

KANSAS DEPARTMENT OF REVENUE

**2021 KW-3/KW-3E SPECIFICATIONS FOR ELECTRONIC FILING**

The Kansas Department of Revenue no longer accepts W-2s filed on magnetic media. Entities reporting for 51 or more employees or payees must file by electronic means.

In instances when it is determined it is *not* feasible to file using the Department’s online web application, withholding information will be accepted on CD-ROM. *Approval must be received from the Department in order to file on CD-ROM.* Regardless of the submission method, records must meet the specifications outlined in the K-2MT and K-99MT documents for W-2 and 1099 electronic filing or the Department-defined comma separated value (CSV) file formats.

**ELECTRONIC RECORDS THAT DO NOT CONFORM TO THE SPECIFICATIONS DEFINED IN THESE INSTRUCTIONS WILL NOT BE ACCEPTED.**

Filers uploading withholding information for *individual* companies on the Department’s website should complete the online KW-3 Annual Withholding Tax Return supplying applicable W-2 and 1099 information for those reports submitted. **Bulk filers** can upload multiple KW-3’s using this format.

State of Kansas KW-3/KW-3E CSV Record Layout			
1	Form_Type	13	(A)_Total_Tax_Withheld
2	KS_Withholding_Tax_Num	14	(B)_Total_Pmts
3	SSN_FEIN	15	(C)_Overpayment
4	Year_Ending	16	(D)_Total_Withholding
5	Bus_Name	17	(E)_Net_Amt
6	Street1	18	(F)_Penalty
7	Street2	19	(G)_Interest
8	City	20	(H)_Total
9	State	21	(I)_Number_W2s
10	Zip	22	Change_of_Address
11	Withholding_Acct_Clsd_Date	23	Period_End_Dt
12	Return_Indicator	24	Amt
			(Repeat as Needed)

All information must be submitted as required by appropriate federal guidelines and modified by this document. Questions concerning filing requirements should be directed to Customer Relations at 785-368-8222 or email KDOR\_tac@ks.gov.

**MAILING ADDRESS:**

KDOR - ELECTRONIC SERVICES  
PO BOX 3506  
TOPEKA, KS 66625-3506

**Note:** There are no changes in the KW-3 CSV layout from tax year 2020. All 2021 KW-3Es must be filed by January 31, 2022.

<b>KW-3/KW-3E CSV Record Layout – State of Kansas (Detail)</b>			
<b>Column #</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Description</b>
1	Form_Type	Alphanumeric	Form type should be "KW3"
2	KS_Withholding_Tax_Num	Alphanumeric	Company's tax account number.
3	SSN_FEIN	Alphanumeric	Company's Employer Identification Number
4	Year_Ending	Date	yyyy
5	Bus_Name	Alphanumeric	Maximum of 50 characters
6	Street1	Alphanumeric	Maximum of 40 characters
7	Street2	Alphanumeric	Maximum of 40 characters
8	City	Alphanumeric	Maximum of 40 characters
9	State	Alphanumeric	Must be 2 characters
10	Zip	Alphanumeric	9 digit zip, if known, with or without hyphen. #####-#### or #####
11	Withholding_Acct_Clsd_Date	Date	mmddyyyy
12	Return_Indicator	Numeric	"0" for original, "1" for amended, and "2" for additional.
13	(A)_Total_Tax_Withheld	Numeric	=> 0 (###.##)
14	(B)_Total_Pmts	Numeric or Null	Informational (###.##)
15	(C)_Overpayment	Numeric or Null	Informational (###.##)
16	(D)_Total_Withholding	Numeric or Null	Informational (###.##)
17	(E)_Net_Amt	Numeric or Null	Informational (###.##)
18	(F)_Penalty	Numeric or Null	Informational (###.##)
19	(G)_Interest	Numeric or Null	Informational (###.##)
20	(H)_Total	Numeric	Calculated Total A – G, >=0 (###.##)
21	(I)_Number_W2s	Numeric	Informational
22	Change_of_Address	Alphanumeric	"Y" = Yes, "N" or Space = No
23	Period_End_Dt	Date	mmddyyyy
24	Amt	Numeric	=>0 (###.##)
	(Repeat as Needed)		Repeat Period_End_Dt and Amt for the appropriate number of periods to be submitted with the KW-3E Report.

**Note:** A Microsoft Excel template for creating an uploadable KW-3 file has been developed and is available on the Kansas Department of Revenue website at [www.ksrevenue.org/eservw2.html](http://www.ksrevenue.org/eservw2.html).