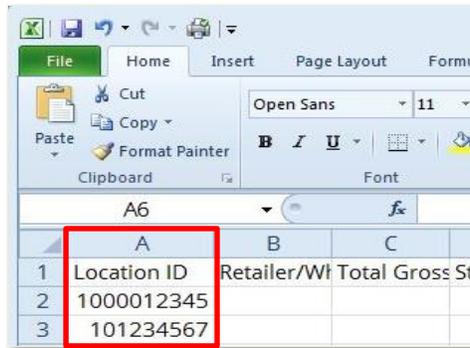


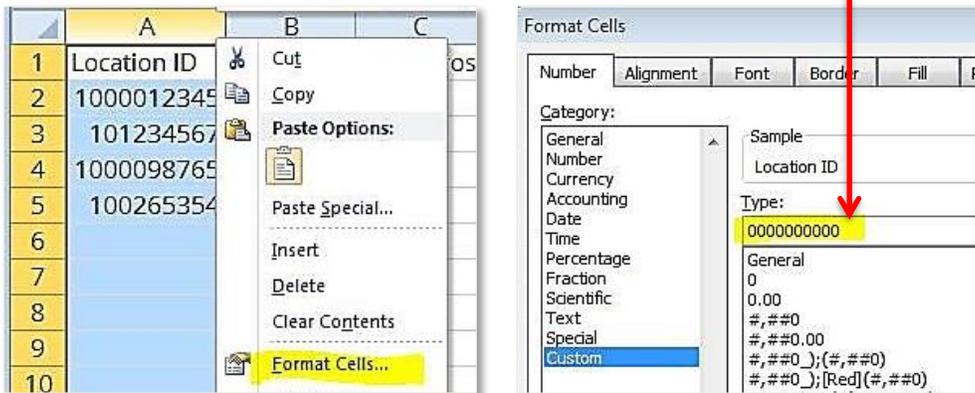
How to Complete a CSV File Upload

This document explains how to upload a comma separated values (CSV) file. You can use these instructions for all CSV files.

1. Download the return template for the CSV file.
 - a. [Business Tax Template](#)
 - b. [Business Subcontractor Template](#)
 - c. [Motor Oil Template](#)
2. Open the template.
3. Enter the location ID for each location you have that has been active at least one day in the filing period you are reporting.



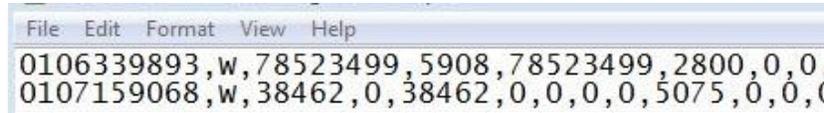
4. Format Column A to be 10 digits.
 - 1) Right click on Column A.
 - 2) Click "Format Cells."
 - 3) The Category is "Custom."
 - 4) In the field beneath Type, enter 10 zeros. (see image)
 - 5) Click "OK."



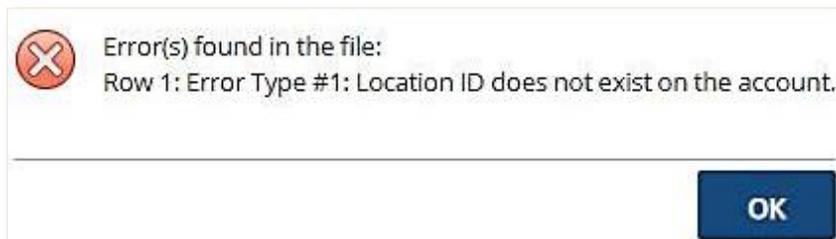
Each location ID should have 10 digits. Some may begin with a leading zero.

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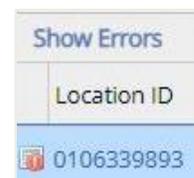
5. Enter the information for each location in the columns to the right of the location ID.
6. After all information for all locations has been entered, delete the first row of column headings from the template.
7. Save the file as a CSV file.
8. Right click on the file and open with the Notepad application. Your file should look similar to the image below:



- a. Verify the leading zeros in the location ID are still there. The CSV file should now be ready to upload in TNTAP.
9. Log into TNTAP and select the tax account you are filing for.
10. Select "File Return" next to the associated period.
11. When asked if you would like to upload a CSV file, select "Yes."
12. Follow the upload process.
 - a. Uploads may produce an error with a description. The row number(s) displayed in the error message correspond with the row(s) on your file that caused the error. See the example below where leading zeros were not included in location ID column. **You cannot submit a return with errors.**



13. When the CSV file has been uploaded successfully, click "Next." Verify the information populated from the file in TNTAP is correct. Any errors will be indicated by a red circle with exclamation point.



14. After the review is complete and all errors have been corrected, continue through the return submission.