# Specifications for Electronic Submission of Annual Wage and Tax Information via Electronic Media or Web for Year 2022.
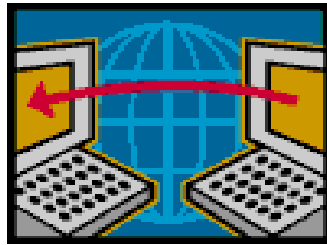
## KENTUCKY FINANCE & ADMINISTRATION CABINET



## DEPARTMENT OF REVENUE

**Note: Kentucky Department of Revenue (DOR) follows the EFW2 specifications found in Social Security Publication No. 42-007**

**For the state record – RS - specifications required by DOR please refer to this document**

**DOR ONLY accepts electronic wage and tax information via Web or CD**

# Table of Contents

**KENTUCKY DEPARTMENT OF REVENUE**
**SPECIFICATIONS FOR ELECTRONIC SUBMISSION OF ANNUAL WAGE AND**
**TAX INFORMATION VIA CD OR WEB BASED FILING**
**FOR TAX YEAR 2022, DUE JANUARY 31, 2023**

---

## OVERVIEW

---

This booklet contains the specifications and instructions for reporting form W-2 information to the Kentucky Department of Revenue (DOR) via electronic media pursuant to 103 KAR 18:050 Section 4. **DOR uses the EFW2 specifications as defined by the Social Security Administration for year 2022**.

**RS record is defined by DOR in this document.**

---

## ACCEPTABLE ELECTRONIC MEDIA

---

The Kentucky Department of Revenue (DOR) accepts annual W-2 information via Web Based Filing or CD only. **THERE IS ONLY ONE FORMAT FOR REPORTING VIA WEB BASED FILING or CD.**

103 KAR 18:050, Section 4 requires any employer who issues 26 or more withholding statements annually to utilize an acceptable form of electronic filing. Employers reporting less than 26 withholding statements annually are **encouraged**, but not required, to utilize electronic filing.

---

## TIPS TO REMEMBER

---

♦ **"RS" records are mandatory. They are optional only to the SSA and IRS.**
♦ Always **identify yourself and your company with an external label** on the CD.
♦ Include only employee records **pertinent to Kentucky** on your electronic file.
♦ Always use the correct **Kentucky Withholding Account Number (6 digits)** in the appropriate fields.
♦ **A Transmitter Report, 42A806** must be included with each CD submitted.
♦ A Transmitter Report, 42A806 is **NOT** required for web based filing.
♦ **DOR allows submission of Forms 1099 and W2G electronically via CD submission only. The federal format found in Federal Publication 1220 is the required format. See DOR's website at https://revenue.ky.gov/Business/Pages/Employer-Payroll-Withholding.aspx for the detailed specifications of the state defined fields.**

Kentucky Department of Revenue
W-2 CD Processing
501 High Street, Sta. 57
Frankfort, KY  40601

**Please include <u>TRANSMITTER REPORT 42A806</u> with each CD submitted**.  **The web link for the Transmitter Report 42A806 is included at the end of this booklet.  Photo copies of the Transmitter Report are acceptable.  Transmitter Report 42A806 is not required for Web Based filing.**

## FILING DEADLINE

Form W-2 electronic media files should be submitted to the Kentucky Department of Revenue by the last day of January of each year.  If this day falls on a holiday or weekend, the filing deadline is the next business day.

NOTE:  THE FILING DEADLINE DATE FOR TAX YEAR 2022 FILES IS JANUARY 31, 2023. NO FILING EXTENSIONS WILL BE GRANTED.

## ELECTRONIC MEDIA REQUIREMENTS

1.  **WEB BASED FILING**

    The Kentucky Department of Revenue (DOR) offers a secure web site as a preferred method of submitting the Reporting of Annual Employee Wage and Tax Information. Beginning in 2003, DOR began offering the Web as a viable alternative for submitting annual employee wage & tax reports. Using the web site is an ideal alternative as a means to submit the wage and tax reports to DOR.

    **Check out our web site at**:
    **https://revenue.ky.gov/Business/Pages/Employer-Payroll-Withholding.aspx**

    The underlying philosophy behind using the web site is that the data is already being created electronically.  It only makes great business sense to send this information securely via the Web rather than putting it on a CD, then paying a third party deliverer.  In the past, the DOR has had to return CD's asking for a corrected report from the employer / transmitter.

DOR is excited about using the web because it not only streamlines the processing of the wage and tax information for us but it offers an easy and secure way to meet the filing requirements for the employer!

## HOW THE WEB SITE WORKS

The web site utilizes Microsoft's SSL technology (Secure Socket Language) to create a secure connection between the client PC and our Web Server. Using 128 bit encryption, files are transferred to our servers and then processed. This service is provided **at no cost** and only requires the client PC to have Internet Explorer, or any other compatible web browser. There are no hardware restrictions and no software installations required.

To use the web site, a PIN is required, which DOR will assign when the employer declares its intention to send annual wage & tax reports via the web. ***The PIN only needs to be changed if the employer's Federal Identification Number changes or the employer requests a new PIN for security.***

Once the user has logged onto the web site, the employer can select files from any location accessible to that PC, and transfer it to the DOR web server. It is important to note that the file layout for using the web is exactly the same as filing by CD. Therefore, switching to this method of transferring files will require no changes in the methods for creating the files.
After the transfer, DOR will run validations against the file to determine that it is in a valid file format. Then, DOR will notify the transmitter within **2-48 hours**, via email using the email address the employer registered with OR supplied in system at time of submission (recommend), stating the success or failure of the validations.

## WEB SITE SECURITY

The Federal government mandates that strong security measures are established when handling Federal tax information. Since the incoming wage and tax information via Web Based Filing may contain Federal tax information, DOR has designed and controls the entire process with a high level of security. From the client PC to the Web Server, SSL is used to encrypt all data transfer, using 128 bit encryption. This process is entirely safe! After the file is transferred to our servers, it is encrypted again to provide security against internal access to the file.

To log onto the web site, a combination of your Federal Employer Identification Number (FEIN) and a DOR assigned Personal Identification Number (PIN) must be used in order to establish secure connection with the DOR server. Plus, a series of accountability and audit trails are maintained by the DOR upon connection to further control access. The DOR is confident in the level of security with using Web Based Filing.

## HOW TO GET STARTED USING WEB BASED FILING

Preparing your office and personal computer to use Web Based Filing requires no hardware or software installations. The only requirements are having Internet Explorer or some other compatible web browser, and a DOR assigned PIN.

1. **To get your PIN, complete Form 42A808 - Request Form for Authorization of Submission of Annual Employee Wage & Tax Reporting via THE WEB and send to DOR.**

2. The DOR will assign you a PIN and clarify Web Based Filing procedures and specifications upon declaring your intention to submit annual wage & tax information via the Web. Some information as to system specifications, network and contact information must be provided to the DOR. *Please Note: **It is important to get your system / network administrator involved ASAP so as to ensure that you have the proper capabilities. Please notify & work with your system / network administrator up front to ensure your success.***

## AUTHORIZATION TO FILE VIA THE WEB

**The employer / transmitter must contact the DOR, using Form 42A808 – Request Form for Authorization of Submission via WEB, to declare intentions to submit via the Web and obtain the current WEB specifications.** The employer must be prepared to provide the following information:

1. Name, Address and Federal Employer Identification Number (FEIN) of organization or firm requesting to enable Web Site Access.
2. Name, title, telephone number and email address of person to contact regarding the request for setup of Web Site Access.
3. Estimated number of employees to be reported.

**The completed Form 42A808 should be mailed OR faxed using the contact information below.**
**Send To:**

> **Kentucky Department of Revenue**
> **Withholding Tax Branch**
> **P. O. Box 181, Station 57**
> **Frankfort, KY  40602-0181**
> **FAX 502-564-3685**

## GENERAL WEB REQUIREMENTS

### WHAT IS EDITED BY THE WEB SITE
- The file must be recorded in American Standard Code for Information Interchange (ASCII) and no record should be longer than 512 character positions.
- The file layout is IDENTICAL to that required of the CD.

- The file **must** contain valid EFW2 record(s) for each employee. Once registered with a PIN, you can validate the file format and records by checking the "Test Only" box on log-in page.
- The file **must** total correctly & have valid record contents (i.e. state code should be 21 for Kentucky, reporting period should be 2022, Kentucky withholding account number should be 6 digits, at least one Kentucky record is required to be in the file, etc.).
- Each RW record MUST be followed by an RS record.
- There can only be 1 RS record with the same state code per RW record.

2.    **CD**
      Make sure to use a blank CD.

## DATA RECORD DESCRIPTIONS

The record for reporting Kentucky wage and tax data shall be the Code-RS State Record. **ONLY UPPER CASE LETTERS ARE ACCEPTABLE ON ELECTRONIC MEDIA FILES**. For technical requirements and specifications on the RS – State Record – please see page 9 of this manual.

The following is a list of **required** data records used to create electronic media W-2 Copy 1 Reports. For technical requirements and specifications on all records **EXCEPT THE RS RECORD,** see the Social Security Administration's Publication No. 42-007, Specifications for Filing Forms W-2 Electronically (EFW2).

RA – Submitter Record
RE – Employer Record
RW – Employee Wage Record
**RS – State Record (Required record for Kentucky reporting, this is optional ONLY for the Social Security Administration and IRS.)**
RT- Total Record
RF- Final Record

*See Social Security Administration's Appendix C for record sequence examples*
*Each RW record **MUST** be followed by an RS record.*

**SUBMITTER RECORD:**

CODE RA

- The CODE RA record must be the first data record on each file.

- Make the address entries specific enough to ensure proper delivery precisely according to the specifications.

- Identifies the organization submitting the file.

- Describes the file.

- Identifies the organization to be contacted by the SSA.

- Identifies the organization to be contacted by DOR.

- Identifies the means of contact.

**FOR DETAILED TECHNICAL REQUIREMENTS AND SPECIFICATIONS PLEASE REFER TO THE SOCIAL SECURITY ADMINISTRATION'S PUBLICATION NO. 42-007 SPECIFICATIONS FOR FILING FORMS W-2 ELECTRONICALLY (EFW2)**

**EMPLOYER RECORD:**

CODE RE

- The CODE RE record identifies the employer whose employee wage and tax information is being reported. Generate a new CODE RE record each time it is necessary to change information in any field on this record.

- DO NOT create a CODE RE record for an employer that does not have at least one employee (CODE RS record) with monies to report.

- If a submission containing multiple employer reports (more than one Code RE record on a submission) is returned for correction, make the necessary correction(s) and return the entire submission to the Kentucky Department of Revenue.

**FOR DETAILED TECHNICAL REQUIREMENTS AND SPECIFICATIONS PLEASE REFER TO THE SOCIAL SECURITY ADMINISTRATION'S PUBLICATION NO. 42-007 SPECIFICATIONS FOR FILING FORMS W-2 ELECTRONICALLY (EFW2)**

**EMPLOYEE WAGE RECORD**

*EACH RW RECORD MUST BE FOLLOWED BY A RS RECORD*

CODE RW and RO

- Following each CODE RE record, include the CODE RW record(s) for that CODE RE record immediately followed by the OPTIONAL RO record(s).

- The RO record is required if one or more of the fields must be completed because the field(s) applies to an employee. If just one field applies, the entire record must be completed.

- **Do not complete a CODE RO record if only blanks and zeros would be entered in positions 3-512.**

- RW records may be intermixed by RW-RO combinations if some employees have information for an RO record and some do not.

**FOR DETAILED TECHNICAL REQUIREMENTS AND SPECIFICATIONS PLEASE REFER TO THE SOCIAL SECURITY ADMINISTRATION'S PUBLICATION NO. 42-007 SPECIFICATIONS FOR FILING FORMS W-2 ELECTRONICALLY (EFW2)**

**STATE RECORD**

**THERE MUST BE AT LEAST 1 RW RECORD PRECEDING EVERY RS RECORD.**

CODE RS

CODE RS identifies the employee information: Social Security Number, Name, Address, City, State, Postal Zip, Kentucky Wages, and Kentucky Withholding Tax. **CODE RS ARE REQUIRED REPORTING FOR KENTUCKY**. They are optional only for the Social Security Administration and IRS.

| CODE RS - State Record | | | |
|---|---|---|---|
| **RS POSITION** | **FIELD NAME** | **LENGTH** | **FIELD SPECIFICATIONS** |
| 1-2 | Record Identifier | 2 | Constant "RS". |
| 3-4 | State Code | 2 | Enter the appropriate postal **NUMERIC** Code. (See Appendix F.) **21 for Kentucky.** |
| 5-9 | Taxing Entity Code | 5 | Defined by State/local agency. |
| 10-18 | Social Security Number (SSN) | 9 | Enter the employee's SSN as shown on the original/replacement SSN card issued by SSA. **If no SSN is available, enter zeros.** |

| CODE RS - State Record | | | |
|---|---|---|---|
| **RS POSITION** | **FIELD NAME** | **LENGTH** | **FIELD SPECIFICATIONS** |
| 19-33 | Employee First Name | 15 | Enter the employee's first name as shown on the SSN card.<br><br>Left justify and fill with blanks. |
| 34-48 | Employee Middle Name or Initial | 15 | If applicable, enter the employee's middle name or initial as shown on the SSN card.<br><br>Left justify and fill with blanks.<br><br>Otherwise, fill with blanks. |
| 49-68 | Employee Last Name | 20 | Enter the employee's last name as shown on the SSN card.<br><br>Left justify and fill with blanks. |
| 69-72 | Suffix | 4 | If applicable, enter the employee's alphabetic suffix.<br>For example:  SR, JR<br><br>Left justify and fill with blanks.<br><br>Otherwise, fill with blanks. |
| 73-94 | Location Address | 22 | Enter the employee's location address (Attention, Suite, Room Number, etc.).<br><br>Left justify and fill with blanks. |
| 95-116 | Delivery Address | 22 | Enter the employee's delivery address.<br><br>Left justify and fill with blanks. |
| 117-138 | City | 22 | Enter the employee's city.<br><br>Left justify and fill with blanks. |
| 139-140 | State Abbreviation | 2 | Enter the employee's state or commonwealth/territory.<br><br>Use a postal abbreviation as shown in Appendix F.<br><br>For a foreign address, fill with blanks. |
| 141-145 | Zip Code | 5 | Enter the employee's ZIP code.<br><br>For a foreign address, fill with blanks. |

| CODE RS - State Record | | | |
|---|---|---|---|
| **RS POSITION** | **FIELD NAME** | **LENGTH** | **FIELD SPECIFICATIONS** |
| 146-149 | Zip Code Extension | 4 | Enter the employee's four-digit extension of the ZIP Code.<br><br>If not applicable, fill with blanks. |
| 150-154 | Blank | 5 | Fill with blanks. Reserved for SSA use. |
| 155-177 | Foreign State/ Province | 23 | If applicable, enter the employee's foreign state/province.<br><br>Left justify and fill with blanks.<br><br>Otherwise, fill with blanks. |
| 178-192 | Foreign Postal Code | 15 | If applicable, enter the employee's foreign postal code.<br><br>Left justify and fill with blanks.<br><br>Otherwise, fill with blanks. |
| 193-194 | Country Code | 2 | If one of the following applies, fill with blanks:<br><br>• One of the 50 States of the U.S.A.<br>• District of Columbia<br>• Military Post Office (MPO)<br>• American Samoa<br>• Guam<br>• Northern Mariana Islands<br>• Puerto Rico<br>• Virgin Islands<br><br>Otherwise, enter the employee's applicable Country Code. (see Appendix G). |
| 195-196 | Optional Code | 2 | Right justify and zero fill.<br><br>**Applies to unemployment reporting.** |
| 197-202 | Reporting Period | 6 | Enter the last month and four-digit year for the calendar quarter for which this report applies; e.g., "032022" for January through March of 2022.<br><br>**Applies to Unemployment reporting.** |

| **CODE RS - State Record** |
| RS POSITION | FIELD NAME | LENGTH | FIELD SPECIFICATIONS |
| --- | --- | --- | --- |
| 203-213 | State Quarterly Unemployment Insurance Total Wages | 11 | Right justify and zero fill.<br><br>**Applies to Unemployment reporting.** |
| 214-224 | State Quarterly Unemployment Insurance Total Taxable Wages | 11 | Right justify and zero fill.<br><br>**Applies to Unemployment reporting.** |
| 225-226 | Number of Weeks Worked | 2 | Right justify and zero fill.<br><br>**Applies to Unemployment reporting.** |
| 227-234 | Date First Employed | 8 | Enter the month, day and four-digit year; e.g., "01312022."<br><br>**Applies to Unemployment reporting.** |
| 235-242 | Date of Separation | 8 | Enter the month, day and four-digit year; e.g., "01312022."<br><br>**Applies to Unemployment reporting.** |
| 243-247 | Blank | 5 | Fill with blanks. Reserved for SSA use. |
| 248-267 | State Employer Account Number | 20 | Enter 6 digit state income tax withholding account number (**NOT UNEMPLOYMENT INSURANCE NUMBER).**<br><br>Right justify and zero fill.<br><br>**Applies to State Income Tax reporting.** |
| 268-273 | Blank | 6 | Fill with blanks. Reserved for SSA use. |
| 274-275 | State Code | 2 | Enter the appropriate postal **NUMERIC** code (see Appendix F).<br><br>**21 for Kentucky**.  **At least 1 KY record must be in the file.**<br><br>**Applies to State Income Tax Reporting.** |
| 276-286 | State Taxable Wages | 11 | Enter the state taxable wages, no negative amounts.<br><br>Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |

| CODE RS - State Record | | | |
|---|---|---|---|
| **RS POSITION** | **FIELD NAME** | **LENGTH** | **FIELD SPECIFICATIONS** |
| 287-297 | State Income Tax Withheld | 11 | Enter the state income tax withheld, no negative amounts.<br><br>Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |
| 298-307 | Other State Data | 10 | Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |
| 308 | Tax Type Code | 1 | Enter the appropriate code for entries in fields 309-330:<br>• C = City Income Tax<br>• D = County Income Tax<br>• E = School District Income Tax<br>• F = Other Income Tax<br><br>**Applies to State Income Tax Reporting.** |
| 309-319 | Local Taxable Wages | 11 | Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |
| 320-330 | Local Income Tax Withheld | 11 | Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |
| 331-337 | State Control Number | 7 | Right justify and zero fill.<br><br>**Applies to State Income Tax Reporting.** |
| 338-412 | Supplemental Data 1 | 75 | Fill with hard spaces. |
| 413-487 | Supplemental Data 2 | 75 | Fill with hard spaces. |
| 488-512 | Blank | 25 | Fill with blanks. Reserved for SSA use. |

**TOTAL RECORD**

CODE RT, RU, RV

- The CODE RT record must be generated for each CODE RE record.

- The CODE RU record is OPTIONAL, but is REQUIRED if an RO record is prepared.
- If just one field applies, the entire record must be completed.

- Do not complete a CODE RU record if only zeros would be entered in positions 3-512.

- The CODE RV record is OPTIONAL. CODE RV is a new record to be defined by the State unemployment agency.

**FOR DETAILED TECHNICAL REQUIREMENTS AND SPECIFICATIONS PLEASE REFER TO THE SOCIAL SECURITY ADMINISTRATION'S PUBLICATION NO. 42-007 SPECIFICATIONS FOR FILING FORMS W-2 ELECTRONICALLY (EFW2)**

**FINAL RECORD**

CODE RF

- Must be the last record on the file and appear only once on the file.

- Do not create a file that contains any data recorded after the CODE RF record.

**FOR DETAILED TECHNICAL REQUIREMENTS AND SPECIFICATIONS PLEASE REFER TO THE SOCIAL SECURITY ADMINISTRATION'S PUBLICATION NO. 42-007 SPECIFICATIONS FOR FILING FORMS W-2 ELECTRONICALLY (EFW2)**

**WEB LINK FOR FORM 42A806 - TRANSMITTER REPORT FOR FILING KENTUCKY WAGE STATEMENTS**
https://revenue.ky.gov/Business/Pages/Employer-Payroll-Withholding.aspx

**WEB LINK FOR FORM 42A808 - AUTHORIZATION TO SUBMIT EMPLOYEES ANNUAL WAGE AND TAX STATEMENTS VIA DOR WEB SITE**
https://revenue.ky.gov/Business/Pages/Employer-Payroll-Withholding.aspx

**Q.** My file has employees who have more than one RS record with the same state code, due to the employees paying multiple local taxing areas. My W2 information file (CD or Web Filing) continues to be denied due to this error but I don't know how to correct it.

**A.** The Kentucky Department of Revenue does not require that you report the local tax information; therefore, the RS record that contains ONLY local tax information can be deleted. Make certain that the RS record that remains in your file is the RS record that contains the state information. There can only be one RS record with the same state code per RW record in your file.

**Q.** I sent the Kentucky Department of Revenue an exact copy of the file that I sent to the Social Security Administration. The Social Security Administration accepted my file, but the Kentucky Department of Revenue denied my file (CD or Web Filing) stating that the RW record is not in the correct sequence, the state RS record could be missing.

**A.** Although the Kentucky Department of Revenue follows the federal specification format this does NOT mean that a duplicate copy of your federal media is acceptable. There are differences in the data requirements and some differences in procedural requirements between the federal and state. The state record RS is a mandatory record for the Kentucky Department of Revenue but optional for the federal entities, it MUST be included in the file that is sent to the Kentucky Department of Revenue.

**Q.** My W2 information file (CD or Web Filing) was denied stating that specific lines have "invalid character length." My network administrator/technical staff verified that each line in the file is 512 characters in length; this is the length that is required in the specifications. I don't understand how the line length can be verified as acceptable before the file is sent but the Kentucky Department of Revenue states that it is not correct.

**A.** When a file is created on a mainframe server and transferred to a personal computer, the trailing spaces can be dropped, which causes invalid record length. Make sure your network administrator/technical staff views the file from your personal computer before submitting the corrected file. You may place an "X" in the 512 position of each line to retain the trailing spaces. If you are using a software package that automatically creates your file you will need to contact the software vendor for assistance.

**Q.** Once I submitted my file via the Web, I received a message stating that a confirmation e-mail would be sent within 24 to 48 hours. It has been more than 48 hours and I have not received the confirmation e-mail, what do I need to do?

**A.** Make certain that the e-mail address that was entered for use in the confirmation information process was correct. **If the e-mail address entered was incorrect you will not receive a confirmation e-mail** and will need to contact the Kentucky Department of Revenue at 502-564-1900 option 3 for confirmation. If the e-mail address was entered correctly, it may take 24 to 48 hours to receive the confirmation. You will need to contact the Kentucky Department of Revenue at 502-564-1900 option 3 to report if confirmation is not received within 48 hours.

**Q.** I am a payroll company that submits wage and tax information for several companies via Web Filing. I am prompted to enter the employer FEIN; however, I have multiple employers on one file. Which employer FEIN do I enter, or do I have to enter each one individually versus all in one file?

**A.** You may submit multiple employers within one file. Enter the first employer FEIN in the file on the page that requests the employer FEIN.

**Q.** My W2 information file was returned to me with this error, "CR CR", "< >", "< CR >". What does this mean?

**A.** A carriage return/line feed is a record delimiter. If you include record delimiters (CR-carriage return, LF-line feed) in the file, they MUST follow the last character of each record except the RF record (carriage return in position 513 and line feed in position 514). The ASCII decimal value for a carriage return is 13 and line feed is 10, they MUST be in this order. Do NOT place a record delimiter before the first record of the file. Do NOT place record delimiters after a field within a record.

**Q.** Is it necessary to apply for a PIN for Web Filing each year?

**A.** No. The PIN is valid as long as your Federal Identification Number remains the same. If your Federal Identification Number changes you will need to apply for a new PIN with the Kentucky Department of Revenue.