

Identify errors from “WTH Tax Certificates greater than 500 records” Certificate Requests

The “**Submit WTH Tax Certificates greater than 500 records**” option under the “I Want To” section of a withholding tax account is used to upload large excel files containing Withholding Tax Certificate data. This request is processed by TAJ at end of day providing the request was submitted by 6 pm.

Records (rows) that are in keeping with the rules for generating certificates will be processed. See WITHHOLDING TAX CERTIFICATES EXCEL UPLOAD RULES under the “How To” section on TAJ’s website.

If there are issues with some or all rows, a web message will be generated accompanied by a file containing only the rows that were not processed. This file will identify the reason a specific row was not processed.

The “Error Type” column in the file produced out of this request identifies errors/issues found that prevented specific certificate records from being processed.

	R	S	T
id	Authorized Officer	Title	Error Type
0.0000		<- Do Not Delete	
3,400.0000	JASON BOURNE	DIRECTOR	COMPUT
3,600.0000	MARK THOMAS	DIRECTOR	COMPUT
3,200.0000	MARY JANE	MANAGER	COMPUT
0.0000	JONAS	DIRECTOR	DATERR
3,000.0000	JOHN BROWN	DIRECTOR	COMPUT

See below more details for each error category:

INVTRN - Invalid TRN

- TRN is incorrect
- Account from which the certificate was submitted from is associated to the same TRN and branch as the withholder on certificate
- No Withholder TRN was entered for certificate type for which it is required. A TRN is required for the withholder when creating a certificate for Specified Services and Contractor’s Levy

DATERR - Date Error

- Contract Date(s) not entered for a Contractor’s Levy file
- Contract Date(s) entered incorrectly for Contractor’s Levy File
- Date Withheld was not entered
- Invalid Date Withheld

- Date withheld is before the start date for the account or before the date users can create certificates for that Tax Type

CONSOL - Consolidation Error

- Same Manual Certificate Number in multiple rows with one of the following different:
 - o Withholdee TRN
 - o Withholdee Name
 - o Withholdee Address
 - o Authorized Officer Name
 - o Authorized Officer Title
 - o Branch Number
 - o Contract To or Contract From (Contractors Levy only)
- Same Withholdee TRN in multiple rows with one of the following different:
 - o Withholdee Name
 - o Withholdee Address

COMPUT - Computation Error

- Rate and general computation errors in calculating Amounts Withheld and Gross Amounts
- Address and/or Name fields are too long
- Required fields were not populated

SOURCE - Withholding Source Error

- Withholding Source entered is not valid

DUPLCTE – Duplicate Certificate

- If a payment of the same amount is made to the same withholdee, on the same date with the same withholding source it will be rejected as a duplicate
 - o If the affected payments not errors, different manual certificate numbers will need to be added for each of the affected records

Certificates records that failed will need to be resubmitted in keeping with the expected rules to be processed.