

**If you are submitting 25 or more W-2 forms, you are required to file electronically; three options are available.** For options 1 and 2 you will need to access the **current Maryland Employer Reporting of W-2s Instructions and Specifications** which can be found on our website under Maryland Taxes, Business Tax Forms and Instructions.\*

1. You may use our free bFile Bulk Upload Application that allows you to upload a text file in the "modified EFW2 format", described in the Specification booklet mentioned above. Once the text file is generated it can be uploaded at **www.marylandtaxes.com** under Maryland Taxes. No excel formats are accepted.
2. You may generate a text file in the "modified EFW2 format", as described in the Specification booklet and copy this file to a CD or 3 1/2 inch diskette and send to **Comptroller of Maryland, Revenue Administration Division, Attn: Electronic Processing-Room 214, 110 Carroll Street, Annapolis, MD 21411-0001**. No excel formats are accepted. Please include a contact name and phone number.
3. You may use our free bFile Withholding Reconciliation Application which allows you to manually key data from your W-2 forms and MW508 form. Up to 250 W-2s can be keyed using this method. This can be found at **www.marylandtaxes.com** under Maryland Taxes.

If you have questions with regard to filing your MW508 Withholding Reconciliation return, please contact **Taxpayer Services at 410-260-7980**. If you have questions regarding technical support in uploading your file, please contact the **Electronic Processing Section at 410-260-7150**.

**If you are submitting 25 or more 1099 forms, you are required to file electronically; two options are available. \***

1. You may generate a "modified 1099 format" file as described in the **current Maryland Reporting of 1099s Instructions and Specifications** which can be found on our website under Maryland Taxes, Business Tax Forms and Instructions. Copy this file to a CD or 3 1/2 inch diskette and send it to **Comptroller of Maryland, Revenue Administration Division, Attn: Electronic Processing-Room 214, 110 Carroll Street, Annapolis, MD 21411-0001**. Please include a contact name and phone number.
2. If you participate in the Combined Federal/State program, the 1099s will automatically be forwarded to Maryland and will include your MW508.

If you have questions with regard to filing your MW508 Withholding Reconciliation return, please contact **Taxpayer Services at 410-260-7980**.

**If you are submitting less than 25 W-2s and/or 1099s you may file electronically or by paper.\***

If you are filing the MW508 by paper, please complete Form MW508, Employer's Annual Withholding Reconciliation Return. Send this form, accompanied by the STATE copy of Form W-2/ Form 1099 for each person for whom wages/annuities have been paid. Keep a copy for your records. Your name, FEIN, Maryland Withholding Central Registration Number, NAICS Code (can be obtained from the Census Bureau) and phone number must be on all documents to assure proper credit and to prevent posting errors. Send your completed MW508 Return, STATE copies of W-2s and/or 1099s to **Comptroller of Maryland, Revenue Administration Division, 110 Carroll Street, Annapolis, MD 21411-0001**.

**Enter the total gross Maryland payroll for the calendar year 2016 on the line provided.**

- Line 1. Enter the number of W-2 and 1099 forms attached on lines 1a and 1b, and the combined total on line 1.
- Line 2. Enter total Maryland withholding tax reported for the year.
- Line 3. Enter the total amount of State and local tax shown on Form(s) W-2 and 1099 on lines 3a and 3b. Then enter the combined total on line 3.
- Line 3c. Enter total amount of withholding tax paid this year.
- Line 3d. Enter total eligible business tax credits if you are a tax-exempt organization. You must attach Maryland Form MW508CR to calculate and take the credit.
- Line 4. Amount Due. (Subtract lines 3c and 3d from line 3. If this amount is zero or greater, enter here; otherwise, go to line 5.)
- Line 5. Overpayment (If line 3 minus lines 3c and 3d combined is less than zero, enter the difference here as a positive number.)
- Line 6. Enter the amount of line 5 you wish to have applied as a credit.
- Line 7. Enter the amount of line 5 you wish to have refunded. (Line 6 plus line 7 cannot exceed line 5.)

**\*Electronic filers submitting via Maryland Bfile or by Magnetic Media do not need to file a paper Form MW508 as this may cause duplicate filing. The MW508 will be included in the data received. Duplicate filing may result in erroneous balance due notices and/or penalty notices.**