

Secure Form Instructions

Tax Audit Submissions

Overview

Secure Form is a simple method designed for employers, accountants and others to submit confidential information to the Tax Department of the Texas Workforce Commission. (See accepted file formats at the end of this document)

STEP 1

Go to [Secure Form](https://mft.twc.state.tx.us/form/TWCTAXsecureForm) site at: <https://mft.twc.state.tx.us/form/TWCTAXsecureForm>



TWCTAX Submission

Business Use Notice

Unauthorized access is prohibited by Law and is subject to criminal prosecution.
Your IP address has been logged in an IDS device. Usage may be subject to security testing and monitoring. All users of State networks and systems should keep in mind that all such usage can be recorded and stored along with the source and destination. The System path record is the property of the Texas Workforce Commission. Such information is subject to the Texas Public Information Act and the laws applicable to State records retention. Users have no right to privacy with regard to Internet or other state network use. Management has the ability and right to view usage patterns and take action to assure that Texas Workforce Commission resources are devoted to authorized activities and maintain the highest levels of productivity.

To submit your document(s), perform the following steps:

- Input the TWC Account Number
- Input your Employer Name
- Input the Accounts Examiner Name assigned to the case
- If you wish to receive a delivery receipt, input a valid e-mail address
- Click "browse to attach files" to select the file(s) being submitted
- On the file upload window, select the file(s) to upload and click Open or double-click to add
- Click the Submit button at the top of the form

** denotes a required field*

TWC Account Number (enter UNKNOWN if the # is not known) *

Employer Name *

Accounts Examiner Name

E-mail address for receipt (optional)

Upload File *

Drop files here, or [browse to attach files](#)

STEP 2

Complete the requested information:

1. Enter TWC account number;
2. Enter Employer Name;
3. Enter Accounts Examiner Name; and
4. Enter sender email address if receipt is requested

STEP 3

Select "Browse to attach Files" link.

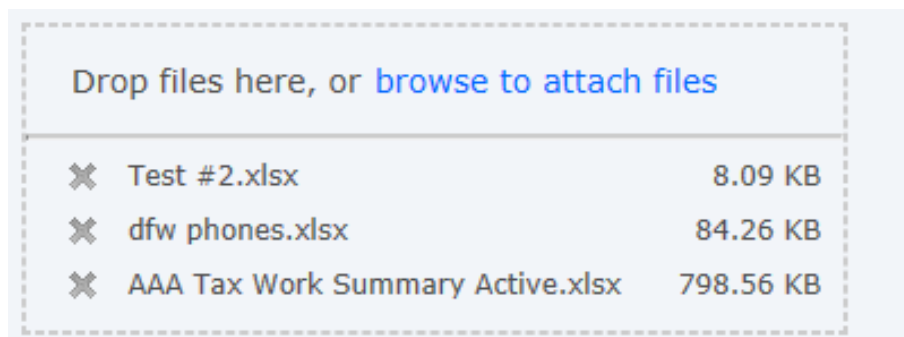
This will open a new window prompting you to select existing files stored on your computer.

STEP 4

Select files from your computer.

You can select one at a time or a group of files at the same time.

The files will appear on the page:



Accepted File Format

- Bmp
- Doc
- Docm
- Docx
- Gif
- Jpeg
- Jpg
- Pdf
- Png
- Ppt

- Pptx
- Tiff
- Txt
- Xls
- Xlsx
- Xps

STEP 5

Take the following action when all files have been selected.

Go back to the top of the page and select the submit button.



STEP 6

You should see a new page that says the submission was uploaded.



Security Information

TWC uses SSL Security protocol.

SSL (Secure Sockets Layer) is a standard security protocol for establishing encrypted links between a web server and a browser in an online communication. The usage of SSL technology ensures that all data transmitted between the web server and browser remains encrypted.