

E-filing a Protest with DOR

NEBRASKA

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DEPARTMENT OF REVENUE

revenue.nebraska.gov

11/12/2019

INTRODUCTION

- The Tax Commissioner has implemented an electronic method for taxpayers to file a Petition for Redetermination (Protest) with the Nebraska Department of Revenue (DOR)
 - DOR is using the State File Sharing system (ShareFile) to receive protests and supporting documentation from taxpayers or taxpayer representatives
 - The following instructions are for the taxpayer or authorized representative to file and upload their protest and supporting documentation

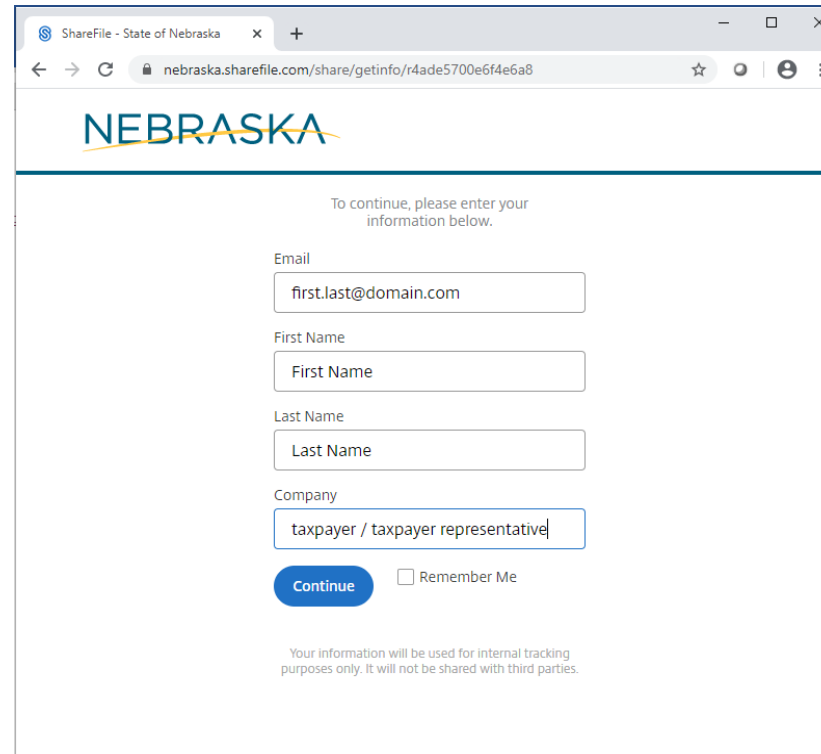
The Link

- A link to file the protest has been created on DOR's website.

[File your Petition for Redetermination \(Protest\)](#)

- The individual filing the protest is required to fill out the validation form by inputting the following information:
 - Email address (this is the address that will receive the validation email)
 - First name (of individual filing the documents)
 - Last name (of individual filing the documents)
 - Company (insert name of taxpayer)

Contact information page



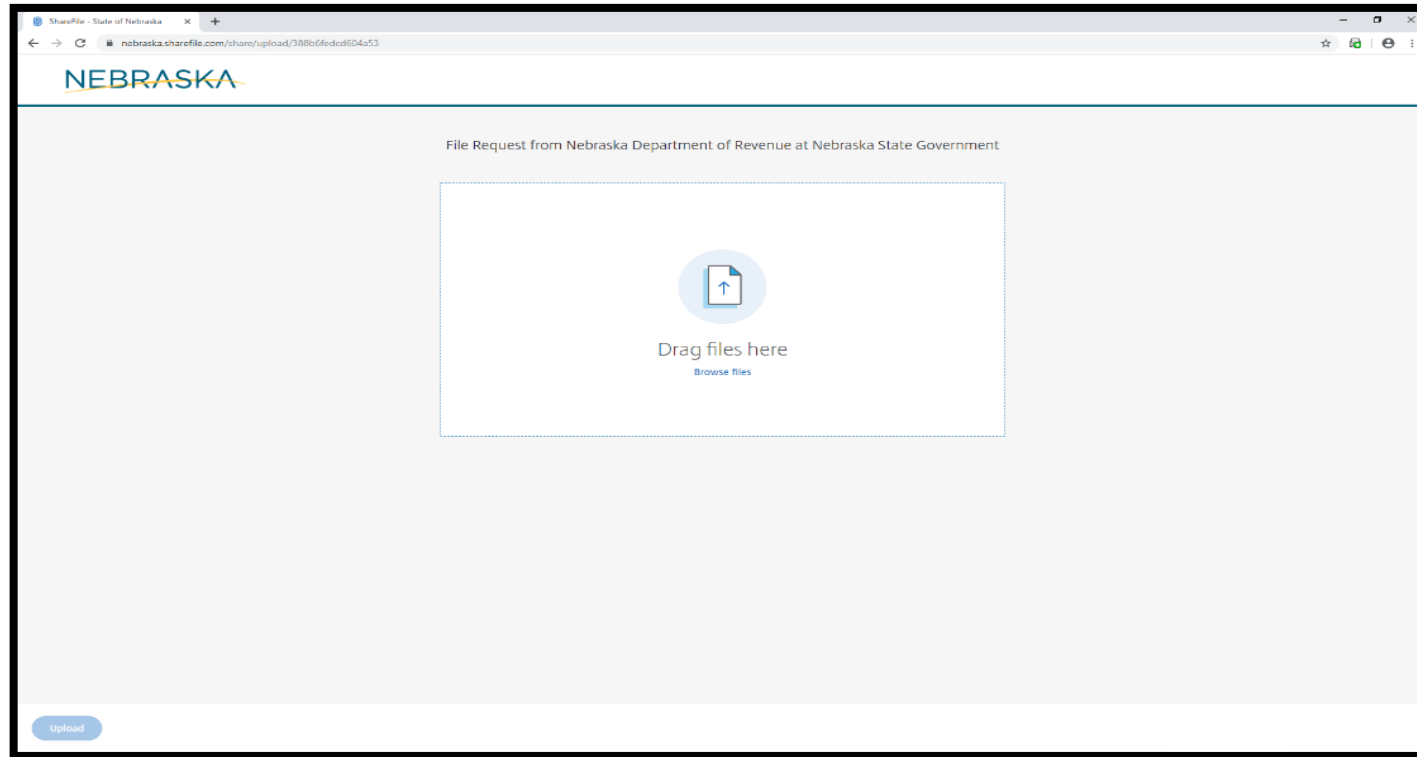
The screenshot shows a web browser window with the URL `nebraska.sharefile.com/share/getinfo/r4ade5700e6f4e6a8`. The page features the NEBRASKA logo at the top. Below the logo, a message reads: "To continue, please enter your information below." The form contains the following fields:

- Email: `first.last@domain.com`
- First Name: `First Name`
- Last Name: `Last Name`
- Company: `taxpayer / taxpayer representative`

At the bottom of the form, there is a blue "Continue" button and a checkbox labeled "Remember Me". Below the form, a small disclaimer states: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

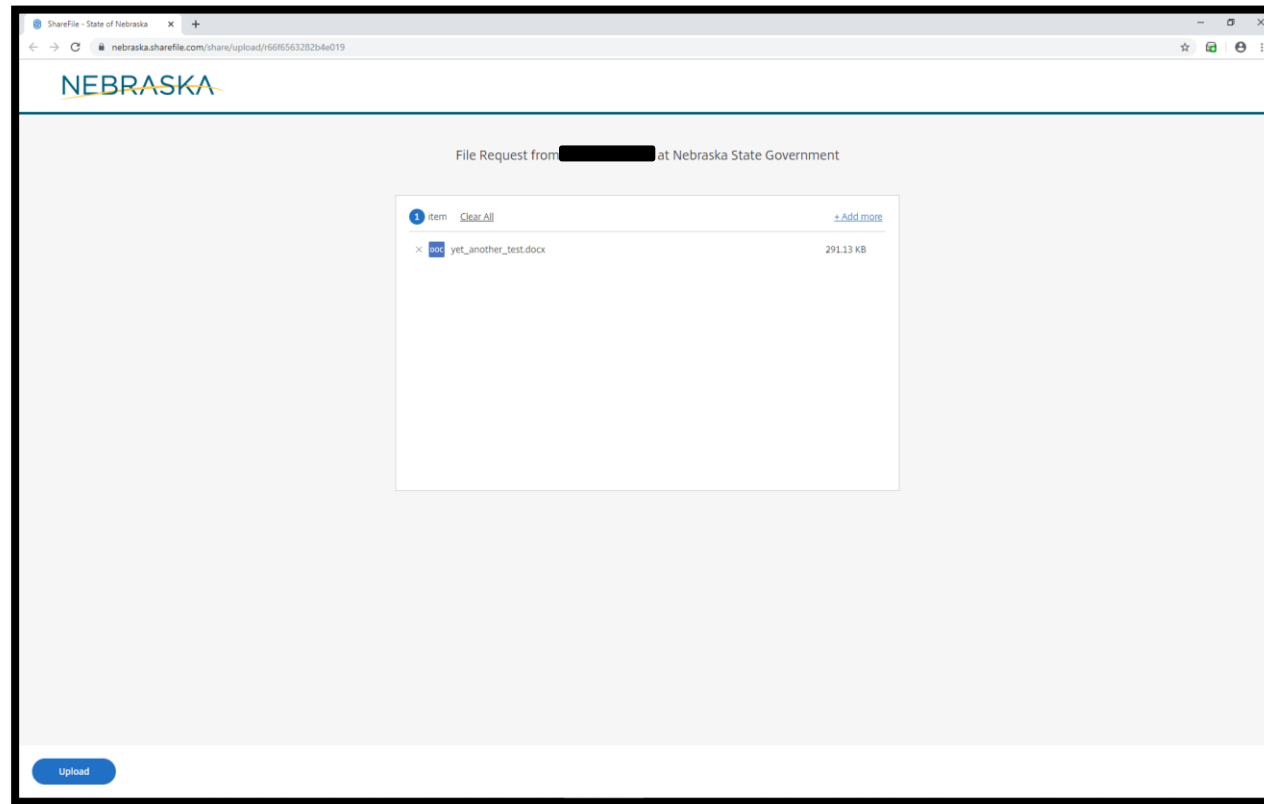
When all information is entered, click the blue “Continue” button to go to the upload page

Upload page



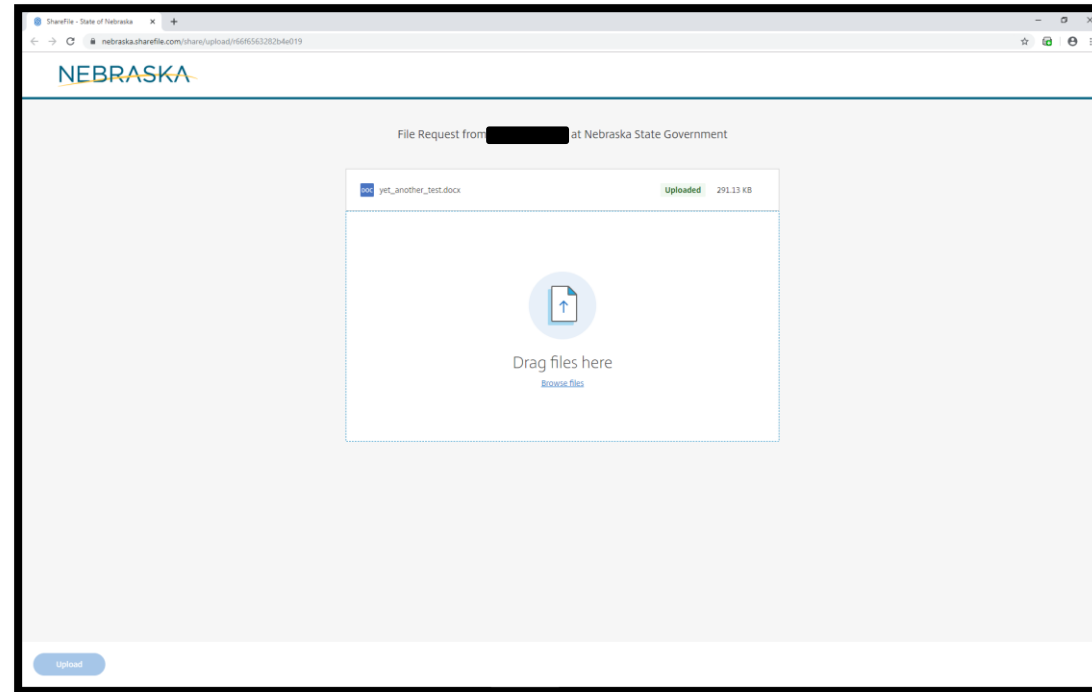
- Either “drag and drop” the supporting documentation –OR- browse your computer to where the files are located, select the filenames and hit enter.
- The file sharing system will allow multiple files to be uploaded at the same time

Upload page (2)



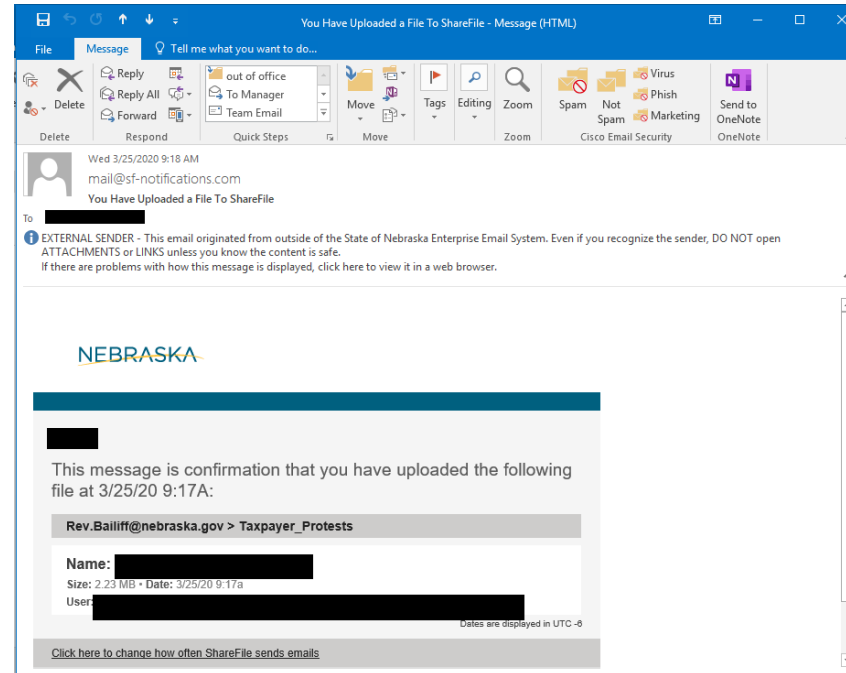
- You should see something like this showing your file is ready to be transmitted.
- Click the blue “Upload” button in the lower left hand corner to send the file.

Upload page (3)



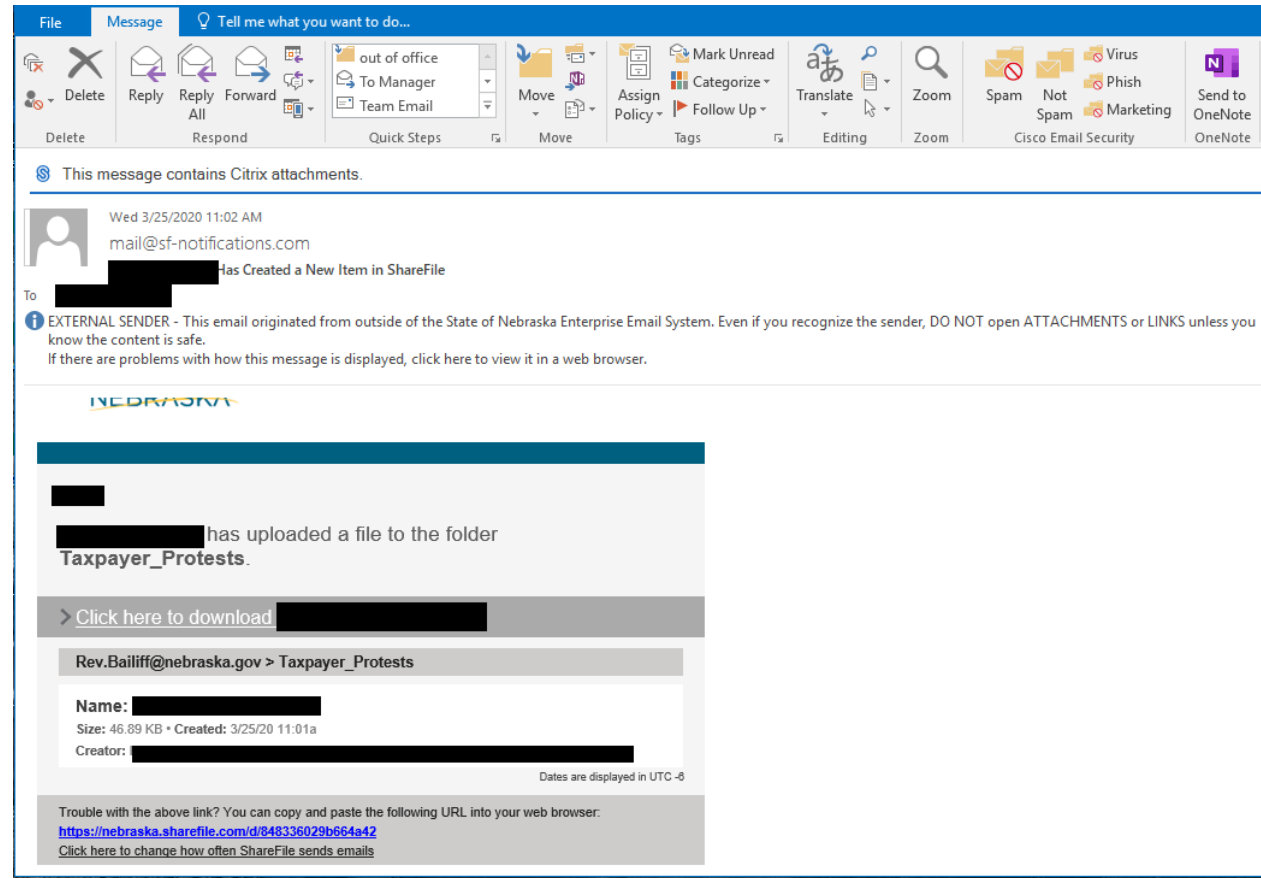
- When the upload is complete, you should see something like this
- Your work here is done, and you may close your browser.

Email verification for Taxpayer



- An email will be sent to the address entered at the validation stage that the upload was successful.
 - You will not be able to see what you or anyone else has uploaded
 - The email will contain the name of the uploaded document(s)
- DOR will also receive email notification that file(s) were uploaded.
- Retain the verification email for your records

Email notification for DOR



- DOR will receive an email that file(s) have been uploaded.

Questions

- If you have any questions or issues regarding your protest, please contact:

Rhonda Waller
Paralegal II
Legal Section
(402) 471-5917
rhonda.waller@nebraska.gov

- For technical issues with the State File Sharing Service, please contact:

Nebraska Office of the
Chief Information Officer (OCIO) Service Center
(402) 471-4636 or
800-982-2468 (toll free)
cio.help@nebraska.gov