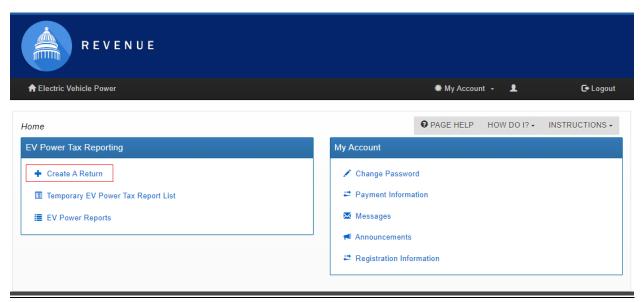
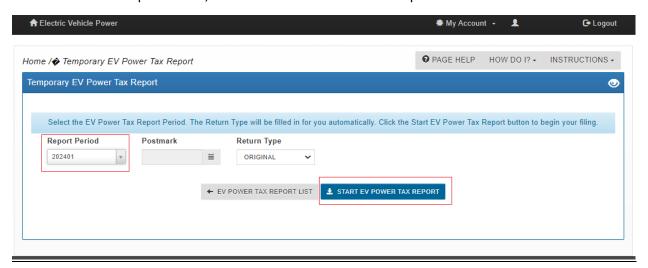
Kentucky Electric Vehicle Power Excise Tax – Monthly Filing Instructions (Original Return)

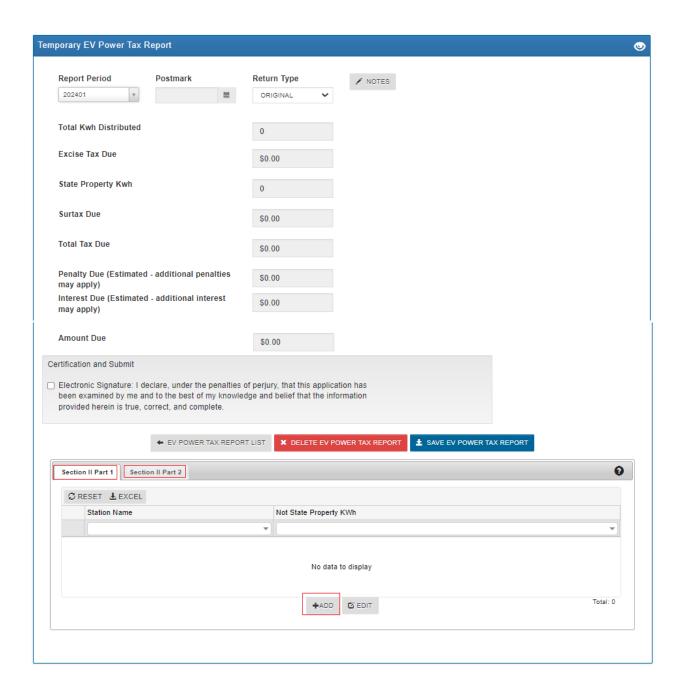
1. From the **Home** screen, click "Create A Return".



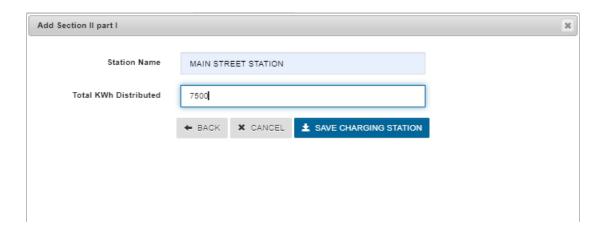
2. Select the Report Period, then click "Start EV Power Tax Report".



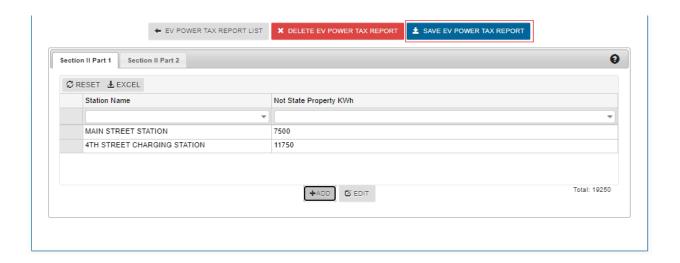
- 3. Section I will automatically populate with totals after KWhs for the Report Period are added in Section II
 - a. Section II Part 1 is used for Charging Stations **not** on State Property
 - b. Section II Part 2 is used for Charging Stations located on State Property
 - c. Click "Add" to enter KWh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



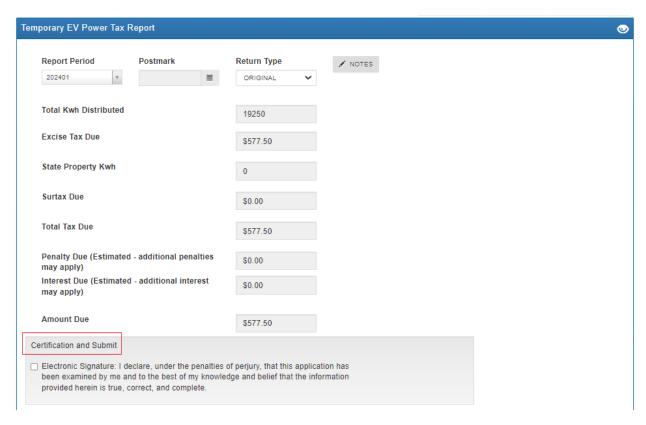
4. Enter the station name and Total KWh Distributed by that charging station for the Report Period. Click "Save Charging Station".



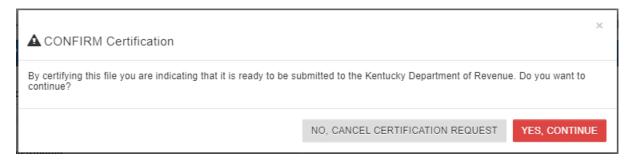
5. Enter total KWh distributed for each Charging Station as needed for Part 1 and Part 2 of Section II, then click "Save EV Power Tax Report". Amounts due will calculate in Section I.



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



7. Confirm Certification



- 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)

