

FSET Developer Guide

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E-Services

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General Information

What is FSET?

The Federal/State Employment Taxes program (FSET) - also known as E-Standards or TIGERS - is an electronic file format created by the Federation of Tax Administrators (FTA). The Federal State Employment Taxes program (FSET) uses Secure File Transfer Protocol (SFTP) in the filing of federal and state quarterly employment tax and wage reports, i.e., federal Form 941, state withholding tax and state unemployment insurance, and state annual reconciliations, and making associated payments.

The FSET program provides single point filing from the employer's/third party preparer's perspective. The FSET program is limited to electronic transmission of data using defined FSET XML schemas. The FSET program include the capability to make both individual and bulk electronic payments. FSET standards allow for state payments with a return and state periodic payments.

Transmission to the state may be either by an individual employer, or by a third party, using the required XML record format.

FSET Program Participation

The Mississippi Withholding FSET Program is open to all payroll service providers or other practitioners who file and/or pay on behalf of employers.

Timely Filing and Payments

All returns are due by the 15th of the month following the period end. All payments for the returns must be received by the 15th of the month following the period end.

Note: Due dates for filing are extended based on state business days; while due dates for electronic payments are based on Federal Reserve/banking business days. These two schedules are not always the same.

Data Requirements

Do not send any zero or blank fields on non-required fields. Send data elements only if they contain data values. Do not send empty data elements (i.e., zero financial fields, unused elements, etc.).

Payment Methods

Employers filing electronically must make payments electronically either by including Electronic Funds Transfer (EFT) information in the electronic return or independent of the file transmission process. The following options are available:

- ACH debit information along with your electronic return. You may warehouse this payment for up to 4 months.
- ACH debit payments at our web site through Mississippi's Taxpayer Access Point (TAP), https://tap.dor.ms.gov/.
- ACH Credit Contact your financial institution to set up this payment method. Additional
 information needed by your financial institution is available by email request to
 eftunit@dor.ms.gov.

The Mississippi Department of Revenue (MS DOR) reserves the right to revoke the ACH payment method privilege of any taxpayer for the failure to transmit consistently error free payments and/or payment information on forms.

General Information (cont.)

Acceptable e-Filed Returns

We currently accept Withholding Tax Returns filed monthly or quarterly. For these returns we only accept the original submission or an amendment to the original return. If you must make an addition to the tax due you must file an amended return. Supplemental returns are no longer accepted. When filing an Amended Return, the **AmendedReturnIndicator** should be checked and the **FilingAction** amended option should be selected.

Note: Do not include redundant EFT payment information with the amended transmission. All EFT payments with amended transmissions will be processed. You may include an additional payment if the amended return resulted in an additional amount due.

Rejected Returns

Information about the reason for rejection will be included in the acknowledgement received. If the return is rejected, it has not been filed and should be corrected and resubmitted. If return was submitted timely but rejected, you have 5 business days to get the return accepted. Please populate the **OriginalSubmissionId** and **OriginalSubmissionDate** in the **ReturnHeaderState**.

DOR Adjustments

MS DOR reserves the right to review the transmission, including late filing fee, interest, and penalty reported in the transmission. This review may result in an assessment of the amount due. In these cases, MS DOR will issue an Assessment of Tax, Penalty, and/or Interest and a Statement of Account with a payment voucher. This notice is mailed directly to the withholding taxpayer. If the withholding taxpayer agrees with the notice, the amount due should be remitted to MS DOR. Appeal rights and procedures are explained on the back of the assessment and should be followed when the withholding taxpayer does not agree with the adjustment.

Transmitting Electronic Returns

The Mississippi Department of Revenue (MS DOR) will accept FSET files through secure file transfer protocol (SFTP). To obtain connection information, please complete the FSET Registration form found in this guide and email it to FSETSupport@dor.ms.gov. Once MS DOR has received your registration information, we will create your account on the server and you should receive two auto-generated emails from EFTServer@dor.ms.gov. The first email that you receive will contain your user name. The second email will contain your password. Please add FSETSupport@dor.ms.gov to your trusted email addresses to prevent the emails from going to your junk email.

You will have only one username and password for both testing and production. Upon connection to the server, two main folders, Production and Testing, should be visible.

All test FSET files should be placed in the Testing folder. Within the Testing folder, there is a sub-folder called Responses. This is where test FSET Acknowledgements and Exchange Response files from MS DOR can be retrieved.

All production FSET files should be placed in the Production folder. Within the Production folder, there is a sub-folder called Responses. This is where production FSET Acknowledgements and Exchange Response files from MS DOR can be retrieved.

Transmitting Electronic Returns (cont.)

FSET Users submitting files to the MS DOR that do not meet the file specifications will not be processed. MS DOR and authorized FSET user will exchange four FSET files types:

- 1. Return File (RTN_ETINTimestamp.xml)
- 2. Data Exchange File (EXE_ETINTimestamp.xml)
- 3. Acknowledgement File (ACK_ETINTimestamp.xml)
- 4. Response File (RSP_ETINTimestamp.xml)

MS DOR can only receive .xml files in the correct schema format using secure file transfer protocol (SFTP) hosted on our secure server.

FSET Files Naming Requirements

Note: Timestamp should be YYYYMMDDHHMMSS (HH is 01 to 24). ETIN should be the number we have on file on your Developer Registration Form.

File sent to MS DOR (Input)

All **Returns** will be named in the following format:

RTN_ETINTimestamp.xml Example: RTN_1234520190115103015.xml

All **Exchange Request** will be named in the following format:

EXC_ETINTimestamp.xml Example: EXE_1234520190115103015.xml

File sent from MS DOR (Output)

All **Acknowledgements** will be named in the following format:

ACK_ETINTimestamp.xml Example: ACK_1234520190115103015.xml

All **Exchange Responses** will be named in the following format:

RSP_ETINTimestamp.xml Example: RSP_1234520190115103015.xml

Acknowledgement

Acknowledgements of acceptance or rejections will be generated for each return submitted through the FSET program. The acknowledgement schema is in the schema package at **Acknowledgement.xsd**. Transmitters and Software Developers should allow one business day to receive the state acknowledgement before contacting the Mississippi Department of Revenue.

Financial Transactions

The following provides information about the use of the **FinancialTransaction** schema for including EFT information in FSET returns:

- Direct Debit StatePayment Including banking information along with the return will
 initiate an ACH transaction to debit the funds from the specified account. This payment can
 be warehoused, up to four months, according to the date you supply in
 RequestedPaymentDate. RequestedPaymentDate is a required field and must be entered.
 Note: if the RequestedPaymentDate is not entered, the date we process the file will be
 used.
- ACH Credit ACHCreditInfo Mississippi does accept ACH Credit transactions, if you follow ACH
 Addenda Format. Use of this element to report your ACH Credit intention is completely
 optional. Our systems will properly post the ACH Credit payment to the specified account
 without the need of information from this element.
- International ACH Transactions (IAT) Transactions defined as international by NACHA rules
 are NOT supported in the ACH Debit portion of the Mississippi FSET program. We will accept
 ACH Credit IAT transactions that you originate, but we cannot originate any IAT ACH
 transactions. You will be required to affirm that Direct Debit and Estimated Payment requests
 do not qualify as IAT transactions as defined by NACHA rules.

Mandates

If an employer owes Twenty Thousand Dollars (\$20,000.00) or more in connection with a return, they are required to file and pay the MS DOR electronically.

Developer Responsibilities

- Adhere to all federal and state procedures, requirements and specifications. These
 requirements are specified in IRS Publication 4164, Modernized e-File Guide for Software
 Developers and Transmitters.
- Successfully complete all testing.
- Inputs must be developed in accordance with statutory requirements and MS DOR return preparation instructions.
- Provide accurate Mississippi Withholding tax returns in the correct electronic format.
- Provide data validation, verification, and error detection to prevent transmission of incomplete, inaccurate, or invalid returninformation.
- Software provider must be available to correct any software errors, which may occur after
 production begins, and work with the MS DOR to follow up on any processing issues that
 may arise during filing season. If software providers need to re-release corrected software, it
 should be done in a timely manner and proper notification should be made to all customers.
- Software providers must include electronic signature information in their software. A statement
 notifying taxpayers of the following should be included in the software directly before the
 taxpayer submits the return: Under penalties of law, I declare by submitting this return that I
 have personally examined this return, including any accompanying schedules and statements,
 and to the best of my knowledge and belief, it is true, correct and complete.

Testing

Before Testing with MS DOR, complete the developer registration form and email it to FSETSupport@dor.ms.gov. MS DOR requires test files be submitted and approved before setoffs/intercepts are actually processed in production. Successful testing will ensure that the files can be processed by MS DOR without interventions and interruptions to your filing cycle.

You must submit a test .XML test file to us to be processed in our testing environment. The element in the Transmission header named **ProcessType** should be set to "T" for **Test** and "**P**" for **Production**. This test file will be processed in the test system, loaded into the parser, validated against the schema and business rules, and then loaded to test tables. <u>Please notify us before placing test files in testing folder</u>.

Confirmation or rejection Acknowledgements will be sent within one business day. You will check these Acknowledgements to see if your test file had errors. If you had errors, you will correct them and re submit your file again for testing until successful. Approval for submitting to the Production folder will be granted after you have successfully passed the testing process.

FSET Registration Form

Please complete the registration form below so that an account can be setup for you on our server. Once the account has been created, you will receive two automated emails from the following address: EFTServer@dor.ms.gov. The first email will contain the host name and username you will use to connect. The second email will contain your password. Please add the email address, EFTServer@dor.ms.gov, to your email list to prevent it from going to your junk mail.

DEVELOPER INFORMATION				
NAME OF COMPANY:				
NAME OF SOFTWARE PRODUCT:				
ETIN(s) :				
CONTACT IN	FORMATION			
CONTACT PERSON:				
TITLE/POSITION:				
ADDRESS:				
CITY, STATE & ZIP CODE:				
TELEPHONE:				
FAX:				
EMAIL:				
ALTERNATE CONTA	ACT INFORMATION			
ALTERNATE CONTACT PERSON:				
TITLE/POSITION:				
ADDRESS:				
CITY, STATE & ZIP CODE:				
TELEPHONE:				
FAX:				
EMAIL:				

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Configure Your Secure FTP Software

You should receive two separate automated emails from the following address: EFTServer@dor.ms.gov. The first email will contain your user name. The second email will contain your password. If you do not receive two emails, check your junk email folder. Some email/messaging systems will automatically send any automated generated email to the junk email folder. To prevent this, add the email address EFTServer@dor.ms.gov to your email list.

Please use the following information to login and configure your Secure FTP software. The following options have to be configured in the Secure FTP software that you are using:

File Protocol: SFTP

Host name: xfer.dor.ms.gov

Port Number: 22

Your Login Information is entered as following:

Enter the user name provided in the first email received from EFTServer@dor.ms.gov.

Example:

User Name: abcdefgh (It can be up to 8 alpha characters, lower case)

Enter the password provided in the second email received from EFTServer@dor.ms.gov.

Example:

Password: aBC1d2ef (It is combination of 8 alpha-numeric characters, upper and lower case)

Some Secure FTP software may have other options that are required for setup in addition to these. You may have to contact your IT professional for assistance. If you have any further questions, please send email to FSETSupport@dor.ms.gov.

FSET Business Rules

	Version 1.0					
Rule Number	Location	Line Number	Required Field	Rule	Error Code	
MSFSET-000				Duplicate Transmission	1000	
MSFSET-004	Header	Header	Yes	Required Taxpayer Identification Number	1004	
MSFSET-005	Header	Header	Yes	Required Taxpayer Identification Number Type	1005	
MSFSET-006	Header	Header	Yes	Required StateEIN (Limited to 8 digits)	1006	
MSFSET-007	Header	Header	Yes	Required Taxpayer Name	1007	
MSFSET-008	Header	Header	Yes	Required Taxpayer Address	1008	
MSFSET-009	Header	Header	Yes	If Foreign, Required Taxpayer Country	1008	
MSFSET-010	Header	Header	Yes	If Foreign, Required Taxpayer PostalCode	1008	
MSFSET-011	Header	Header	Yes	Required Form Type	1009	
MSFSET-012	Header	Header	Yes	Incorrect Form Type. (Must be WTHL or WTHG or WTH)	1010	
MSFSET-013	Header	Header	Yes	Incorrect Filing Action. (Must be Original or Amended)	1011	
MSFSET-014	ReturnData/StateWH	Line 1	Yes	Required Total Income Tax Withheld	1012	
MSFSET-015	ReturnData/StateWH	Line 4	Yes	Required Total Tax	1013	
MSFSET-016	ReturnData	NA	NA	Duplicate Submission/Return	1014	
MSFSET-017	Header	Header	Yes	Invalid Account ID	1015	

FSET (RTN) Transmission Field Descriptions

		Transmission Hooday
FieldName	Required	Transmission Header Description
		·
RecordCount Jurisdiction	Yes Yes	Number of Withholding Returns included in the transmission Should be "MS Department of Revenue"
Julisulction	163	Should be 1913 Department of Neverlae
TransmissionId	Yes	TransmissionId is composed of your ETIN plus timestamp, example 123452018062911022300
Timestamp	Yes	Time the file or return was created. Note: The timestamp requires an offset from GMT. Central Standard Time is 6 hours behind GMT so June 29, 2018, at 11:02 AM CST would be "2018-06-29T11:02:23- 06:00". Holds true for all timestamp instances.
ETIN	Yes	The ETIN is a 5-digit number issued by the IRS to transmitters. If you have one, use it. Otherwise, use the EFIN.
EFIN	Yes	The EFIN is a 6-digit number issued by the IRS to electronic return originators.
ProcessType	Yes	T = Test, "P" = Production
AgentIdentifier	Yes	Your up to 8 character identifier issue to you by MS DOR
ReportingAgentSignature	No	Your PIN number, when you are signing the returns for all of the transmissions.
AckAddress	No	Address where DOR will email the acknowledgement or reject notice if you upload the file to DOR web site .
		ReturnState
FieldName	Required	Description
StateSchemaVersion	No	The version of the schemas that the returns were built
		Combination of the following: 6 digit EFIN + 4 digit Year + 3 digit Julian Date + 7 unique
SubmissionId	Yes	Alphanumerics
		ReturnHeaderState
FieldName	Required	Description
BinaryAttachmentCount	No	The number of attachments listed and included with the return
Timestamp	Yes	Time the file or return was created. Note: The timestamp requires an offset from GMT. Central Standard Time is 6 hours behind GMT so June 29, 2018, at 11:02 AM CST would be "2018-06-29T11:02:23- 06:00". Holds true for all timestamp instances.
Jurisdiction	Yes	This should be "MS"
TaxPeriodBeginDate	No	The date at the beginning of the tax period
TaxPeriodEndDate	Yes	The date at the end of the tax period
TaxYear	No	The tax year for which the return is being filed
DisasterRelief	No	Used only if there are disaster extension allowances e.g. Katrina
DateSigned	No	Date the preparer signed the return
PTIN	No	Identification number of the preparer in lieu of SSN
PreparerBusinessName/BusinessNameLine1	No	Preparer's business name. Legal characters: A-Z, a-z, 0-9, hash, hyphen, parentheses, ampersand, apostrophe and single space. Illegal characters: leading space, trailing space, adjacent spaces, and other symbols
Preparer Business Name/Business Name Line 2	No	Optional second line for preparer's name. Legal characters: A-Z, a-z, 0-9, hash, slash, percent, hyphen, parentheses, ampersand, apostrophe and single space. Illegal characters: leading space, trailing space, adjacent spaces, and other
PreparerPersonName		Name of the person preparing the return
Softwareld	Yes	Enter a word or phrase to help you identify your software
SoftwareVersion	No	The version of the software that is being used
IPAddress	No	IP Address of the transmitting server
IPTimestamp	No	Timestamp for when the transmission was submitted from the server
SignaturePIN/Signature	No	PIN for the taxpayer when acting as a service provider
SignaturePIN/PrimaryPINEnteredBy		Should be "Taxpayer"
AmendedReturnIndicator	No	Check this box for an amended return
OriginalSubmissionId	No	The submissionId when an errored submission is resubmitted
OriginalSubmissionDate	No	The date the original submission was transmitted when it errored
TIN/TypeTIN	Yes	"FEIN" or "SSN" tells us what kind of number is in TINTypeValue
TIN/TINTypeValue	Yes	FEIN or SSN
StateEIN	Yes	Enter your 8-digit Mississippi Account ID
StateEnv	103	Name of the employer completing the return. Legal characters: A-Z, a-z, 0-9, hash, hyphen,
Filer/Name/BusinessNameLine1	Yes	parentheses, ampersand, apostrophe and single space. Illegal characters: leading space, trailing space, adjacent spaces, and other symbols
Filer/Name/BusinessNameLine2	Yes	Optional second line for employer's name. Legal characters: A-Z, a-z, 0-9, hash, slash, percent, hyphen, parentheses, ampersand, apostrophe and single space. Illegal characters: leading space, trailing space, adjacent spaces, and other
Filer Address	Yes	Choose between a US Address and a Foreign Address
DueDate	No	Date that the Return is due
Form	Yes	This should be "WTH", "WTHL", or "WTHG"
FilingAction/Action		Should be "Original" or "Amended"
FilingAction/Reason	No	An explanation as to why the amendment is needed and what you changed
	.40	If the employer no longer has employees, enter the date that final wages were paid. This tells
FinalReturnElect/DateFinalWagesPaid	No	MS DOR not to expect further returns

FSET (RTN) Transmission Field Descriptions (cont.)

FieldName	Required	Description		
ThirdPartyAuthorization/AuthorizeThirdPartyElect	No	Checkbox that is checked when the taxpayer authorized a Third Party to handle		
ThirdPartyAuthorization/DesigneeName	No	Third Party's Name		
ThirdPartyAuthorization/DesigneePhone	No	Third Party's Phone Number		
ThirdPartyAuthorization/DPIN	No	PIN for the Third Party Designee		
	StateWH			
FieldName	Required	Description		
TotalIncomeTaxWithheld	Yes	Line 1, Mississippi Income Tax Withheld		
WHInterest	No	Line 2, Interest (See Instructions)		
WHPenalty	No	Line 3, Penalty (See Instructions)		
WHTotalTax	Yes	Line 4, Total Due		
	FinancialTransaction			
FieldName	Required	Description		
Checking	No	Checked when the Account is a Checking Account		
Savings	No	Checked when the Account is a Savings Account		
RoutingTransitNumber	Yes	Routing number of the bank that has the account		
BankAccountNumber	Yes	Account from which you want the money withdrawn		
PaymentAmount	Yes	The amount you wish to pay with your return		
RequestedPaymentDate	Yes	The date you wish the money to be debited from the account		
NotIATTransaction	Yes	MS does not accept IAT Transaction ACH Debit. This must always be checked		

FSET (EXC) Transmission Field Descriptions

Transmission Header					
FieldName	Required	Description			
RecordCount	Yes	Number of Withholding Returns included in the transmission			
Jurisdiction	Yes	Should be "MS Department of Revenue"			
TransmissionId	Yes	TransmissionId is composed of your ETIN plus timestamp, example 123452018062911022300			
Timestamp	Yes	Time the file or return was created. Note: The timestamp requires an offset from GMT. Central Standard Time is 6 hours behind GMT so June 29, 2018, at 11:02 AM CST would be "2018-06-29T11:02:23- 06:00". Holds true for all timestamp instances.			
ETIN	Yes	The ETIN is a 5-digit number issued by the IRS to transmitters. If you have one, use it. Otherwise, use the EFIN.			
EFIN	Yes	The EFIN is a 6-digit number issued by the IRS to electronic return originators.			
ProcessType	Yes	T = Test, "P" = Production			
AgentIdentifier	Yes	Your up to 8 character identifier issue to you by MS DOR			
ReportingAgentSignature	No	Your PIN number, when you are signing the returns for all of the transmissions.			
AckAddress	No	The address where DOR will email the acknowledgement or reject notice if you upload the file to DOR web site.			
		DataExchangeState			
FieldName	Required	Description			
SubmissionId	Yes	Combination of the following: 6 digit EFIN + 4 digit Year + 3 digit Julian Date + 7 unique Alphanumerics			
RequestExchangeDataState					
FieldName	Required	Description			
RequestPurpose/WHFrequency	Yes	Checkbox for Filing Frequency Request			
TypeStateEIN	Yes	Should always be "StateAccountID"			
StateEINValue	Yes	The 8 digit account number			

FSET (ACK) Transmission Field Descriptions

Transmission Header			
FieldName	Required	Description	
RecordCount	Yes	Number of Withholding Returns included in the transmission	
Jurisdiction	Yes	Should be "MS Department of Revenue"	
TransmissionId Yes	Yes	TransmissionId is composed of your ETIN plus timestamp, example	
Transmissioniu	163	123452018062911022300	
		Time the file or Form WT-7 was created. Note: The timestamp requires an offset	
TimeStamp	Yes	from GMT. Central Standard Time is 6 hours behind GMT so June 29, 2018, at	
Timestamp	163	11:02 AM CST would be "2018-06-29T11:02:23- 06:00". Holds true for all	
		timestamp instances.	
ETIN	Yes	The ETIN is a 5-digit number issued by the IRS to transmitters. If you have one, use	
LIIIV	163	it. Otherwise, use the EFIN.	
EFIN	Yes	The EFIN is a 6-digit number issued by the IRS to electronic return originators.	
ProcessType	Yes	T = Test, "P" = Production	
AgentIdentifier	Yes	Your up to 8 character identifier issue to you by MS DOR	
ReportingAgentSignature	Yes	Your PIN number, when you are signing the returns for all of the transmissions.	
0.01.0.01.0.000	NI-	Address where DOR will email the acknowledgement or reject notice if you upload	
AckAddress	No	the file to DOR web site.	
		Acknowledgement	
FieldName	Required	Description	
SubmissionId	Yes	Combination of the following: 6 digit EFIN + 4 digit Year + 3 digit Julian Date + 7	
Subinissionia	162	unique Alphanumerics	
EFIN	Yes	The EFIN is a 6-digit number issued by the IRS to electronic return originators.	
TaxYear	Yes	The tax year for which the return was being filed	
jurisdiction	Yes	Will always be "MS"	
SubmissionType	Yes	Will be "WTH", "WTHL", or "WTHG"	
SubmissionCaterory	Yes	Will always be "FSET"	
AcceptanceStatus	Yes	Will be either "A" for Accepted or "R" for Rejected	
ContainedAlerts	Yes	Will be false	
StatusDate	Yes	Will be the date the Acceptance or Non-Acceptance occurs	
TaxPeriodEnddate	No	The tax period end for which the return was filed	
CompletedValidation	No	Will be true when the return is accepted and false when it is rejected	
ErrorList/ErrorCatergory	No	The category for which the error falls under	
ErorList/ErrorMessage	No	The actual error message associated with the error	
	No No	The actual error message associated with the error Rule number that is in the business rules Will be "Reject", if the submission contains errors	

FSET (RSP) Transmission Field Descriptions

Transmission Header					
FieldName	Required	Description			
RecordCount	Yes	Number of Withholding Returns included in the transmission			
Jurisdiction	Yes	Should be "MS Department of Revenue"			
TransmissionId	Yes	TransmissionId is composed of your ETIN plus timestamp, example 123452018062911022300			
Timestamp	Yes	Time the file or return was created. Note: The timestamp requires an offset from GMT. Central Standard Time is 6 hours behind GMT so June 29, 2018, at 11:02 AM CST would be "2018-06-29T11:02:23-06:00". Holds true for all timestamp instances.			
ETIN	Yes	The ETIN is a 5-digit number issued by the IRS to transmitters. If you have one, use it. Otherwise, use the EFIN.			
EFIN	Yes	The EFIN is a 6-digit number issued by the IRS to electronic return originators.			
ProcessType	Yes	T = Test, "P" = Production			
AgentIdentifier	Yes	Your up to 8 character identifier issue to you by MS DOR			
ReportingAgentSignature	No	Your PIN number, when you are signing the returns for all of the transmissions.			
AckAddress	No	The address where DOR will email the acknowledgement or reject notice if you upload the file to DOR web site.			
	DataExchangeState				
FieldName	Required Description				
SubmissionId	Yes	Combination of the following: 6 digit EFIN + 4 digit Year + 3 digit Julian Date + 7 unique Alphanumerics			
	ResponseExchangeDataState (Only Filled Out By MS)				
FieldName	Required	Description			
RequestPurpose/WHFrequesncy	Yes	Checkbox for Filing Frequency Request			
TypeStateEIN	Yes	Should always be "StateAccountID"			
StateEINValue	Yes	The physical 8 digit account number			
StatusOfRequest/StatusMessage	No	Describes the Request Status			
DepositFrequency/TypeOfTax	Yes	Will be "WTH", "WTHL", or "WTHG"			
DepositFrequency	Yes	Will be "Monthly", or "Quarterly"			