

Kansas Department of Revenue
Promoting Employment Across Kansas (PEAK)
End-of-Year Electronic Reporting Requirements for Calendar Year

Kansas requires that all entities with open Withholding Tax accounts file a KW-3 Annual Withholding Tax return and W-2/1099 wage and informational reports. In addition to these primary requirements, PEAK eligible companies must also submit summary data for affected employees. **All end-of-year return, report and summary information must be electronically submitted** to the Department by the last day of February following the tax year. Because there is no online filing option for the PEAK Summary Data file, it is preferred that all information be submitted on compact disk (CD). Filers can, however, submit W-2, 1099 and KW-3 information through **WebTax**, the Department's online business tax application.

Electronic Format Requirements

File specifications are available on the Internet at www.ksrevenue.org/eservw2.html. These specifications can change yearly depending on the needs and requirements of the receiving Federal and State agencies. Kansas supports the Federal filing formats for W-2s (EFW2) and 1099s (IRS Publication 1220). Kansas uses proprietary Comma Separated Value (CSV) file formats for KW-3s and PEAK summary data.

W-2 Wage Reports: Follow the EFW2 guidelines provided by the Social Security Administration (SSA). Many accounting software applications will produce two files. One file containing Federal reporting information is sent to the SSA. This file may be compressed and does not contain state data. The other file contains additional state information (RS record set) and is not compressed.

1099 Informational Reports: Follow the specifications outlined in the IRS Publication 1220 document. This file should not be compressed.

Kansas Annual Withholding Tax Return (KW-3): The file specifications as well as a Microsoft Excel template are available on the web page referenced above. Use the template to create your KW-3s for each account. On your submission disk, include the file created using the template, not the actual template file. If you choose to file your KW-3 using the online WebTax information, key in the KW-3 data using the online form rather than creating an upload able file.

NOTE: *Test your W-2, 1099, and KW-3 files using the online test page accessible from the above link prior to submitting your information on CD to ensure the files can be processed.*

Summary Data: This file contains important PEAK employee specific information. Using any spreadsheet program, create a comma separated value (CSV) file with columns containing the following information for each PEAK qualified employee. **Summary data MUST be submitted on CD.**

PEAK Summary Data Layout		
#	Field Name	Example
1	Employee Social Security Number	123456789
2	Employee Last Name	PUBLIC
3	Employee First Name	JOHN
4	Employee MI	Q
5	Job Title	WORKER
6	Position or Employee Number	1234
7	Position Start Date of Employment	20100101
8	Position Termination Date of Employment	20111231
9	PEAK Status (Y = PEAK-Eligible, P = PEAK, N = Non-PEAK) *	Y
10	Hours Worked (Calendar Year)	2080
11	Total Kansas Wages	20800.00
12	Total Kansas Withholding Tax	518.00
13	Kansas Withholding Tax Retained by Employer for PEAK-Eligible Employees	492.10
14	Kansas Withholding Tax Remitted to Kansas	25.90

* Create a new row for each PEAK Status. If an employee moves from a Non-PEAK position into a PEAK-Eligible position within the calendar year, that employee will have two rows in the PEAK Summary file.

Key PEAK Summary Definitions

Job Title – This is a descriptive title for the employee’s position. The employer assigns the job title.

Position or Employee Number – An identification number for the specific position. This number is assigned by the employer and is not necessarily descriptive.

Position Start Date – This is the date the employee started in the position being reported. The format is YYYYMMDD.

Position Termination Date – This is the date the employee leaves the position being reported. The format is YYYYMMDD. If an employee were to change positions within the same company, the report would reflect a position termination date for the original position with an additional row reporting details including the new Position Start Date for the new position. This field will be blank if the employee is still employed in the reported position.

PEAK Status – The PEAK Status clarifies how the employees withholding should be treated. If an employees’ status changes within the same calendar year, two entries would need to be included in the summary report reporting employment information for the original status and the new position. The three possible statuses are:

PEAK Employee: The employee performs the relocated, newly located or expanded business function(s) in Kansas. A PEAK employee is used to determine if the company initially meets the minimum job and median or average wage requirements of the program. A PEAK Employees wages are also used to determine an annual PEAK jobs' median or average wage affecting the PEAK benefit period. To qualify as a PEAK Employee, the employee must be working at least part-time (20 hours per week, year round). The status code for a PEAK Employee is “P”.

PEAK-Eligible Employee: A PEAK Employee which is paid at least the county median wage for the county in which the function is located and therefore the company may retain 95 percent (95%) of the employee’s payroll withholding taxes. The status code for a PEAK-Eligible Employee is “Y”.

Non-PEAK Employee: The employee is employed by the company and works in Kansas but is not associated with the PEAK program. The status code for a Non-PEAK Employee is “N”.

Hours Worked – Report the hours worked in the reported position for the calendar year.

Total Kansas Wages – Total wages paid during the calendar year for the reported position.

Total Kansas Withholding Tax – This is the gross amount of Withholding tax withheld for the employee in the reported position.

Kansas Withholding Tax Retained by Employer for PEAK-Eligible Employees – If the employee is PEAK-Eligible, report how much Withholding tax was retained by the employer for the reported position. The retained amount and Withholding tax remitted should equal the Total Kansas Withholding Tax entry.

Kansas Withholding Tax Remitted to Kansas - Enter the amount of Withholding tax remitted to the Kansas Department of Revenue. If the reported employee is not PEAK-Eligible, this field will equal the Total Kansas Withholding Tax entry.

CD Submissions

CD submissions should include a cover letter containing your Kansas Withholding Registration Number under the PEAK program, contact information and a note identifying the submission as a PEAK filing. Mail the CD and cover letter to: Kansas Department of Revenue, Electronic Services, 915 SW Harrison St., Topeka, KS 66625-1000.

Contact Information

For **technical questions** concerning electronic filing, call **Electronic Services** at 1-785-296-6993 or e-mail eservices@kdor.state.ks.us.

Using WebTax to File your Withholding Returns and Reports

End-of-year Withholding returns and reports, except the PEAK Summary Data file, can be submitted using the Kansas WebTax online business tax application. The advantage of using this method of filing over submitting all data on a CD is that the online system allows a limited degree of data manipulation. Filers can upload W-2 data then remove individual records that may not be accurate due to technical restrictions related to PEAK. W-2s can be manually entered using an online form. KW-3s can be manually entered for PEAK and non-PEAK accounts. This overview addresses the basics of online filing for PEAK participants.

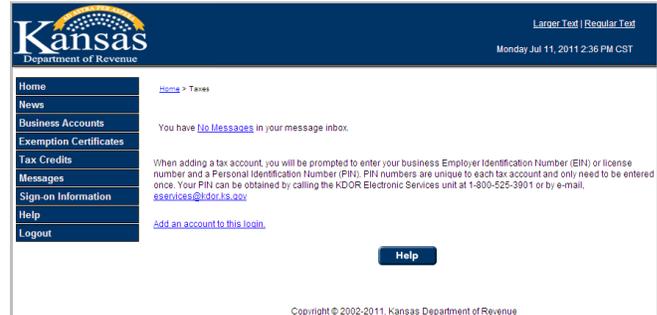
Create an Account

All users must have an online account in order to file end-of-year returns and reports or submit withholding payments through an ACH Debit transaction. Registration is simple and multiple accounts can be associated with one user ID. Go to www.webtax.org and click the "Use WebTax Now" button. This will take you to the primary login screen. It is on this page you will have the option to 'Register Now'. Complete the online registration form.



WebTax 'Business Accounts' Screen

Once you complete your online registration, you will be taken to the 'Business Accounts' screen within the WebTax application. On this screen, you are presented with the option to "Add an account to this login". If you know your Access Codes for your non-PEAK and PEAK Withholding accounts, click this link. If you do not know your Access Codes, call the Electronic Services help desk at 1-785-296-6993.



Add Account Information

Enter the Company's Employer Identification number in the 'Identification Number' field. Enter the Access Code for the non-PEAK account in the 2nd field. Click the 'Continue' button to associate the account to your login ID. Repeat the process for your PEAK account.

Identification Number:

PIN/Access Code:

For more information on Property Tax PIN/Access Code information, contact the KDOR Motor Vehicle Tax Help Desk at 1-800-525-3901.

Managing Accounts

Once your accounts are associated with your login ID, they will be displayed in a list on the 'Business Accounts' page.

Click "Manage Account" to file and pay your taxes, or manage your business account.

Tax Account Number	Business Name	Filing Frequency	Tax Account Type	
036411411411F01	MY NONPEAK COMPANY	Monthly	Withholding	Manage Account
036411411411F50	MY PEAK ACCOUNT	Monthly	Withholding	Manage Account

To take an action on an account, click on the "Tax Account Number" or the "Manage Account" link. The next screen will display account information and a list of action options. The screen is divided into three primary sections. Under the "Account" section, you can manage who has access to the account online. This may be necessary if you have an accountant who has access and, for whatever reason, you change professionals. Go to this page to remove the accountant's access. The new accountant will have to associate the tax account to their login using the same method described above.

Contact our Electronic Services support staff at 1-800-525-3901 if you have questions regarding the information shown for this account. Click: Remove to delete this record from your account profile.

Account: [Manage access to this account](#)
 Account ID: 036-411411411-F01
 Business Name: MY NONPEAK COMPANY
 Account Type: Withholding
 Filing Frequency: Monthly

Bank Information: [Add Additional Bank Account Information](#)
 You have no banking information on record for this account with the Kansas Department of Revenue

Account Management: (Menu Order Has Changed)
[Process year-end withholding KW-3](#) File your KW-3 Tax Information to KDOR
[Process year-end withholding W2/1099s](#) File your W2 and 1099 Tax Information to KDOR
[Make an EFT Payment](#) Payment with KW-5 Coupon
[View Account History](#) View On-line Payments and Filed Returns
[View/Pay Bills](#) View your current tax bills.

Your banking information can be managed in the "Bank Information" section. You will also have the option to manage bank account information on any payment page.

The "Account Management" section is where you take actions on your account. Your options are to file your year-end KW-3 Annual Withholding Tax Return, submit W-2 and/or 1099 reports, make an electronic Withholding (KW-5) payment, view a history of online actions completed on the tax account, and view any outstanding bills on the account.

Process Year-End Withholding KW-3

Following the "Process year-end withholding KW-3" link, you will be taken through a series of screens where you manually complete the online return. If you are working with several accounts, you may consider the Department's bulk filing options (Call 1-785-296-6993 for more information.) The majority of the time, the online form is the easiest way to file your return.

NOTE: You **MUST** complete a KW-3 for each Withholding tax account. This means if you have a PEAK and non-PEAK account, you will have two KW-3s.

Follow the links until you get to the Withholding start screen. Key information collection on this page includes change of address information, the tax filing year and the type of return.

Complete the start form and click "Continue".

Complete this screen by entering all of the Withholding payments you made on this tax account. It is important that ONLY the actual payments applicable to the specific tax account be entered. Non-PEAK accounts will reflect 100% of the Withholding payments. PEAK accounts will reflect 5% of the Withholding payment.

WebTax automatically displays tax periods based on your filing frequency. You can delete or add periods by clicking the applicable link.

Click "Calculate" to determine the total or simply click "Continue to advance to the next screen.

The total from the amounts you entered on the KW-5 payment screen is automatically transferred to line 2 of the "Payment Information" section of your return. This represents the payments you made to the Department of Revenue.

Enter the actual total amount withheld and reported on employees' W-2s and 1099s in the space provided on line one. If this is a PEAK return, the amount entered in line 1 would reflect 100% of the money withheld where line 2 would be 5%, assuming all withholding payments and retention were made correctly.

If you have a credit or owe penalties or interest, enter them in the fields provided. Enter the number of Withholding reports in the last field then click "Calculate" to determine your total.

If this is a non-PEAK return and you withheld and paid the correct tax amount throughout the year, the total should equal zero. Underpayments or overpayments will be reflected accordingly. If you have an underpayment, you will be presented with an option to make an EFT payment to satisfy your liability.

If this is a PEAK account, the total should reflect a balance due of 95% of the amount withheld. Anytime you have a balance due, you will be presented with a payment screen. For PEAK purposes, select the option for "Check w/ Voucher". No payment is actually made. You will be able to continue filing your tax return showing the difference. The Department of Revenue will review the return to ensure the calculations are correct.

Withholding Payments:	Period End Date	Payment Amount	
	1/31/2011	266.00	Delete
	2/28/2011	456.00	Delete
	3/31/2011	695.00	Delete
	4/30/2011	789.00	Delete
	5/31/2011	826.00	Delete
	6/30/2011	746.00	Delete
	7/31/2011	968.00	Delete
	8/31/2011	943.00	Delete
	9/30/2011	899.00	Delete
	10/31/2011	999.00	Delete
	11/30/2011	955.00	Delete
	12/31/2011	1005.00	Delete
			Add

Total Payments: 12
Total Payment Amount: \$9,547.00

Continue to the "Review" page. This screen summarizes the information entered. Review the information for accuracy. Once you are certain the information is correct, complete the declaration section at the bottom of the page and click the "Submit" button.

Your return is filed. If you need to, repeat the process for any other Withholding tax accounts.

Process Year-End Withholding W2/1099s

Like the KW-3, filers are able to fill out and submit individual forms for W-2s and certain 1099s. In addition to the online forms, filers are also able to upload Withholding report data using the federally prescribed format or a comma separated value (CSV) format.

You are first presented with a screen collecting filer information and identifying the correct tax period.

Once you complete the start screen, click the "Continue" button to move to the primary report navigation screen.

From the navigation menu, you have the option of viewing reports entered or loaded but not yet submitted, uploading reports or completing online forms for W-2s and/or various 1099 type reports.

NOTE: The listed W-2 and 1099 type reports are the ones that are of most interest to the Department of Revenue. Other report types can be loaded and submitted, but there are no corresponding online forms for reports that are not listed.

More than likely you have a W-2 file formatted as an EFW2 file, the format specified by the Social Security Administration. To upload an electronic file, click the "Upload a preformatted W2/1099 file (CSV, EFW2, Pub 1220)" link.

The upload screen allows for 3 upload types: Social Security W-2s (EFW2), IRS 1099s (Publication 1220), or the state defined comma separated value (CSV) format for both W-2s and 1099s. The Social Security and IRS types are most commonly used. The CSV file type can be created using any spreadsheet program. The "File Options" section is only applicable if you are working with a CSV file type. Check this box if the first row of your CSV file contains header information. The program will then skip that row.

Once you have selected your options, click the "Browse" button, select your file then click "Upload" to continue.

This screen is titled "Return Verification and Agreement." It contains a declaration: "I declare under the penalties of perjury that to the best of my knowledge this is a true, correct and complete return." There is a checked box for "I Agree." Below this, there are two input fields: "Filer's Name:" with the value "Ima Taxpayer" and "Filer's Title:" with the value "Accountant". At the bottom, there are three buttons: "Help", "Back", and "Submit".

This screen is titled "W-2 and 1099 Reports." It displays account information: "Account Number: 036-411411411-F50", "Business Name: MY PEAK ACCOUNT", and "Filing for Tax Year: 2011". Below this is a section for "Business Name and Address" with fields for "Business Name: My PEAK Account", "Street 1: 1313 Mockingbird Ln", "Street 2:", "City: Topeka", "State/Province: KS", "Zip/Postal Code: 66601", and "Country: United States". A "Contact Information" section follows with fields for "Contact Name: Ima Taxpayer", "Phone: 781-234-5678", "Zip/Postal Code: 66601", and "Country: United States". At the bottom, there are three buttons: "Help", "Cancel", and "Continue".

This screen is titled "Account:" and shows "Account Number: 036-411411411-F50" and "Business Name: MY PEAK ACCOUNT". Below this is a section titled "Select the action you want to take:" with a list of links: "View previous: entered unsubmitted forms", "Upload a preformatted W2 / 1099 file (CSV, EFW2, Pub 1220)", "Manually enter a W-2 (Wage and Tax Statement)", "Manually enter a W-2G (Certain Gambling Winnings)", "Manually enter a 1099-B (Proceeds from Broker and Barter)", "Manually enter a 1099-DIV (Dividends and Distributions)", "Manually enter a 1099-G (Certain Government Payments)", "Manually enter a 1099-INT (Interest Income)", "Manually enter a 1099-LTC (Long-Term Care & Accelerated Death)", "Manually enter a 1099-MISC (Miscellaneous Income)", "Manually enter a 1099-OID (Original Issue Discount)", "Manually enter a 1099-PATR (Taxable Distributions Received from Cooperatives)", "Manually enter a 1099-R (Distributions from Pensions)", "Manually enter a 1099-S (Proceeds from Real Estate)", and "Manually enter a 1099-SA (Distributions from an HSA, Archer MSA or Medicare Advantage MSA)". At the bottom, there are two buttons: "Help" and "Back".

This screen is titled "File Upload Information:" and contains the instruction "Please only upload a file once." There are three radio button options for "Upload Type": "Social Security Standard for W-2s (EFW2)" (selected), "IRS Standard for 1099s (1220)", and "Comma Separated Value (CSV) for both W-2s and 1099s". Below this is a "File Options:" section with a checkbox "First line of CSV contains column headings." There is a "File:" field with the path "C:\Documents and Settings\RVESM\..." and a "Browse..." button. At the bottom, there is an "Upload Status:" field and three buttons: "Help", "Back", and "Upload".

Upon a successful file upload, you will see a list of all of your employees included in the file. If your file fails for any reason, no employees will be loaded or displayed. Instead, an error message is displayed with a reference code. The reference code is used by the Department to find the file you attempted to load. Correct your error and reload your file.

NOTE: No records are loaded if the file fails. While you should only load a file successfully once, you can correct and resubmit your file as many times as needed to get a successful upload.

Once your file is loaded and you are content with the list of records, complete the declaration section and submit the form. You may, however, have more reports to upload or enter, or you may need to do some maintenance on the records that were loaded.

If you need to remove a record, click the “Delete” link next to the name to be removed.

If you need to edit a record, click the “Edit” link. This link brings up the W-2 form page. This is the same page that is displayed if you were to add a W-2 individually to your filing. All applicable fields are displayed. To make changes, simply move to the field to be changed, make the change then click the “Continue” button at the bottom of the page.

NOTE: Social Security Numbers are not completely displayed. When you attempt to save your form, you will be prompted that the Social Security Number is incorrect. You must re-key in the entire Social Security Number for the change to take place.

Once you leave the editing mode, you will be returned to the list of reports that have been loaded or entered. If you need to manually enter another W-2, add a 1099 or if you need to load another file, click the “Add Another Form” button then select the appropriate menu option.

NOTE: For PEAK purposes, it is not necessary to create two W-2s for each employee reporting PEAK and non-PEAK Withholding. The Social Security Administration only requires one W-2 per employee for each company ID. The PEAK Summary Data Report will provide the information required for the Kansas PEAK program.

When your W-2 report file is successfully submitted, you will receive a summary page indicating such. This page contains a confirmation number. Save this number for your records.

A message is displayed at the top of the form requesting that you fill out your KW-3. In this example, you have already done so. This is a generic message to ensure the KW-3 is not overlooked.

Click “Finish” to complete your filing. This will take you to the “Account History” page where you can see all actions you have taken on this account.

NOTE: The account history only shows actions taken on that particular account.

W-2 and 1099 Reports

Account Number: 03641141411F50
 Business Name: MY PEAK ACCOUNT
 Filing for Tax Year: 2011

Loaded W-2 and 1099s:

There are currently 5 W2s and 1099s loaded.

Form Type	Last 4 SSN	Last Name	First Name		
W2	6781	NEWTRON	JIMMY	Edit	Delete
W2	6782	MCSHABBY	CLOVIS	Edit	Delete
W2	6783	JETSON	JUDY	Edit	Delete
W2	6784	GRIFFIN	PETER	Edit	Delete
W2	6785	HINGE	RUSTY	Edit	Delete

[Help](#) [Delete All](#) [Add Another Form](#)

Submission Verification and Agreement:

I declare under the penalties of perjury that to the best of my knowledge the withholding statements are true, correct and complete.

I Agree

Filer's Name:
 Filer's Title:

[Submit](#)

W-2, WAGE AND TAX STATEMENT FORM

Employer Information

Employer Identification Number (EIN) (Box B)
 411411411

Employer's Last Name or Business Name (Box C)
 MY PEAK ACCOUNT

Employer's First Name

Employer's Middle Name

Employer's Suffix

Employer's Street Address (Box C)

Employer's Street Address Continued (Box C)
 1313 MOCKINGBIRD LN

Employer's City (Box C)
 TOPEKA

You have successfully completed your W-2 filing. Please file your KW-3 by clicking [here](#).

Kansas W-2 / 1099 Forms:

Business Name: My PEAK Account
 Tax Account Number: 036-41141411-F50 Year Ending: 2011
 Confirmation Number: W2-1195-7365-6576 Electronic Postmark Date: 7/14/2011 4:15:06 PM

W-2 / 1099s:

Form Type	Last 4 SSN	Last Name	First Name
W2	6781	NEWTRON	JIMMY
W2	6782	MCSHABBY	CLOVIS
W2	6783	JETSON	JUDY
W2	6784	GRIFFIN	PETER
W2	6785	HINGE	RUSTY

Submission Verification and Agreement:

I declare under the penalties of perjury that to the best of my knowledge the withholding statements are true, correct and complete.

Filer's Name: Ima Accountant
 Filer's Title: Accountant

[Help](#) [Finish](#)

Using WebTax to Make an EFT Payment

Initiating and ACH Debit Payment

All withholding accounts require that payments be made with a KW-5 coupon. When an Electronic File Transfer (EFT) payment is made, KW-5 data is submitted along with the payment. For this reason, it is not necessary to send in a paper coupon separate from your electronic payment.

Making an electronic payment is fairly straight forward. You must:

1. select the tax month and year to which the payment should be applied,
2. identify whether the payment is a 'normal' Withholding payment and return or if it is for an end-of-year filing,
3. report the correct tax, penalty and/or interest amounts,
4. identify when the funds should settle with your bank, and
5. provide banking information.

Payment Funding Source

This is the source bank account you want the payment extracted from. You can choose one of your existing bank accounts by selecting from the list. You may also add a new bank account number to extract funds from by entering it below. If you don't want KDOR to store this information for use in the future, check the "Don't save bank information" check box.

Use an existing bank account selected below

You have no bank information on file. Please enter bank account information below.

Add a new bank account funding source

Routing Number	Account Number	Check Number
0000000000	0000000000	0000
0000000000	0000000000	0000

Bank Routing Number: 101000695

Bank Account Number: 12345678

Bank Account Type:

Don't save bank information:

[Help](#) [Cancel](#) [Continue](#)

Complete the EFT Payment form then click "Continue" to the summary page. Review the information then click "Submit Payment" to complete your transaction. Your payment will settle on the date you specified.