



Maine Revenue Services

Electronic File Specifications for Forms 1099 and W-2G

Tax Year 2024

(Income from 1-1-2024 to 12-31-2024)

Contents

Introduction	3
Important Changes	3
Payers Required to Submit Forms 1099 and W-2G	4
Due Date:.....	4
Forms Required.....	5
Submitting Files	5
2024 Form 1099 and W-2G File Data Standards.....	5
Electronic Filing Requirements	5
Basic Requirements.....	5
ASCII Character Set.....	6
Logical Record Length.....	6
Delimiters	6
Record Name: End of Transmission “F” Record.....	12
Technical and Administrative Contacts:.....	13
Appendix A - Acceptable ASCII-1Character Set	14

Introduction

This publication contains the specifications and instructions for electronically filing original copies of Forms 1099 and W-2G with Maine Revenue Services (MRS). These file specifications must be followed unless deviations have been specifically granted in writing by MRS. If additional information is needed or if there are any questions, please see the administrative contact list on page 13.

Important Changes

Record Changes:

- B-Record, column 288-327 updated to include hyphen (-) and ampersand (&) as acceptable special characters for this field. No other special characters can be used in this field.
- B-Record, column 328-367 updated to include hyphen (-) and ampersand (&) as acceptable special characters for this field. No other special characters can be used in this field.

Other Changes:

- T-Record, column 2-5 updated in 2023 to accept prior year information returns.
- T-Record, column 6 updated in 2023 to accept P (prior year) or blank.
- A-Record, column 2-5 updated in 2023 to accept prior year information returns.
- B-Record, column 2-5 updated in 2023 to accept prior year information returns.
- Effective immediately, the income tax withholding unit has a new direct phone number. The income tax withholding unit can be contacted via phone at **207-624-7661** Monday through Friday from 9 am to 12 pm or via email at withholding.tax@maine.gov
- On February 23, 2023, the U.S. Department of the Treasury issued final regulations (T.D. 9972) that reduced the thresholds for filing certain information returns and other documents that are required to be filed electronically from 250 forms to 10. The new federal (10-return) threshold applies, in aggregate, for almost all federal information return types, including federal Forms W2 and Forms 1099, beginning in 2024.
- Beginning with tax forms required to be filed with MRS in 2024, employers and payers that are required to file at least 10 federal Forms W-2 and Forms 1099, in aggregate, must file the forms electronically with MRS using the Maine Tax Portal at revenue.maine.gov.

- The Maine Tax Portal will validate files before submission. Files that fail validation will not be processed.
- MRS does not accept/process corrected information returns via bulk upload (Forms 1099/W2G). Effective October 10, 2023, corrected 1099s will be available for filing manually via the Maine Tax Portal.
- Forms 1099 and W-2G files will be submitted using the Maine Tax Portal. See “Submitting Files” below for more information about the Maine Tax Portal.
- Any person who is required to file an information return in accordance with 36 M.R.S. §5242 and who fails to do so on or after January 31, 2022, or who willfully furnishes a false or fraudulent return of information, is subject to a penalty of \$50 for each such failure. Generally, returns of information include Forms W-2, Forms 1099, and other similar forms containing tax information necessary for filing Maine income tax returns.

Payers Required to Submit Forms 1099 and W-2G

- A payer required to electronically file with the IRS any type of 1099 form must report such form information directly to MRS for Maine residents and recipients of payments sourced to Maine. **Do not use combined Fed/State Program.**
- A payer who is licensed to conduct pari-mutuel wagering pursuant to 8 M.R.S. §§271 or 275-D, or who is licensed to operate a slot machine pursuant to 8 M.R.S. chapter 31, subchapter 2 must electronically file all Forms W-2G directly with MRS, regardless of the number of forms or amount of withholding.
- Any payer who withheld Maine income tax from any payee during the year and did not report the amount of Maine withholding for each of those employees or payees on Form 941-ME, Schedule 2 must report annual payee statement information (Forms W-2 and 1099 series) with MRS for all payees who are Maine residents or who received Maine-source income.

Due Date:

- The filing due date for submitting Forms 1099 and W-2G for tax year 2024 is January 31, 2025. Earlier filing is encouraged to help combat identity theft and refund fraud.

Forms Required

Only the following forms are required. Payment information from other forms should be excluded to improve system efficiency and will be ignored if included.

Form 1099-B	Proceeds from Broker and Barter Exchange Transactions
Form 1099-DIV	Dividends and Distributions
Form 1099-G	Certain Government Payments
Form 1099-INT	Interest Income
Form 1099-K	Payment Card and Third-Party Network Transactions
Form 1099-MISC	Miscellaneous Income
Form 1099-NEC	Nonemployee Compensation
Form 1099-OID	Original Issue Discount
Form 1099-PATR	Taxable Distributions Received from Cooperatives
Form 1099-R	Distributions from Pensions, Annuities, Retirement, IRAs, etc.
Form W-2G	Certain Gambling Winnings

Submitting Files

Files must be submitted electronically via the Maine Tax Portal: [MEP | MTP - Maine Revenue Services](#). If the files do not pass validation, the Maine Tax Portal will provide the reason and location of the error(s).

2024 Form 1099 and W-2G File Data Standards

MRS requires completed T, A, B, and F records using the record layout and field definitions suggested by the IRS (see IRS Pub. 1220). All filers submitting files directly to MRS should include T, A, and F records populated according to the IRS specifications, as described below and the 'B' record completed to the following specifications. All other fields and records not mentioned here may be included; however, they will be ignored.

Electronic Filing Requirements

Basic Requirements

- Data should be uploaded electronically using the MTP specifications format.
- Compressed files are not accepted.
- Data files must be in text format with .txt extension.
- Each record must end with a carriage return line feed (CRLF).
- Each record must be 750 bytes in length.

- Each file should contain data for only one year. Multiple years will be rejected.
- Only ASCII files (American Standard Code for Information Interchange) will be accepted.
- Employee SSN in B record field 12-20 cannot be truncated.
- MRS will not accept redacted SSNs (xxx-xx-1234).
- SSNs cannot start with a 9.

ASCII Character Set

- American Standard Code for Information Interchange (ASCII) will be accepted. Appendix A contains a table of the ASCII Character Set.
- All character data will be treated as uppercase.

Logical Record Length

- Each record must be a uniform length of 750 bytes. Logical records **MUST NOT** be prefixed by record descriptor words or block descriptor words.

Delimiters

- Each record must be terminated by any one of a line feed ('\n'), a carriage return ('\r'), or a carriage return followed immediately by a linefeed.
- The ASCII-1 hexadecimal value for the carriage return character is 0D (zero and letter D); the ASCII-1 hexadecimal value for the line feed is 0A (zero and letter A). The ASCII-1 decimal values for the two characters are 13 and 10, respectively.
- **DO NOT** place a record delimiter before the first record of the file.
- **DO NOT** place more than one record delimiter (i.e., more than one carriage return/line-feed combination) following a record.
- **DO NOT** place record delimiters after a field within a record.

Record Name: Transmitter “T” Record

Field Position	Field Title	Length	General Field Description
T-record column 1	Record Type	1	Required. Enter “T”
T-record column 2-5	Payment Year	4	Required. Enter “2024.” If reporting prior year data, report the year which applies (2023, 2022, etc.) and set the Prior Year Data Indicator in field position 6
T-record column 6	Prior Year Data Indicator	1	Required. Enter “P” only if reporting prior year data. Otherwise, enter a blank. Do not enter a “P” if the tax year is 2024. Tax years cannot be mixed within a file.
T-record column 7-15	Transmitter’s TIN	9	Numeric. Enter the 9-digit Taxpayer Identification Number (TIN). Do not enter hyphens or alpha characters
T-record column 16-27	Not required	12	Not required. Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
T-record column 28	Test File Indicator	1	Not required. Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
T-record column 29	Foreign Entity Indicator	1	Must be ‘1’ or blank. Enter “1” (one) if the transmitter is a foreign entity, If the transmitter is not a foreign entity, enter a blank
T-record column 30-69	Transmitter Name	40	Left-justify and fill with blanks. Enter Transmitter Name
T-record column 70-109	Transmitter Name (Continuation)	40	Left-justify and fill with blanks. Enter additional information that may be part of the name
T-record column 110 – 303		194	Multiple fields. Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
T-record column 304-343	Contact Name	40	Required. Name of person to contact if transmission problems
T-record column 344-358	Contact Telephone Number & Extension	15	Omit hyphens. Left-justify and fill with blanks Telephone number of person to contact. For example, 2076241234. If with extension of 135, the example would be 2076241234135
T-record column 359-408	Contact Email Address	50	Left-justify and fill with blanks. E-mail address of person to contact

T-record column 409 – 750	Not required	342	Multiple fields. Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
---------------------------	--------------	-----	---

Record Name: Issuer “A” Record

Field Position	Field Title	Length	General Field Description
A-record column 1	Record Type	1	Required. Enter “A”
A-record column 2-5	Payment Year	4	Required. Enter “2024.” If reporting prior year data, report the year which applies (2023, 2022, etc.).
A-record column 6	Combined Federal/State Filer	1	Must be blank. File should be submitted directly with Maine Revenue Services only; do not submit file through the Fed/State combined filing program
A-record column 7-11	Not required	5	Not required. Enter blanks or fill fields per IRS Pub 1220 MRS will ignore
A-record column 12-20	Payer’s Taxpayer Identification Number (TIN)	9	Numeric. Valid 9-digit Taxpayer Identification Number (TIN) assigned to the Payer. Do not enter blanks, hyphens or alpha characters
A-record column 21-24	Payer Name Control	4	Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
A-record column 25	Last Filing Indicator	1	Enter blanks or fill fields per IRS Pub 1220; MRS will ignore
A-record column 26-27	Type of Return	2	Only form types 1, B, F, 6, A, D, 7, 9, MC, NE and W will be read. All other form codes should be excluded from file and will be ignored.
A-record column 28-45	Amount codes	18	Enter per IRS Publication 1220
A-record column 46-51	Blank	6	Enter blanks
A-record column 52	Foreign Entity Indicator	1	Enter “1” if the payer is a foreign entity. Otherwise, enter blank.
A-record column 53-92	First Payer Name Line	40	Left-justify and fill with blanks Name of Payer with TIN in column 12-20

A-record column 93-132	Second Payer Name Line	40	Left-justify and fill with blanks.
A-record column 133-750	Not required	618	Not required. Enter blanks or fill fields per IRS Pub 1220; MRS will ignore

Record Name: Payee “B” Record

Field Position	Field Title	Length	General Field Description
B-record column 1	Record Type	1	Required. Enter “B”
B-record, column 2 – 5	Payment Year	4	Required. Enter “2024.” If reporting prior year data, report the year which applies (2023, 2022, etc.).
B-record, column 6	Corrected Return Indicator	1	Must be blank. Maine does not accept Corrected Form 1099
B-record, column 7 – 10	Name Control	4	Alphanumeric. Should match first 4 characters of Payee name in fields 288-327
B-record, column 11	Type of TIN	1	Must be ‘1’ or ‘2’. ‘1’ is Fed EIN ‘2’ is SSN, ITIN, or ATIN; all others will be rejected
B-record, column 12 – 20	Payee TIN	9	Numeric. Do not enter hyphens or alpha characters. Do not truncate. If the TIN is not available, enter blanks.
B-record, column 21 – 40	Payer’s Account Number for payee	20	Alphanumeric. Required if submitting more than one information return of the same type for the same payee
B-record, column 41 – 44	Payer’s Office Code	4	Alphanumeric. Enter the office code of the payer, otherwise enter blanks. Special characters not allowed
B-record, column 45 – 54	Blank	10	Enter blanks.

B-record, column 55 – 66	Payment Amount 1. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 67 – 78	Payment Amount 2. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 79 – 90	Payment Amount 3. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 91 – 102	Payment Amount 4. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 103 – 114	Payment Amount 5. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 115 – 126	Payment Amount 6. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 127 – 138	Payment Amount 7. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 139 – 150	Payment Amount 8. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 151 – 162	Payment Amount 9. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 163 – 174	Payment Amount A. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 175 – 186	Payment Amount B. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 187 – 198	Payment Amount C. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters

B-record, column 199 – 210	Payment Amount D. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 211 – 222	Payment Amount E. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 223 – 234	Payment Amount F. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 235 – 246	Payment Amount G. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 247 - 258	Payment Amount H. If not used enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 259 – 270	Payment Amount J. If not used, enter zeros	12	Numeric. Last two digits represent cents. Do not enter decimal or alpha characters
B-record, column 271 – 286	Blank	16	Enter blanks
B-record, column 287	Foreign Country Indicator	1	Enter 1 If address of payee is in foreign country. Or blank if not applicable. Other data entered will be ignored
B-record, column 288 – 327	First Payee Name Line	40	Alphanumeric. Left justify and fill with blanks; a hyphen (-) and an ampersand (&) are the only acceptable special characters
B-record, column 328 – 367	Second payee Name Line	40	Alphanumeric. Left justify and fill with blanks. Hyphen (-) and an ampersand (&) are the only acceptable special characters
B-record, column 368 – 407	Payee Street Address	40	Alphanumeric. Special characters not allowed
B-record, column 408-447	Blank	40	Enter blanks.
B-record, column 448 – 487	Payee City	40	Alphanumeric. Left justify and fill with

			blanks. Special characters not allowed
B-record, column 488 – 489	Payee State	2	Enter two-character state postal abbreviation. Must be valid postal abbreviation per IRS Publication 1220
B-record, column 490 – 498	Payee Zip Code	9	Numeric. Left justify and fill with blanks if only first 5 digits of zip code are known
B-record, column 499 - 722	Blank	224	Enter blanks.
B-record, column 723 – 734	Payee Maine Income Tax Withheld	12	Numeric. Right justify and zero fill. The rightmost 2 digits represent cents.
B-record column 735-746	Not required	12	Enter blanks.
B-record, column 747 – 748	Enter 23 for all Maine payees. W-2G filers enter 23 if the winnings in Box 1 resulted from a wager that occurred in Maine	2	Numeric. All entries other than ‘23’ will be ignored; there must be at least one Maine payee or the file will be rejected
B-record, column 749-750	Blank	2	Enter blanks

Record Name: End of Transmission “F” Record

Field Position	Field Title	Length	General Field Description
F-record column 1	Record Type	1	Required. Enter “F”
F-record, column 2-9	Number of A records	8	Numeric. Must equal total number of A records in file; otherwise file will be rejected
F-record column 10-30	Not required	21	Numeric. Enter zeros
F-record column 31-49	Total Maine Withholding reported in file	19	Numeric. Must equal total of Maine withholding reported in B records columns 723-734. Right justify and zero fill. The rightmost 2 digits represent cents.

			Cannot be blank.
F-record, column 50-57	Total number of Payees	8	Numeric. Must equal total number of B records in file; otherwise, file will be rejected.
F-record 58-750	Not required	693	Enter blanks

Note: C-Records and K-Records may be left in the file (they will be ignored), but the upload will be more efficient if they are removed before uploading.

Technical and Administrative Contacts:

withholding.tax@maine.gov

(207) 624-7661

Monday – Friday 9:00 AM to 12:00 PM

Appendix A - Acceptable ASCII-1 Character Set

The following chart contains the character set that can be directly read or translated. The translations are shown character for character; i.e., unpacked. The chart does not show every character, just the most commonly used ones. See www.lookuptables.com.

Char	Hex	Dec
+O		
A	65	41
B	66	42
C	67	43
D	68	44
E	69	45
F	70	46
G	71	47
H	72	48
I	73	49
J	74	4A
K	75	4B
L	76	4C
M	77	4D
N	78	4E
O	79	4F
P	80	50
Q	81	51
R	82	52
S	83	53
T	84	54
U	85	55
V	86	56
W	87	57
X	88	58
Y	89	59
Z	90	5A
0	48	30
1	49	31
2	50	32
3	51	33
4	52	34
5	53	35
6	54	36
7	55	37
8	56	38
9	57	39
Blank	32	20
- (Hyphen)	39	27
' (Apostrophe)	45	2D
CR (carriage return)	0D	13
FL (NL line feed)	0A	10