouse if you expect to file as married filing jointly on your Montana tax return. But, you may choose to enter "-0-" if you have a working spouse. (Entering "-0-" may help you avoid having too little tax withheld.)	C. _____
D. Enter the number of dependents (other than your spouse or yourself) you will claim on your Montana tax return	D. _____
E. Enter "1" if you will file as head of household on your Montana tax return	E. _____
F. Enter "1" if you expect to report large itemized deductions (medical, child and dependent care, etc.) (Caution: An additional allowance could result in tax due when you file your return.)	F. _____
G. Add lines A through F and enter the total here. This is your total number of allowances. (Note: This number may be different from the number of exemptions you claim on your Montana tax return.)	G. _____
H. Additional amount, if any, you want withheld from each paycheck or pension and annuity payment.	H. \$ _____

Section 2: Exemption from Montana Withholding for Tax Year _____

You may be entitled to claim an exemption from Montana income tax withholding. If applicable, mark one box below to indicate the reason why you believe you are exempt. See instructions for Section 2 on back of this form for more information.

a. I am an enrolled member of a registered tribe, I live on the reservation of that tribe, AND I claim exemption from withholding on the wages derived from work performed on the reservation where I live. (You must also complete Section 1.)

b. I am a member of the Reserve or National Guard, and I claim to be exempt from withholding on my compensation determined under USC Title 10. (You must also complete Section 1.)

c. I am a resident of North Dakota, and claim exemption from withholding on my wages.

d. I am a resident of another state living in Montana solely to be with my spouse, who is a resident of the same state and a member of the U.S. armed forces assigned to a military location in Montana, and I claim exemption from withholding on my wages.

Employer name	Employer EIN	Employer MT withholding account ID
Employer address		City, state and ZIP code

DIFFERENT TYPES OF COMPENSATION

- Wages, salaries, fees, bonuses, commissions
- Vacation allowances and retroactive pay increases
- Early retirement payoffs and back pay
- Payment in kind
 - Cannot be withheld on, but is subject to tax.

COMPENSATION NOT SUBJECT TO WITHHOLDING

- Tip income for food, beverage and lodging
 - Other types of tip income are subject to withholding
- Benefit Plans
 - Employer or employee contributions
- Meals and lodging as a condition of employment
- No additional cost benefits

CALCULATING EMPLOYEE WITHHOLDING

- State Withholding Tax is calculated from withholding tables.
 - Newest tables were effective February 1, 2005
 - There are no changes for 2020
- Calculation is based on:
 - Pay frequency
 - Amount of wages
 - Number of allowances
- Supplemental rate is 6% (bonuses, etc.)



PAYMENT SCHEDULE

- Annual
 - Payment due January 31st of the following year.
- Monthly
 - Payments due the 15th of the following month.
Example: January withholding is due February 15th.
- Accelerated
 - Payments due the same day as federal tax deposits.
For paydays Saturday – Tuesday, payments are due the following Friday.
For paydays Wednesday – Friday, payments are due the following Wednesday.

FILING TYPE “NOT REQUIRED”

- Only for Agricultural accounts.
- Employer is “Not Required” to withhold on employee wages, therefore payments are not required.
 - If withholding does occur, account is treated as an annual filer and payments are due January 31st of the following year.
- Filing Requirement
 - Employer is still required to file W-2s and an MW-3 (annual reconciliation) with the Montana Department of Revenue.

LOOKBACK PERIOD

- Determines payment schedule for the following year.
- Calculated from the total amount of withholding payments received from July 1 of the previous year to June 30 of the current year.
- Completed in October of each year.
- Notification will be sent to employers by November 1 of each year, only if the remittance schedule has changed for the next calendar year.

MW-3 ANNUAL RECONCILIATION

- Annual reconciliation for all Montana wages paid.
 - All Montana W-2s are required with this return.

Please note, we do not receive W-2s automatically from the Social Security Administration.
 - Forms 1099 with state withholding are also required with this return.
- Do not attach 1099s without state withholding.
 - Submit these with Federal Form 1096.
- Due January 31st of the following year.



DOR e~Services

Responsibilities & Goals:

- Provide accurate, confidential, secure, cost effective and timely processing of e-filed tax information and payments.
- Work closely with payroll software vendors to support electronic filing of withholding returns.
- Reduce paper (volume & cost) by electronically expediting tax transactions, data and payments.

TRANSACTION PORTAL (TAP)

TransAction Portal is a full service application providing you or your designated representative online access to your Montana tax accounts.

TAP provides individuals, businesses and tax preparers the ability to

- Manage tax accounts
- Schedule and make payments
- File returns in a secure environment

WELCOME TO TAP

Welcome to Montana TAP!

Username

Password

Sign In

[Forgot password?](#) [Forgot username?](#)
[New user? Setup online access.](#)

Have a question?
[Check out TAP Help for more information.](#)

TransAction Portal
DEPARTMENT OF REVENUE | DEPARTMENT OF JUSTICE

GAMBLING CONTROL DIVISION

Quick Links

- File a Return
- Make a Payment
- Open Saved Return/Application
- File a Power of Attorney
- Submit Requested Documents

Alcoholic Beverage Control Division

- Liquor Price Calculators
- Temporary Authority Search
- Beer/Wine Label Search
- Search for an Alcoholic Beverage License

Individuals [More...](#)

- Verify Return
- Where's My Refund?
- View Your Form 1099-G

Gambling Control Division [More...](#)

- Calcutta Pool Application
- Casino Night Application
- Gambling Operator/Alcoholic Beverage License Application
- Search for a Gambling Licensee

Businesses [More...](#)

- Register for a New Tax Account
- Apply for a Tax Certificate
- File an Affidavit of Inactivity
- File Montana MW-4(s)

Unclaimed Property

- Search for Unclaimed Cash
- Quick Claim Letter
- Track Your Claim Status
- Upload UCP Holder Report

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.
Department of Revenue | DOR Online Services | Department of Justice | Contact Us | Request Support ID | Help

REGISTER FOR A NEW TAX ACCOUNT

The screenshot shows the Montana TransAction Portal homepage. At the top, there are logos for the Department of Revenue and the Department of Justice, and the Montana Gambling Control Division. The main content area is divided into several sections:

- Welcome to Montana TAP!**: A login section with fields for Username and Password, a Sign In button, and links for forgot password/username and new user setup.
- Have a question?**: A link to TAP Help for more information.
- Quick Links**: A list of services including File a Return, Make a Payment, Open Saved Return/Application, File a Power of Attorney Request, and Request for Informal Review.
- Individuals**: A list of services including Verify Return, Where's My Refund?, and View Your Form 1099-G.
- Businesses**: A list of services including Register for a New Tax Account (highlighted with an orange arrow), File PT-AGR, Apply for a Tax Certificate, File Montana MW-4(s), and Register to Upload W2, 1099, or Withholding Files.
- Alcoholic Beverage Control Division**: A list of services including Posted bottle price calculated from FOB, FOB calculated from posted bottle price, Temporary Authority Search, Beer/Wine Label Search, and Search for an Alcoholic Beverage License.
- Gambling Control Division**: A list of services including Calcutta Pool Application, Casino Night Application, and Gambling Operator License Application.
- Unclaimed Property**: A list of services including Search for Unclaimed Cash, Quick Claim Letter, Track Your Claim Status, and Upload UCP Holder Report.

SETUP ONLINE ACCESS

Welcome to Montana TAP!

Username

Password

Sign In

[Forgot password?](#) [Forgot username?](#)
[New user? Setup online access.](#)

Have a question?
[Check out TAP Help for more information.](#)

Quick Links

- File a Return
- Make a Payment
- Open Saved Return/Application
- File a Power of Attorney Request
- Request for Informal Review

Alcoholic Beverage Control Division

- Posted bottle price calculated from FOB
- FOB calculated from posted bottle price
- Temporary Authority Search
- Beer/Wine Label Search
- Search for an Alcoholic Beverage License

Individuals

- Verify Return
- Where's My Refund?
- View Your Form 1099-G

Businesses

- Register for a New Tax Account
- File PT-AGR
- Apply for a Tax Certificate
- File Montana MW-4(s)
- Register to Upload W2, 1099, or Withholding Files

Gambling Control Division

- Calcutta Pool Application
- Casino Night Application
- Gambling Operator License Application

Unclaimed Property

- Search for Unclaimed Cash
- Quick Claim Letter
- Track Your Claim Status
- Upload UCP Holder Report

TAP ACCOUNT

New user? Setup online access.

- **Required information**

- 13-digit Account ID assigned by the Department
- FEIN (Federal Employer Identification Number)
- ZIP Code associated with the account
- A letter received from the Department within the last year

If you don't have a letter, you can request one. You will be granted limited access until you receive and enter a valid letter ID.

- **You will receive an authentication code within minutes.**

- This code is required the first time you sign in.

TAP SECURITY

TWO-FACTOR AUTHENTICATION

- Initial Registration
- Using a different computer, tablet or mobile phone
- After clearing your browser's cookies

PASSWORD RESET

- Only resettable through email
- Reset is time sensitive, expires after 60 minutes.
- Check spam/junk folders



MW-4S ON TAP

- Form must be signed to be valid.
- Enter the information exactly as it appears on the employees form.
- Only submit MW-4s claiming more than 10 allowances or an exemption listed in Section 2.

MW-4

Withholding

Welcome, Test [Settings](#) [Sign Out](#)

[Home](#) > [Confirm Access](#) > [Withholding](#)

Account

LIQUOR FOR LIFE
4085049

Withholding
Monthly
4085049-053-WTH
Balance: \$0.00

Account Alerts

- File return for 31-Dec-2017
- File return for 31-Dec-2016
- File return for 31-Dec-2015

Account Options

[View my accounts](#)

[Make a payment](#)

[File a return](#)

[Send us a message](#)

[File W-2s/1099s](#)

[Register for ACH](#)

[File Montana MW-4\(s\)](#)

[More...](#)

[Recent Periods](#) [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Logons](#)

Recent Periods

31-Dec-2018	Monthly	\$0.00	File Return
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TAP 3RD Party Access

- Gives accountants and tax preparers the ability to manage their clients accounts from one TAP username.
- Before requesting 3rd party access, both you and your client must have TAP accounts setup.
- Required information to request access
 - 13-digit Account ID assigned by the Department
 - FEIN (Federal Employer Identification Number)
 - ZIP Code associated with the account
- Once you request access, your client will receive instructions via email on how to complete the process.

Payments in TAP

- E-check Payments
 - Free processing in TAP
- Credit/Debit Card Payments
 - Small processing fee
- ACH Payments
 - An Automated Clearinghouse (ACH) payment lets you send money directly from your bank to ours.
 - Registration is required and can be completed in TAP for withholding payments.
- All withholding payments must be applied to December of the appropriate tax year, but are still due according to your payment schedule/filing frequency.

WITHHOLDING REPORTING

TAP offers two options for filing 1099s, W-2s, and MW-3s:

- **Single-Entry**

- Allows the user to manually enter data into an online form.
- No special account required.

- **File Upload**

- Allows the user to upload withholding files exported directly from their payroll software.
- Files must be in the correct file format.
- Unable to accept PDF documents.

Note: Certain Payroll software products allow you to file your Montana MW-3 and W-2s directly from their software.

FILE UPLOAD FORMATS

- **1099 Files**

- Must be submitted in text (.txt) format.
- Must meet IRS Publication 1220 format specifications.

- **W-2 Files**

- Must be submitted in text (.txt) format.
- Must meet Social Security Administration Publication No. 42-007 (EFW2) specifications and must contain the RS record specific to Montana.

- **MW-3 Files**

- Must be submitted in zipped (.zip) xml format.
- Payroll Software must be approved with the Montana Department of Revenue.
- Requires a “File Processing” account on TAP.

On-Line Security

The Department of Revenue takes taxpayer security very seriously.

You can do your part by:

- Updating your browser and software regularly.
- Creating safe passwords and changing them often, consider using passphrases.
- Ensuring that anti-virus protection and firewalls are current.
- Using caution when opening attachments.
- Using trusted Internet sites only.

SUMMARY

- Functions available on TAP:
 - Register new tax accounts
 - Make payments
 - File returns
 - Submit 1099s and W-2s
 - Submit Montana MW-4s
 - Submit a Power of Attorney (POA)
- Benefits of filing and paying online :
 - Free to use
 - Safe and secure
 - One location to e-file and e-pay
 - No paper documents to print and mail
 - Immediate confirmation that your submission was received

MONTANA TAX NEWS YOU CAN USE

- The Montana Department of Revenue invites you to subscribe to its electronic newsletter, Montana Tax News You Can Use. The e-newsletter keeps tax preparers informed of new developments at the department, updated processes, and issues and trends popping up during tax season in Montana. It's a resource for anyone who assists people in filing taxes and meeting their tax responsibility and for those interested in the state's tax system. And, of course, it's free.

The slide features a light green background with a subtle gradient. In each of the four corners, there are decorative elements consisting of thin, light blue lines that resemble circuit traces or neural network connections. These lines terminate in small, hollow circles. The overall aesthetic is clean and modern, with a focus on technology and connectivity.

ANY QUESTIONS?

ADDITIONAL RESOURCES

Helpful Links

- Department of Revenue Website mtrevenue.gov
- TransAction Portal tap.dor.mt.gov

Contact Information

- Department's Call Center Phone: 406-444-6900
- Department's Withholding Unit Phone: 406-444-6937
Email: MTDORWithholding@mt.gov
- Department's e~Services Unit Email: DORE-Services@mt.gov

NEW HOMEPAGE LAYOUT:

MONTANA.GOV
OFFICIAL STATE WEBSITE

Development

SERVICES AGENCIES



Montana TransAction Portal



Username

Password

Log in

Forgot username or password?

Don't have a username?
Create One

🔍 *Type in a keyword to narrow down your choices*



Quick Links

Quickly access the most frequently requested actions

- > [File a Return](#)
- > [Make a Payment](#)
- > [Open Saved Return/Application](#)
- > [Submit Requested Documents](#)
- > [File a Power of Attorney](#)



Individuals

Manage your individual income tax account

- > [Where's My Refund?](#)
- > [Verify Return](#)
- > [View Your Form 1099-G](#)
- > [View More Options](#)



Businesses

Applications for Businesses

- > [File an Affidavit of Inactivity](#)
- > [Apply for a Tax Certificate](#)
- > [Register for a New Tax Account](#)
- > [View More Options](#)

NEW LOGGED IN LAYOUT: MULTIPLE CUSTOMER ACCESS:



Logon

tester
t@t.com

Welcome, tester

You last logged in on Friday, Feb 21, 2020 10:34:27 AM

[Manage My Profile](#)

[Accountant Center](#)

Who do you want to work with?

Showing all customers

[Manage Favorites](#)

Filter

E-SERVICES DEMO BUSINESS

4180205
125 N ROBERTS ST HELENA MT 59601-4558

4 outstanding actions

MULTI SUBPANEL LLC

4180208
125 N ROBERTS ST HELENA MT 59601-4558

NATO PHONETIC ALPHABET LLC

4130000
100 E 6TH AVE HELENA MT 59601-5033

6 outstanding actions

ACCOUNTANT CENTER → MANAGE PAYMENTS AND RETURNS:

MONTANA.GOV OFFICIAL STATE WEBSITE Development SERVICES AGENCIES

MONTANA REVENUE Montana TransAction Portal

< Accountant Center

File a Return

tester
t@t.com

Manage Payments and Returns

Accounts: All

Show: Not Filed

For Periods: All

Returns

Filter

Status	Period	For	ID	Name	Type
File Return	31-Dec-2021	Personal Property Reporting	4180205-004-PPR	E-SERVICES LAND MANAGEMENT	Personal Property Form
File Return	31-Dec-2020	Coal Gross Proceeds	4130000-008-CGP	GOLF	Coal Gross Proceeds Return
File Return	31-Dec-2020	Personal Property Reporting	4180205-004-PPR	E-SERVICES LAND MANAGEMENT	Personal Property Form
File Return	30-Sep-2020	Foreign Winery Import	4180208-002-FWI	DERRY WINES	Winery/Importers Renewal
File Return	30-Jun-2020	Bentonite Production	4130000-004-BEN	CHARLIE	Bentonite Production Tax Return
File Return	30-Jun-2020	Brewery Storage Depot	4130000-006-BSD	ECHO	Miscellaneous Alcoholic Beverage Rene
File Return	31-Mar-2020	Emergency Telephone Fee	4130000-002-911	ALPHA	Emergency Telephone 911
File Return	31-Mar-2020	Cement & Gypsum	4130000-010-CGT	INDIA	Cement and Mineral Tax Return
File Return	31-Mar-2020	Oil & Gas Production Tax	4130000-013-COG	LIMA	Comb. Oil Gas Rtn
File Return	31-Mar-2020	Coal Severance Tax	4130000-015-CST	NOVEMBER	Coal Severance Tax Return
File Return	29-Feb-2020	Beer Excise Tax	4130000-005-BET	DELTA	Beer Tax Return
File Return	29-Feb-2020	Cigarette	4130000-011-CIG	JULIETT	Cigarette