



RICK CLAYBURGH
TAX COMMISSIONER

North Dakota Office of State Tax Commissioner

SALES TAX WEBFILE

Welcome to North Dakota WebFile!

WebFile provides you with a secure method for filing your state and local sales tax return using the Internet. It is an easy to use, accurate, and convenient way to file and pay your sales taxes. Best of all, it is free and available 24 hours a day, 7 days a week.

The Office of State Tax Commissioner is excited about this new electronic filing option, and we hope you find it as beneficial as we do.

To Access WebFile

When you registered for WebFile, you received an approval letter from the Office of State Tax Commissioner containing your authorization and password. You must enter your Password and your Permit Number to access the WebFile.

You will no longer receive a paper sales tax return from the Office of State Tax Commissioner. Instead, you will receive an e-mail reminder that you must file electronically for each reporting period.

Getting Started - Equipment Needs

To successfully file your sales tax returns using WebFile, you must meet the following minimum requirements for computer hardware and software:

- Personal Computer (PC)
- Modem - recommended minimum baud rate of 28.8 kbps
- Mouse
- Web browser: Netscape 3.0 or greater or
Microsoft Internet Explorer 4.2 or greater

Getting Started - Filing Instructions

Follow the step-by-step instructions to file your sales tax returns on the Web.

WebFile is a free web-based PC program that allows all sales tax permit holders to file sales tax returns using the Internet.

If you have not applied for WebFile, you can do so by printing the application from our web site,
www.state.nd.us/taxdpt

You can access WebFile from the Tax Department's home page by selecting **Electronic Filing**, then selecting **Sales Tax**, and then **WebFile**, or you may access the Entry Page directly by entering the address www.ndef.com/



WebFile Entry Page

The WebFile Entry Page allows you to access the secure WebFile site, which uses Secure Socket Layer technology to protect your data from unauthorized users.

If you entered data on the return but want to finish the return at a later time, click

[Save & Exit Secure Site.](#)

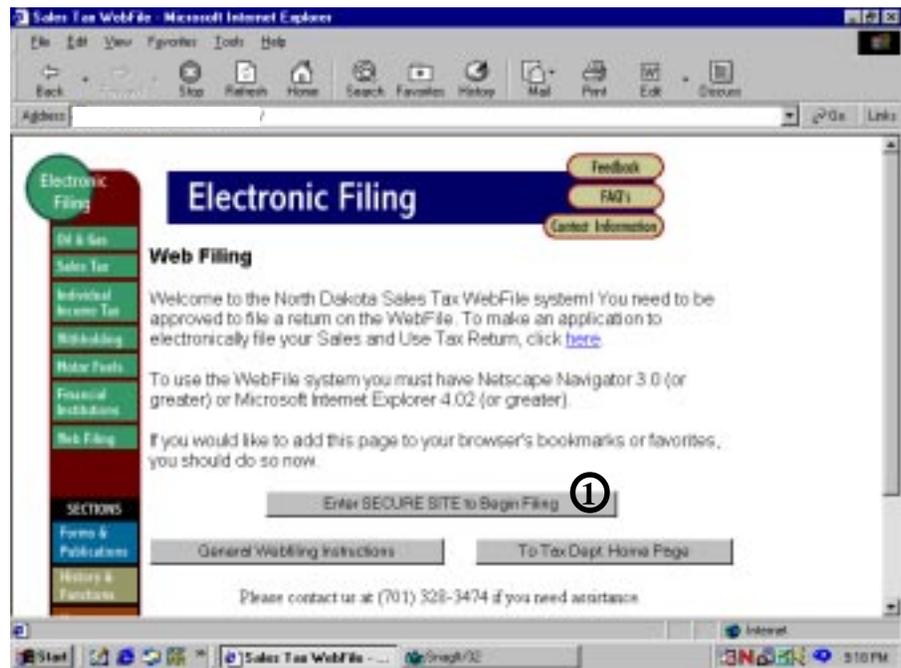
All the data you entered will be saved and you will exit to the WebFile Entry Page.

Step 1 Click

[Enter SECURE SITE to Begin Filing](#)

To proceed beyond the WebFile Entry Page, you must hold a North Dakota sales and use tax permit and have been assigned a WebFile password.

www.ndef.com



[General WebFiling Instructions](#) on the entry page will provide you with some on-line helpful hints that will assist you in filing a WebFile return successfully.

Security

To proceed, you must enter your sales and use tax permit number and your password.

Electronic Filing
ND Sales Tax WebFile

Please enter your permit number and password. Click the **NEXT** button to file a return, or select the **Change Password** button to change your password.

Permit Number: Enter 5 or 6 digit permit number.
Do not enter suffix (e.g. 00, 55, 66, 88)

Password:

The first time you use the WebFile System, you will be asked to change your password.

Electronic Filing
ND Sales Tax WebFile

To change your password, please enter the new password and verify it by entering it again in the second box. Then click the **NEXT** button to continue.

New Password: Enter 4 to 8 characters.

Verify New Password:

Step 1 Enter your permit number.

Step 2 Enter your password.

Step 3 Click to continue to next screen.

If you wish to change your password, click .

To prevent unauthorized users from entering the system, the WebFile system will lock out a user who enters an incorrect password three consecutive times for the same permit.

Select Return

Once you have entered your permit number and valid password, you must choose the Sales and Use Tax return you want to complete from the list of returns available to file.

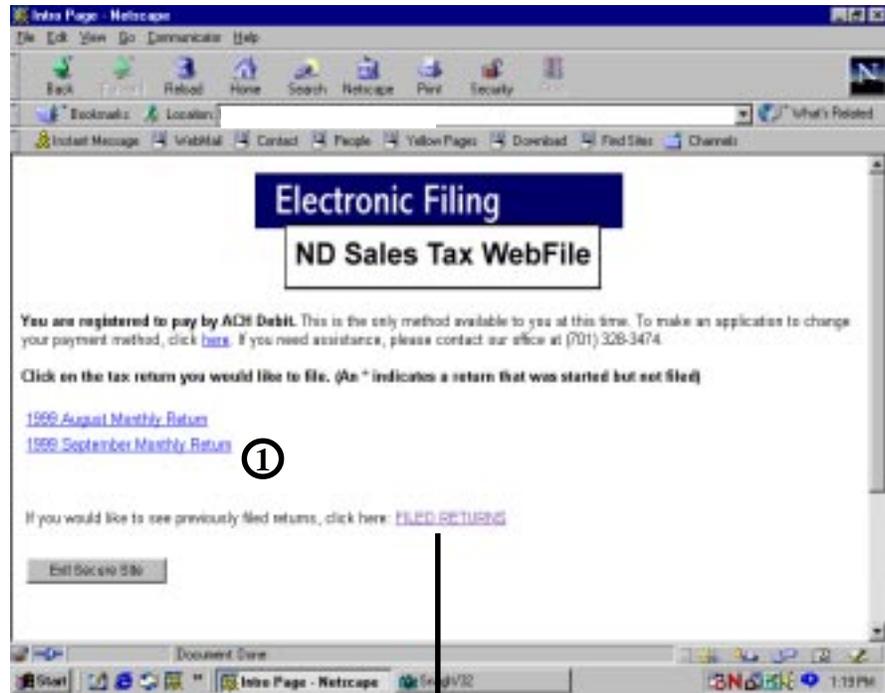
The Select Return screen identifies your selected payment method (i.e., the screen example identifies the “ACH debit” payment method).

Step 1 Click on the tax period that you want to file. (This will take you to the next screen.)

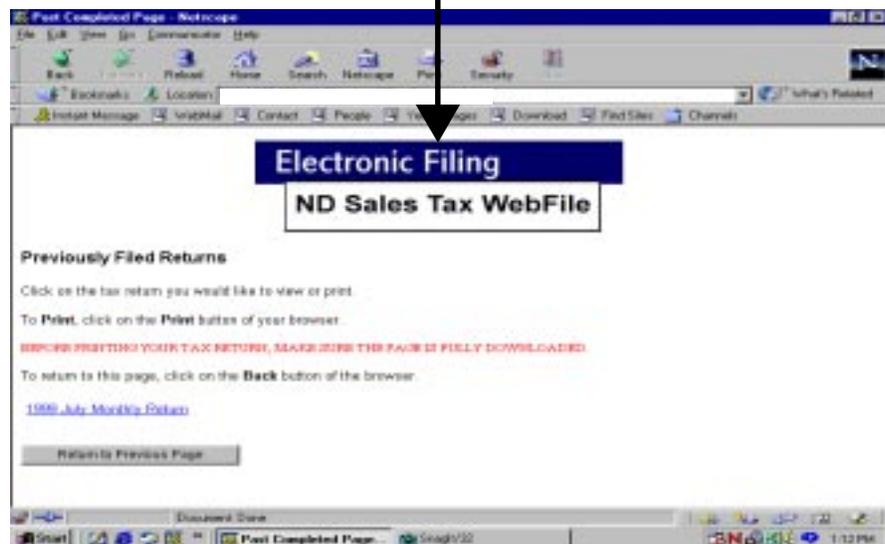
If you want to review a previously filed return, click on **FILED RETURNS.**

Previously Filed Returns for the past two years may be viewed by clicking on one of the returns included in the list of previously filed returns.

Select Return



Previously Filed



Sales & Use Tax Return - S1

North Dakota has two return formats, a **S1** return and a **S2** return. WebFile will display the appropriate return format.

S1 Sales & Use Tax Return

NORTH DAKOTA SALES AND USE TAX RETURN

To change your name and/or address, enter the new information in the boxes below.

TAX PERIOD: 2000
 PERMIT NUMBER: 68659

FOR THE PERIOD ENDING: March 31, 2000
 DUE DATE OF THIS RETURN IS: Monday, May 01, 2000

Do not use dollar signs. Round to the nearest whole dollar except for Adjustments on line 7. If you have no taxable sales or purchases to report, enter 0 on Line 1. Use the tab key or mouse to advance. Do not use the Enter key.

Tax Payer Name: ABC COMPANY, INC
 Address: JOHN SMITH
 Address 2: BOX 1550
 City: ANYCITY
 State: ND
 Zip: 589991234

S1

If you are no longer in business, check this box and enter last day of business: MM DD YYYY
 LAST DAY OF BUSINESS:
 If change in ownership, check this box and enter new address/telephone no. of new owner:
 NAME:
 ADDRESS:
 CITY:
 STATE:
 ZIP:
 TELEPHONE NO.:

	Column A	Column B All Sales and Purchases
1. Total Sales		①
2. Nontaxable Sales (Enter in Lines 16 through 27)		
3. Net Taxable Sales (Line 1 minus Line 2)		③
4. Items Subject To Use Tax		④
5. Taxable Balance (Line 3 plus Line 4)		
6. State Tax (Line 5 x H.D. tax rate)		
7. Less Adjustments (Instructions)		②
8. Adjusted State Tax (Line 6 minus Line 7)		
9. Penalty And Interest (Instructions)		
10. Amount Due (Line 8 plus Line 9)		
11. State Tax, Penalty and Interest		
12. (Tax Dept. Use Only)		
13. Net Local Option Tax Due From Schedule S1-A - Column D Total		
14. Local Option Penalty & Interest From Schedule S1-A - Column E Total		
15. Total Due with Return (Total of Lines 11, 13, and 14)		

	Column A	Column B
16. Sales to U.S. Government, State of North Dakota & political subdivisions		16
17. Sales to licensed nursing homes, hospitals, intermediate/basic care facilities & voluntary health associations		17
18. Sales of food and food products for human consumption		18
19. Sales of feed, seed and chemicals used for agricultural purposes		19
20. Sales of electricity, water, steam for ag. processing sales, N.D. mined coal, motor fuels and heating fuels		20
21. Sales of oxygen, drugs, prosthetic devices, diabetic and bladder dysfunction supplies		21
22. Sales to Montana residents who provide completed Certificate of Purchase form		22
23. Sales in interstate commerce (delivered outside North Dakota)		23
24. Sales of nontaxable services		24
25. Sales to other retailers for purpose of resale and sale for processing		25
26. Trade-in allowances credited to customers, bad debts, refunds on returned merchandise		26
27. Other allowable deductions		27
28. TOTAL OF NONTAXABLE SALES CLAIMED (LINES 16 THRU 27)		28

To calculate your entire gross: **5**

S1 return users – Permit holders having less than \$333,000 taxable sales and purchases for the previous calendar year.

Step 1 Enter total sales on Line 1.

Column A is not used unless you are registered to file a tax rate other than the 5% general sales/use tax rate.

Step 2 Enter nontaxable sales information (deductions) on Lines 16 through 27.

Step 3 Enter items subject to use tax on Line 4.

Step 4 Enter approved tax credit adjustments on Line 7.

Step 5 Click **NEXT** to calculate and continue the WebFile process.

Sales & Use Tax Return - S2

North Dakota has two return formats, a **S1** return and a **S2** return. WebFile will display the appropriate return format.

S2 return users – Permit holders with \$333,000 or more taxable sales and purchases for the previous calendar year.

Step 1 Enter total sales on Line 1.

Column A is not used unless you are registered to file a tax rate other than the 5% general sales/use tax rate.

Step 2 Enter nontaxable sales information (deductions) on Lines 16 through 27.

Step 3 Enter items subject to use tax on Line 4.

Step 4 Enter approved tax credit adjustments on Line 8.

Step 5 Click **NEXT** to calculate and continue the WebFile process.

S2 Sales & Use Tax Return

NORTH DAKOTA SALES AND USE TAX RETURN

To change your name and/or address, enter the new information in the boxes below.

Taxpayer:

Address1:

Address2:

City:

State:

Zip:

TAX PERIOD: 2008

PERMIT NUMBER: 30423

FOR THE PERIOD ENDING: February 28, 2008

DUE DATE OF THIS RETURN IS: Friday, March 31, 2008

Do not use dollar signs. Round to the nearest whole dollar except for Adjustments on line 8. If you have no taxable sales or purchases to report, enter 0 on line 1. Use the tab key or mouse to advance. Do not use the Enter key.

S2

If you are no longer in business, check this box and enter last day of business: MM DD YYYY

LAST DAY OF BUSINESS:

If change in ownership, check this box and enter name/address/telephone no. of new owner:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE NO:

	Column A	Column B	
1. Total Sales	<input type="text"/>	<input type="text"/>	①
2. Nontaxable Sales (Enter in lines 16 through 27)	<input type="text"/>	<input type="text"/>	
3. Net Taxable Sales (Line 1 minus Line 2)	<input type="text"/>	<input type="text"/>	
4. Items Subject To Use Tax	<input type="text"/>	<input type="text"/>	③
5. Taxable Balance (Line 3 plus Line 4)	<input type="text"/>	<input type="text"/>	
6. State Tax (Line 5 x N.D. tax rate)	<input type="text"/>	<input type="text"/>	
7. Total State Tax (Line 6 - Column A plus Column B)	<input type="text"/>	<input type="text"/>	④
8. Less Adjustments (Instructions)	<input type="text"/>	<input type="text"/>	
9. Adjusted State Tax (Line 7 minus Line 8)	<input type="text"/>	<input type="text"/>	
10. Compensation Allowance (Line 9 X .813) (Net To Earned \$50.00)	<input type="text"/>	<input type="text"/>	
11. Net State Tax Due (Line 9 minus Line 10)	<input type="text"/>	<input type="text"/>	
12. Penalty and Interest (Instructions)	<input type="text"/>	<input type="text"/>	
13. State Tax, Penalty And Interest (Line 11 plus Line 12)	<input type="text"/>	<input type="text"/>	
14. Net Local Option Tax Due	<input type="text"/>	<input type="text"/>	
15. Local Option Penalty & Interest	<input type="text"/>	<input type="text"/>	
Total Due with Return (Total of Lines 13, 14 and 15)	<input type="text"/>	<input type="text"/>	

SCHEDULE OF NONTAXABLE SALES CLAIMED ON LINE 2 ABOVE (Instructions)

	Column A	Column B	
16. Sales to U.S. Government, State of North Dakota & political subdivisions	<input type="text"/>	<input type="text"/>	16
17. Sales to licensed nursing homes, hospitals, intermediate/basic care facilities & voluntary health associations	<input type="text"/>	<input type="text"/>	17
18. Sales of food and food products for human consumption	<input type="text"/>	<input type="text"/>	18
19. Sales of feed, seed and chemicals used for agricultural purposes	<input type="text"/>	<input type="text"/>	19
20. Sales of electricity, water, steam for ag. processing sales, N.D. mixed retail, motor fuels and heating fuels	<input type="text"/>	<input type="text"/>	20
21. Sales of oxygen, drugs, prosthetic devices, diabetic and bladder dysfunction supplies	<input type="text"/>	<input type="text"/>	21
22. Sales to Montana residents who provide completed Certificates of Purchase forms	<input type="text"/>	<input type="text"/>	22
23. Sales in interstate commerce (delivered outside North Dakota)	<input type="text"/>	<input type="text"/>	23
24. Sales of taxable service	<input type="text"/>	<input type="text"/>	24
25. Sales to other states for purpose of resale and sales for processing	<input type="text"/>	<input type="text"/>	25
26. Trade-in allowances credited to customer, bad debts, refunds on returned merchandise	<input type="text"/>	<input type="text"/>	26
27. Other allowable deductions	<input type="text"/>	<input type="text"/>	27
28. TOTAL OF NONTAXABLE SALES CLAIMED (LINES 16 THRU 27)	<input type="text"/>	<input type="text"/>	28

To calculate your return press:

Calculated Local Option Sales and Use Tax

Once you have entered the local sales and use tax information and have clicked **Calculate/Continue**, WebFile displays a calculated local option sales and use tax schedule.

Step 1 If the calculated local tax page is correct, click **NEXT** to continue.

If the calculated local tax page is not correct, click **EDIT** to make corrections.

Calculated Local Option Sales & Use Tax Schedule

Period Number: 37422 Tax Period: 2008 Business Name: ABC COMPANY INC

LOCATION	TAX RATE	NO. OF LOCATIONS	TOTAL LOCAL OPTION TAX	COMPENSATION RES ALLOWANCE	LOCAL OPTION TAX RES	PENALTY AND INTEREST
CITY						
ADLEY	0.01	02	0	0.00	0.00	0.00
BENCH	0.01	130	0		0.00	0.00
BELLEVILLE	0.01	03	130.00		130.00	0.00
BENTLEY	0.01	130	0		0.00	0.00
BIRMINGHAM	0.01	02	12.00	0.00	12.00	0.00
BOSTON	0.00	113	0	0.00	0.00	0.00
BOSTON	0.01	120	0		0.00	0.00
CADIZ	0.01	01	0	0.00	0.00	0.00
CANTON	0.01	114	0		0.00	0.00
CANTON	0.01	03	0		0.00	0.00
CANTON	0.01	117	0		0.00	0.00
COVINGTON	0.01	01	0		0.00	0.00
CROFT	0.01	116	0		0.00	0.00
DODD LANE	0.015	04	0	0.00	0.00	0.00
DECATUR	0.01	00	0		0.00	0.00
DECATUR	0.01	111	0		0.00	0.00
DUNELLY	0.01	140	0	0.00	0.00	0.00
TOWNSHIP	0.01	179	0	0.00	0.00	0.00
VALLEY CITY	0.01	113	0		0.00	0.00
VALLEY CITY	0.01	175	0		0.00	0.00
WADSWORTH	0.01	113	0	0.00	0.00	0.00
WALNUT	0.01	140	0		0.00	0.00
WATFORD CITY	0.01	172	0	0.00	0.00	0.00
WEST PARK	0.01	120	0		0.00	0.00
WELLSVILLE	0.01	110	0	0.00	0.00	0.00
WYOMING	0.01	110	0	0.00	0.00	0.00
COUNTY						
GRAND	0.001	200	0		0.00	0.00
			Total Local Option Tax Due		\$11.20	
					Total Local Option Penalty and Interest Due	\$0.00

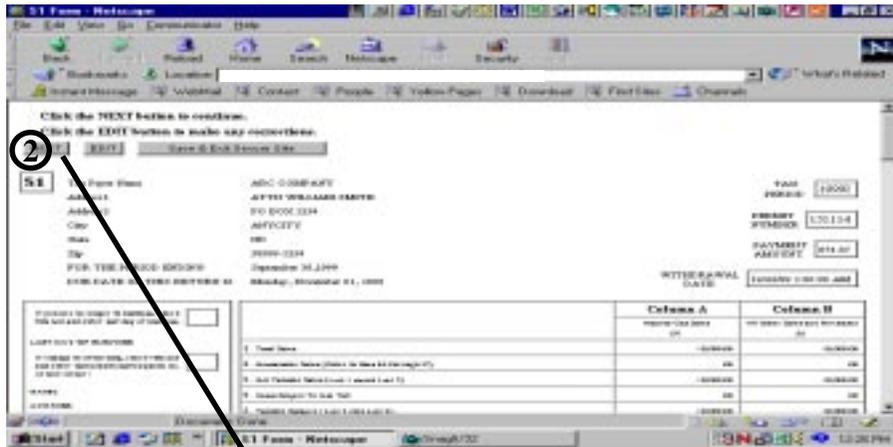
① **NEXT** **EDIT** Save & Exit Screen Title Help

Totals Page

At this point, the return information is complete and the Totals Page displays calculated totals.



ACH Debit Filers Only:



Step 1 Click **NEXT** to continue.

If you pay by ACH Debit:

Step 2 If the return is correct, click **NEXT**. If the return is not correct, click **EDIT**.

Step 3 The amount due is displayed. You may change the payment amount.

Step 4 The default payment date is the next day. You may change the withdrawal date to any date up to the due date.

Step 5 Click **NEXT** to continue.

If you pay by ACH credit:

You advance to the Submit Page. You must contact your bank to initiate the ACH credit payment.

If you pay by check:

You advance to the Submit Page. After you select **I AGREE**, WebFile will provide instructions to print a payment voucher. You must print the voucher and mail with your payment. (Instruction screen and voucher not displayed here.)

Submit Page

When you click **AGREE**, the Completed Tax Return is submitted to the Commissioner. WebFile will provide a confirmation number and instructions on viewing and printing your filed return.

Review the completed tax return. If necessary, you may click **EDIT** to make changes to the tax return.

Step 1 When the return represents a true, correct and completed return, click **AGREE** to submit your return.

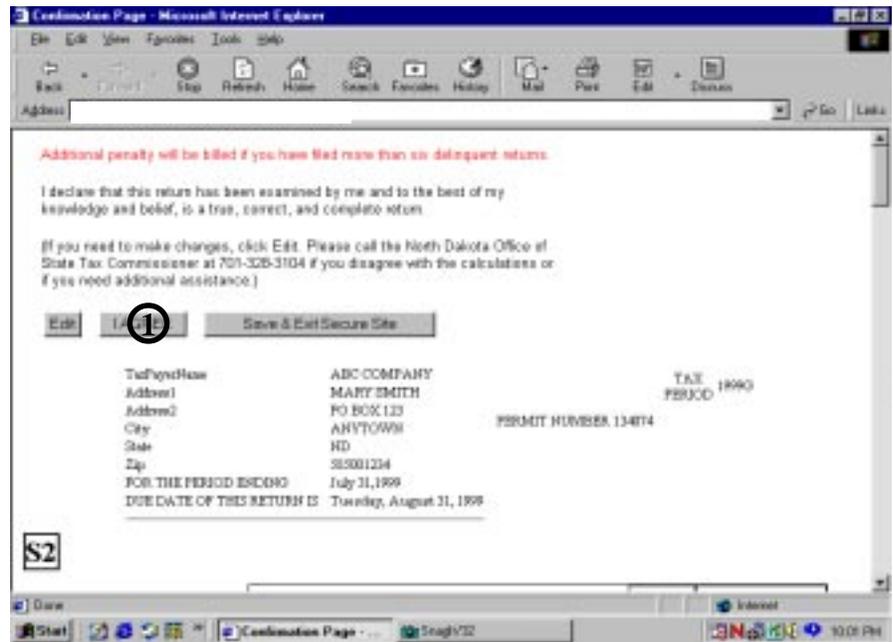
If you pay by check:

The Voucher Printing Instructions will display.

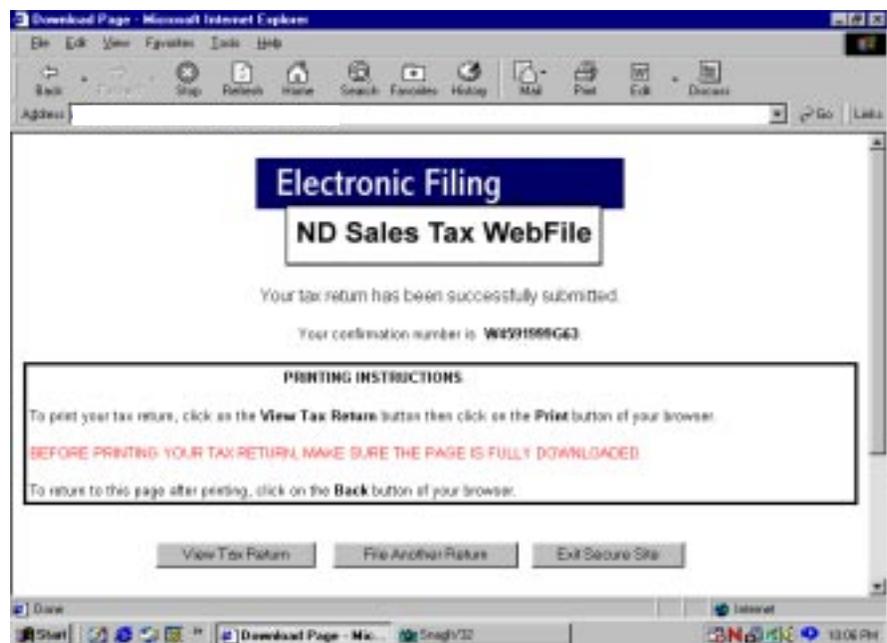
- Click **VIEW VOUCHER FORM** to display the voucher.
- Click **Print** on your browser toolbar to print the voucher.
- Click **Back** on your browser toolbar to return to the previous page.
- Click **NEXT** to continue to the Confirmation Page.

If you pay electronically, you will advance to the Confirmation Page, which provides a unique confirmation number for reference purposes.

Submit Page



Confirmation Page



General Information

Due Date

Sales tax returns are due on or before the last date of the month following the tax period. If the last day of the month is on a weekend or holiday, the return is due on the following business day. The due date is displayed at the top of the WebFile return. A WebFile return is filed on time if it is **completed** and **filed** by 11:59 p.m. Central Time on the due date. **The return must be filed even if no sales were made during the filing period.**

Tax Period

Monthly tax periods are identified on the return with the year and a letter for each month. For example, 1999A represents January 1999, and 1999L represents December 1999. Non-monthly periods are identified with the year and one additional number. For example, the first quarter of 1999 is identified as 19991. The period 19994 represents the fourth quarter of calendar year 1999 (or a longer reporting period ending December 31, 1999).

Discontinued Business or Change of Ownership

If you discontinue business or if there has been a change of ownership, a final return and payment of tax is due within 15 days after the discontinuance of business or the change in ownership. To file a final return, check the appropriate box on your tax return and enter the last day of business. If the ownership is changing, check the appropriate box on your tax return and enter the name, address and telephone number of the new owner, if available. The new owner or entity must complete an application to obtain a new permit.

State Tax Rates

- 1½%** Sales of **used** farm machinery, **new** and **used** farm machinery repair parts, and **used** irrigation equipment
- 2%** Sales of natural gas
- 3%** Sales of **new** farm machinery, **new** irrigation equipment for agricultural purposes and sales of **new** mobile homes
- 7%** Sales of **all** alcoholic beverages, both on and off sale
- 5%** Includes all other sales of tangible personal property, admissions, amusements, taxable services (steam, communication), lease or rental of tangible personal property, and the rental of hotel/motel accommodations for periods of less than 30 consecutive calendar days

Local Option Sales and Use Tax – refer to the North Dakota Sales And Use Tax Guideline for *Local Option Taxes by Location*.

Items Subject to Use Tax (Line 4 on return)

Enter the total purchase price of tangible personal property or taxable services purchased by you for your own use on which you did not pay sales tax to your suppliers. This includes goods purchased for resale but used by you.

Penalty and Interest

If a return is filed after the due date or without full payment, there is a penalty for the first month the return or payment is late. In addition, 1 percent interest is due for each additional month the return remains delinquent or unpaid. The rate of penalty is based on the total number of late or unpaid returns.

Troubleshooting Guide

If you experience problems with the WebFile system, please refer to the Troubleshooting Guide before contacting our office.

ERROR	POSSIBLE CAUSE	REMEDY
Cannot access WebFile site.	Provider may be down.	<ul style="list-style-type: none"> ➤ Try to access other Internet sites. <ul style="list-style-type: none"> • If you receive similar errors, you may have a problem with your connection. • If you do not experience similar errors when accessing other Internet sites, our provider may be experiencing problems. Retry later.
Will not accept permit number.	You may be adding preceding zeros or a suffix.	Do not add the three or four preceding zeros or the two-digit suffix (i.e., 00, 55, 66, 88) when entering your permit number.
Will not accept password.	You may be entering an incorrect password.	Contact the WebFile Compliance Officer [Phone (701)328-3476] for assistance.
Tax return is not available to file.	You may be a quarterly filer attempting to file a monthly tax return, or taxes for a prior period may have been filed previously on the wrong return.	<ul style="list-style-type: none"> ➤ Check your filing status to ensure you are filing a correct tax return. ➤ If you are unable to identify a problem, contact the WebFile Compliance Officer [Phone (701)328-3476] for assistance.
WebFile system “timed out” or WebFile screens may not display.	<p>Your provider or our provider may be down.</p> <p>Your modem is too slow.</p> <p>You are not using a Recommended browser.</p>	<ul style="list-style-type: none"> ➤ Try to access other Internet sites. <ul style="list-style-type: none"> • If you receive similar errors, you may have a problem with your connection. • If you do not experience similar errors, our provider may be experiencing problems. Retry later. ➤ Your modem should have a baud rate of at least 28.8 kbps. ➤ Your web browser should be Netscape 3.0 or greater or Microsoft Internet Explorer 4.2 or greater.

Contact the WebFile Compliance Officer at jwoeste@state.nd.us or call (701)328-3476 for assistance if you experience any difficulty that cannot be resolved when using the WebFile system.