

## **E-Withhold Excel Spreadsheet Processing Instructions**

*Updated November 16, 2010*

### **Step One**

1. The financial institution will retrieve the "Inquiry" list from the "FromDOR" Folder on the SFT Server and save the list to My Documents.

***Note: If the FIDM Method 2 file format is utilized to process the "Inquiry" list, go directly to step 3.***

### **Step Two**

1. Once assets are located, go to the "Account Type" column and update the numeric coding per the asset type located.

The default numeric coding is 00 and will only be updated if accounts or assets are located. The numeric coding will identify the asset type located.

The "Numeric Coding Key" is available on our website at [dor.wa.gov/e-withhold](http://dor.wa.gov/e-withhold).

2. The "Payee's Account Reference Number" column is available for your internal use and convenience to identify the account when the revised "Withhold" list is returned.

***Note: Please do not use the member's bank/credit union account number to identify the account/asset in this field.***

3. Go to the "Matched Name 1" column and enter the name found for the asset located. Repeat this step for the "Matched Name 2" column if additional name is found.
4. Save the file in the following format: "Accounts\_YYYYMMDD".
5. Upload the file onto the secure server following the "SFT Instructions" which can be found at [dor.wa.gov/e-withhold](http://dor.wa.gov/e-withhold).

**This completes Steps One and Two of the E-Withhold process.**

### **Step Three**

1. Retrieve the "Withhold" list from the "FromDOR" Folder on the SFT Server and save the list to My Documents.
2. Update the "Amount Withdrawn" column with the amount withheld for each record.
3. Save the file in the following format: "Payments\_YYYYMMDD".
4. Upload the file onto the secure server following the "SFT Instructions" which can be found at [dor.wa.gov/e-withhold](http://dor.wa.gov/e-withhold).

### **Step Four**

1. Payment remittance via ACH Credit.

***Note: The payment file must be uploaded onto the secure server at the same time the payment is remitted to DOR.***

For example, if you send the payment on the 31<sup>st</sup> day, you would upload the file onto the SFT Server the same day.

2. The amount reported in the payment reconciliation file must match the actual payment remitted.