

KANSAS DEPARTMENT OF REVENUE
2021 W-2 SPECIFICATIONS FOR ELECTRONIC FILING
COMMA SEPARATED VALUE (CSV) FORMAT

The Kansas Department of Revenue accepts W-2 withholding statements in the *EFW2 – Specifications for Filing Form W2 Electronically* format outlined by the Social Security Administration (SSA). For more information about the EFW2 including Kansas-specific requirements, refer to the *K-2MT Specifications for Electronic Filing* available on the Department’s website: www.ksrevenue.org/forms-btwh.htm.

In instances when a filer cannot meet the SSA guidelines but can put required data in a spreadsheet format, KDOR will accept withholding data in the W-2 Comma Separated Value format described below.

**ELECTRONIC RECORDS THAT DO NOT CONFORM TO THE SPECIFICATIONS
 DEFINED BY THE KANSAS DEPARTMENT OF REVENUE WILL NOT BE ACCEPTED.**

| State of Kansas KW-2 CSV Record Layout | | | | | |
|--|-------------------|----|------------------|----|----------------------|
| 1 | Form_Type | 13 | Emp_SSN_FEIN | 25 | 1_Wages_Tips |
| 2 | Empr_SSN_FEIN | 14 | Emp_Last_Name | 26 | 2_Fed_Income_Tax |
| 3 | Empr_Last_Name | 15 | Emp_Middle_Name | 27 | 3_SS_Wages |
| 4 | Empr_Middle_Name | 16 | Emp_First_Name | 28 | 15_State1 |
| 5 | Empr_First_Name | 17 | Emp_Suffix | 29 | 15_Employer_ID_Num1 |
| 6 | Empr_Suffix | 18 | Emp_Street1 | 30 | 15_State2 |
| 7 | Empr_Street1 | 19 | Emp_Street2 | 31 | 15_Employer_ID_Num2 |
| 8 | Empr_Street2 | 20 | Emp_City | 32 | 16_State_Wages_Tips1 |
| 9 | Empr_City | 21 | Emp_State | 33 | 16_State_Wages_Tips2 |
| 10 | Empr_State | 22 | Emp_Zip | 34 | 17_State_Income_Tax1 |
| 11 | Empr_Zip | 23 | Emp_Country_Code | 35 | 17_State_Income_Tax2 |
| 12 | Empr_Country_Code | 24 | Ctrl_Num | | |

Entities reporting for 51 or more employees or payees must file by electronic means. Most will be able to file through a Department developed, web-based application. Entities with less than 51 employees or payees can also benefit from using the application.

Kansas does not accept withholding information submitted on magnetic media. Filers submitting information for multiple employers should contact the Department unit for filing options.

Questions concerning filing requirements should be directed to Customer Relations at 785-368-8222 or email KDOR_tac@ks.gov.

MAILING ADDRESS:

KDOR – BUSINESS SUPPORT SERVICES
 PO BOX 3506
 TOPEKA, KS 66625-3506

Note: There are no changes in the KW-2 CSV layout from tax year 2020 All Tax Year 2021 W-2s must be filed by January 31, 2022.

| KW-2 CSV Record Layout – State of Kansas (Detail) | | | |
|--|----------------------|-------------------|--|
| Column # | Field Name | Field Type | Description |
| 1 | Form_Type | Alphanumeric | Form type should be "W2" |
| 2 | Empr_SSN_FEIN | Alphanumeric | Employer's Employer Identification Number (No hyphens) |
| 3 | Empr_Last_Name | Alphanumeric | Maximum of 57 characters |
| 4 | Empr_Middle_Name | Alphanumeric | Maximum of 15 characters |
| 5 | Empr_First_Name | Alphanumeric | Maximum of 15 characters |
| 6 | Empr_Suffix | Alphanumeric | Maximum of 4 characters |
| 7 | Empr_Street1 | Alphanumeric | Maximum of 40 characters |
| 8 | Empr_Street2 | Alphanumeric | Maximum of 40 characters |
| 9 | Empr_City | Alphanumeric | Maximum of 40 characters |
| 10 | Empr_State | Alphanumeric | Must be 2 characters |
| 11 | Empr_Zip | Alphanumeric | 9 digit zip, if known, with or without hyphen. (#####-#### or #####) |
| 12 | Empr_Country_Code | Alphanumeric | 2 characters (Blank if U.S.A.) |
| 13 | Emp_SSN_FEIN | Alphanumeric | Employee's Employer Identification Number (No hyphens) |
| 14 | Emp_Last_Name | Alphanumeric | Maximum of 57 characters |
| 15 | Emp_Middle_Name | Alphanumeric | Maximum of 15 characters |
| 16 | Emp_First_Name | Alphanumeric | Maximum of 15 characters |
| 17 | Emp_Suffix | Alphanumeric | Maximum of 4 characters |
| 18 | Emp_Street1 | Alphanumeric | Maximum of 40 characters |
| 19 | Emp_Street2 | Alphanumeric | Maximum of 40 characters |
| 20 | Emp_City | Alphanumeric | Maximum of 40 characters |
| 21 | Emp_State | Alphanumeric | Must be 2 characters |
| 22 | Emp_Zip | Alphanumeric | 9 digit zip, if known, with or without hyphen. (#####-#### or #####) |
| 23 | Emp_Country_Code | Alphanumeric | 2 characters (Blank if U.S.A.) |
| 24 | Ctrl_Num | Alphanumeric | Max of 50 characters |
| 25 | 1_Wages_Tips | Numeric | Currency with decimal. (###.##) |
| 26 | 2_Fed_Income_Tax | Numeric | Currency with decimal. (###.##) |
| 27 | 3_SS_Wages | Numeric | Currency with decimal. (###.##) |
| 28 | 15_State1 | Alphanumeric | 2 characters ("KS") |
| 29 | 15_Employer_ID_Num1 | Alphanumeric | Max of 50 characters (036#####F##) |
| 30 | 15_State2 | Alphanumeric | 2 characters ("KS") |
| 31 | 15_Employer_ID_Num2 | Alphanumeric | Max of 50 characters (036#####F##) |
| 32 | 16_State_Wages_Tips1 | Numeric | Currency with decimal. (###.##) |
| 33 | 16_State_Wages_Tips2 | Numeric | Currency with decimal. (###.##) |
| 34 | 17_State_Income_Tax1 | Numeric | Currency with decimal. (###.##) |
| 35 | 17_State_Income_Tax2 | Numeric | Currency with decimal. (###.##) |