

Kentucky Electric Vehicle Power Excise Tax – **Monthly Filing Instructions (Original Return)**

1. From the **Home** screen, click “Create A Return”.

The screenshot shows the 'Home' page of the Kentucky Revenue website. The header is dark blue with the 'REVENUE' logo and a home icon labeled 'Electric Vehicle Power'. On the right, there are links for 'My Account' and 'Logout'. Below the header, the 'Home' section is divided into two main areas. On the left, under 'EV Power Tax Reporting', there is a red-bordered button labeled '+ Create A Return' and two links: 'Temporary EV Power Tax Report List' and 'EV Power Reports'. On the right, under 'My Account', there are links for 'Change Password', 'Payment Information', 'Messages', 'Announcements', and 'Registration Information'. At the top right of the main content area, there are links for 'PAGE HELP', 'HOW DO I?', and 'INSTRUCTIONS'.

2. Select the Report Period, then click “Start EV Power Tax Report”.

The screenshot shows the 'Temporary EV Power Tax Report' page. The header is dark blue with the 'Electric Vehicle Power' home icon, 'My Account' link, and 'Logout' link. Below the header, the 'Home / Temporary EV Power Tax Report' breadcrumb is visible. The main content area has a blue header bar with the title 'Temporary EV Power Tax Report' and an eye icon. Below this, a light blue instruction box says: 'Select the EV Power Tax Report Period. The Return Type will be filled in for you automatically. Click the Start EV Power Tax Report button to begin your filing.' Below the instruction box, there are three fields: 'Report Period' with a dropdown menu showing '202401' (highlighted with a red border), 'Postmark' with a text input field and a calendar icon, and 'Return Type' with a dropdown menu showing 'ORIGINAL'. At the bottom, there are two buttons: 'EV POWER TAX REPORT LIST' and 'START EV POWER TAX REPORT' (highlighted with a red border).

3. Section I will automatically populate with totals after KWhs for the Report Period are added in Section II
 - a. Section II Part 1 is used for Charging Stations **not** on State Property
 - b. Section II Part 2 is used for Charging Stations located on State Property
 - c. Click “Add” to enter KWh distributed for each Charging Station

Temporary EV Power Tax Report

Report Period

202401

Postmark

Return Type

ORIGINAL

NOTES

Total Kwh Distributed

0

Excise Tax Due

\$0.00

State Property Kwh

0

Surtax Due

\$0.00

Total Tax Due

\$0.00

Penalty Due (Estimated - additional penalties may apply)

\$0.00

Interest Due (Estimated - additional interest may apply)

\$0.00

Amount Due

\$0.00

Certification and Submit

☐ Electronic Signature: I declare, under the penalties of perjury, that this application has been examined by me and to the best of my knowledge and belief that the information provided herein is true, correct, and complete.

EV POWER TAX REPORT LIST

DELETE EV POWER TAX REPORT

SAVE EV POWER TAX REPORT

Section II Part 1

Section II Part 2

RESET

EXCEL

Station Name

Not State Property KWh

No data to display

+ADD

EDIT

Total: 0

4. Enter the station name and Total KWh Distributed by that charging station for the Report Period. Click “Save Charging Station”.

Add Section II part I

Station Name

MAIN STREET STATION

Total KWh Distributed

7500

← BACK

✕ CANCEL

⬇️ SAVE CHARGING STATION

5. Enter total KWh distributed for each Charging Station as needed for Part 1 and Part 2 of Section II, then click “Save EV Power Tax Report”. Amounts due will calculate in Section I.

← EV POWER TAX REPORT LIST

✕ DELETE EV POWER TAX REPORT

⬇️ SAVE EV POWER TAX REPORT

Section II Part 1

Section II Part 2

🔄 RESET

⬇️ EXCEL

Station Name	Not State Property KWh
<div></div>	<div></div>
MAIN STREET STATION	7500
4TH STREET CHARGING STATION	11750

+ ADD

📝 EDIT

Total: 19250

- After all Charging Stations have been entered and saved, click the Certification and Submit checkbox to file the Return.

Temporary EV Power Tax Report

Report Period

202401

Postmark

Return Type

ORIGINAL

NOTES

Total Kwh Distributed

19250

Excise Tax Due

\$577.50

State Property Kwh

0

Surtax Due

\$0.00

Total Tax Due

\$577.50

Penalty Due (Estimated - additional penalties may apply)

\$0.00

Interest Due (Estimated - additional interest may apply)

\$0.00

Amount Due

\$577.50

Certification and Submit

☐ Electronic Signature: I declare, under the penalties of perjury, that this application has been examined by me and to the best of my knowledge and belief that the information provided herein is true, correct, and complete.

- Confirm Certification

CONFIRM Certification

By certifying this file you are indicating that it is ready to be submitted to the Kentucky Department of Revenue. Do you want to continue?

NO, CANCEL CERTIFICATION REQUEST

YES, CONTINUE

8. The Return has been filed. To submit payment, click “Submit Payment” and you will be routed to the Department of Revenue’s online payment system.
 - a. After the payment has been completed and processed, the “Populate Payment” will show payments made for the period.
 - b. Use the following link to see instructions for making a payment: [Enterprise Electronic Payment System \(EEPS\) – Internet User Guide \(ky.gov\)](#)

Filed EV Power Tax Report

Return Period

Postmark

Return Type

NOTES

202401

02/21/2024

ORIGINAL

✚ ORIGINAL - 202401

1	Total KWh Distributed	19,250
2	Excise Tax Due	\$577.50
3	State Property KWh	0
4	Surtax Due	\$0.00
5	Total Tax Due	\$577.50
6	Penalty Due	\$0.00
7	Interest Due	\$0.00
8	Amount Due	\$577.50

Postmarked: 02/21/2024

Section II Part 1

Section II Part 2

?

RESET

EXCEL

Station Name	Not State Property KWh
<div></div>	<div></div>
MAIN STREET STATION	7500
4TH STREET CHARGING STATION	11750

Total: 19250

SUBMIT PAYMENT

POPULATE PAYMENT