

Commonwealth of Kentucky

Withholding Return and Payment System (WRAPS)

User Guide



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Overview

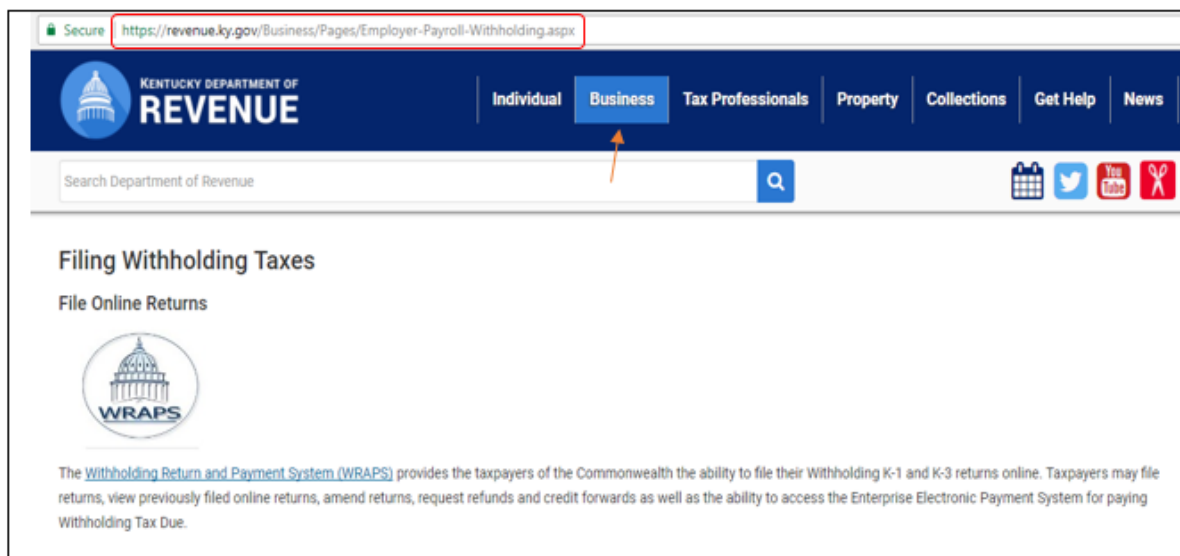
The Withholding Return and Payment System (WRAPS) provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view and amend returns that were previously filed online, request refunds and credit forwards, as well as the ability to access the Enterprise Electronic Payment System (EEPS) for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

Please review the table of contents for quick access to necessary information.

Login

To register a Business for online filing, the User will need to go to the Department of Revenue home page (<https://revenue.ky.gov>) and then look for Employer Payroll Withholding under Business. The user will then be directed towards the Withholding Returns and Payment System (WRAPS).



This will take the user to the One Stop Login screen.

Login Page

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky **One Stop** BUSINESS PORTAL

WRAPS

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services.
For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username
Password

[Forgot Username or Password?](#)

[Sign in](#)

If you do not have a user account,
[Click here to create one.](#)

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

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[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)

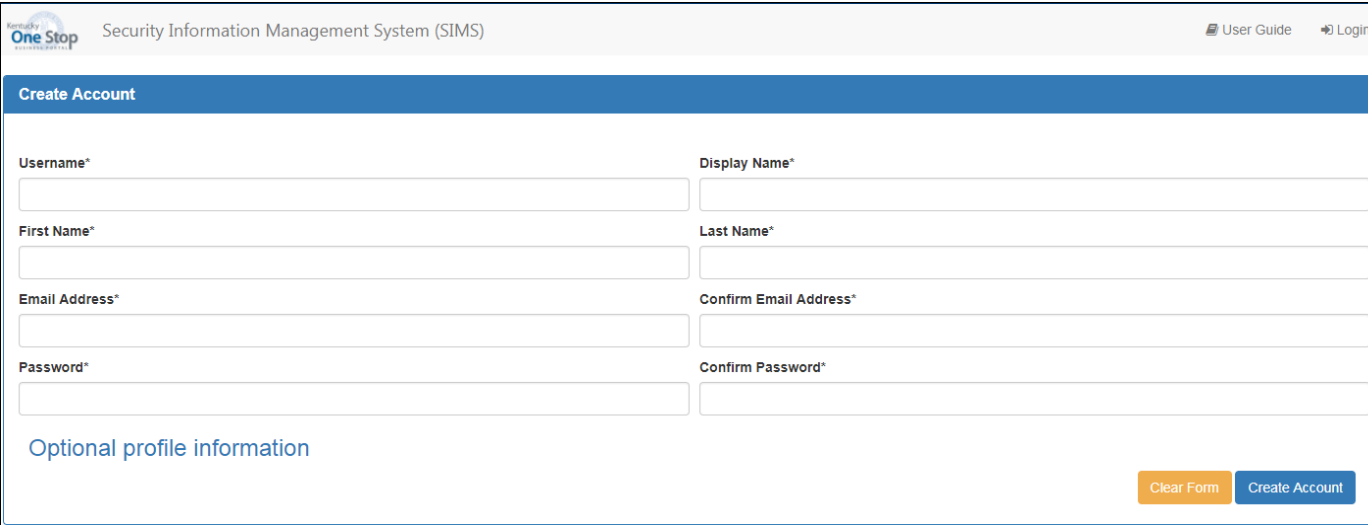
Kentucky
UNBROKEN SPIRIT

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[Kentucky.gov](#)

Note

If the user is an existing user, they will need to enter their Username and Password and click 'Sign in'. If the user is a new user, they will need to click 'Click here to create a user account.'

New User Registration



Security Information Management System (SIMS) User Guide Login

Create Account

Username* Display Name*

First Name* Last Name*

Email Address* Confirm Email Address*

Password* Confirm Password*

[Optional profile information](#)

Clear Form Create Account

Once the user is presented with the Create Account page, the user will need to enter the required information:

- User Name
- Display Name
- First Name
- Last Name
- Email Address (requires duplicate entry for confirmation)
- Password (requires duplicate entry for confirmation)

Optional Profile Information

Security Information Management System (SIMS) User Guide Login

Create Account

Username* Display Name*

First Name* Last Name*

Email Address* Confirm Email Address*

Password* Confirm Password*

[Optional profile information](#)

Note

The user may choose to add optional profile information such as mailing address by clicking the 'Optional profile information' link.

Optional profile information

Prefix	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1

Address 2

PO Box Number

City	State	Zip Code
<input type="text"/>	Alberta ▼	<input type="text"/>

Upon completion of all required and applicable fields, the user will click 'Create Account'.

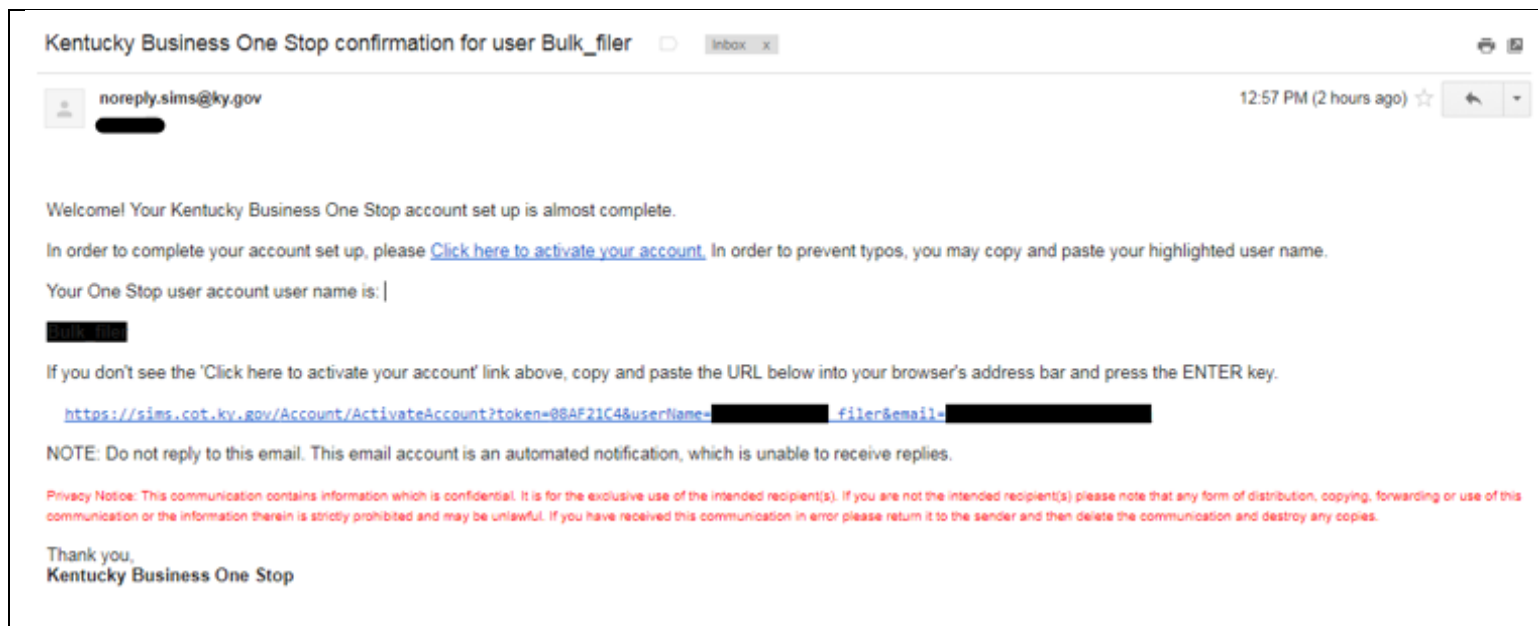
Once the user clicks the 'Create Account' button, they will see a screen that shows an account creation confirmation message confirming that they have created an account with One Stop. However, the user cannot log in yet, as they still need to activate their account.

The user should follow the instructions provided on this screen to check their email.



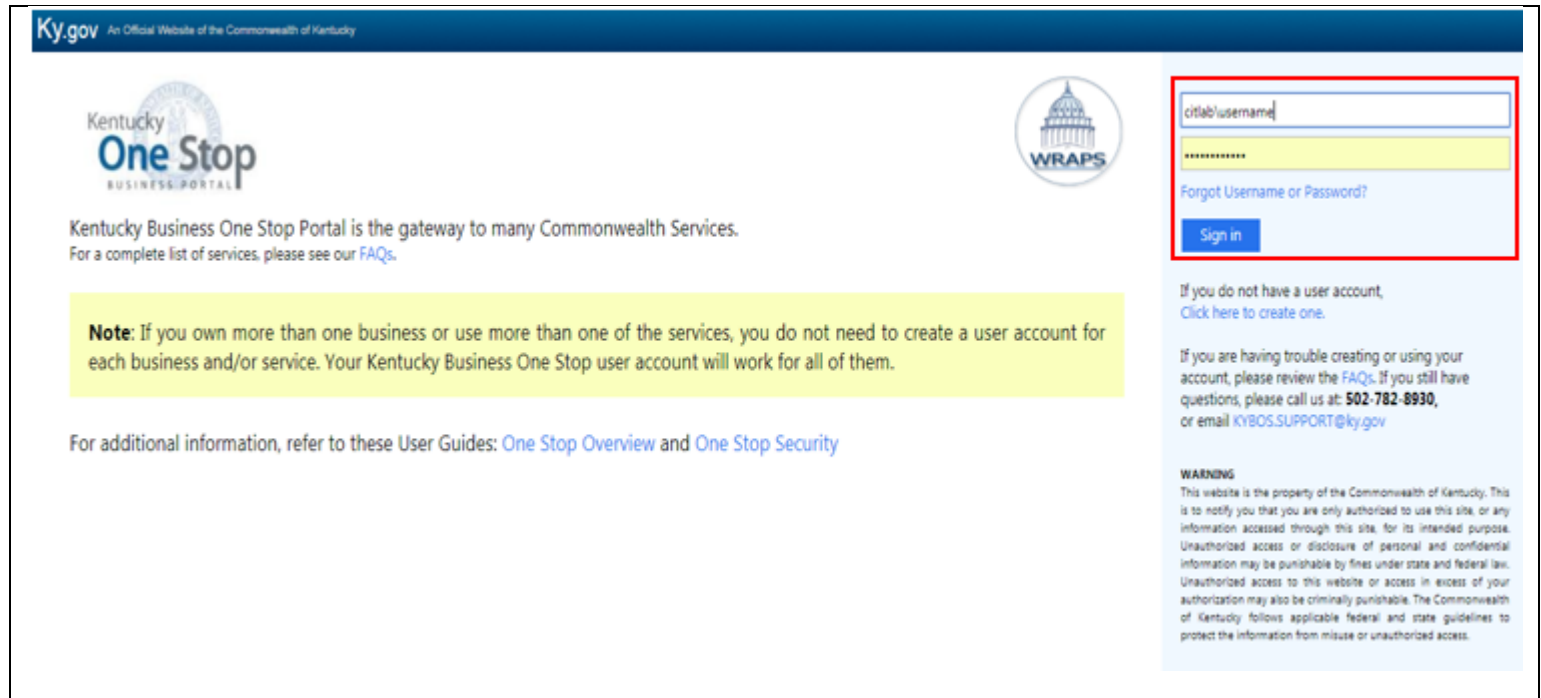
Email Confirmation

The user will need to check the email account that they entered on the Create Account screen for an email from noreply.sims@ky.gov. The email will look similar to the **one shown below**:



In order to activate their account, the user should click on the hyperlink ([Click here to Activate Your Account](#)) provided in the email. This will take the user back to the One Stop login screen.

Once back at the One Stop login screen, users should input the Username and password they entered on the Create Account screen as shown in the highlighted red box.

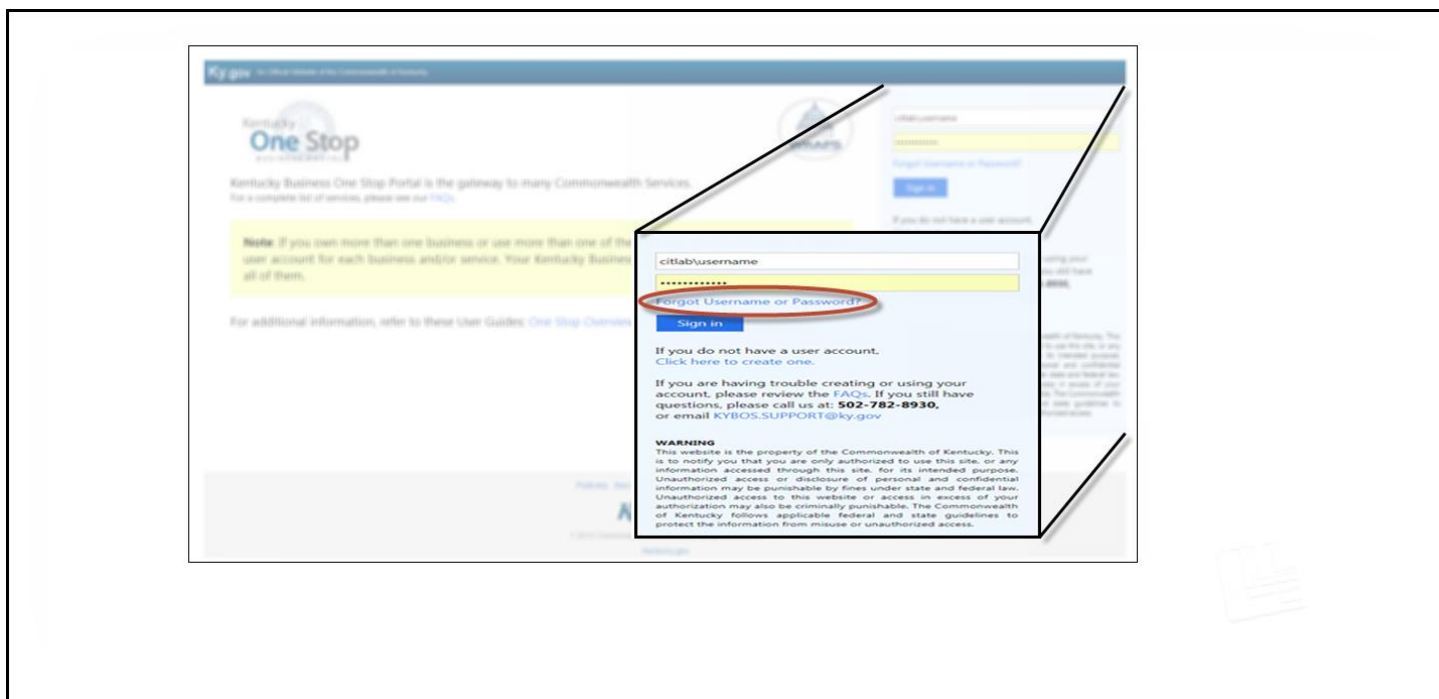


Note

Please be aware that One Stop will auto generate 'cit\' at the beginning of the user's username. This is not an error and is necessary for the user to successfully log into One Stop and the Withholding Return and Payment System.

Trouble Accessing Your Account

If the user is unable to successfully login, has forgotten the correct username and/or password, or if the account has become locked, the user should click the 'Trouble accessing your account?' link on the WRAPS homepage.



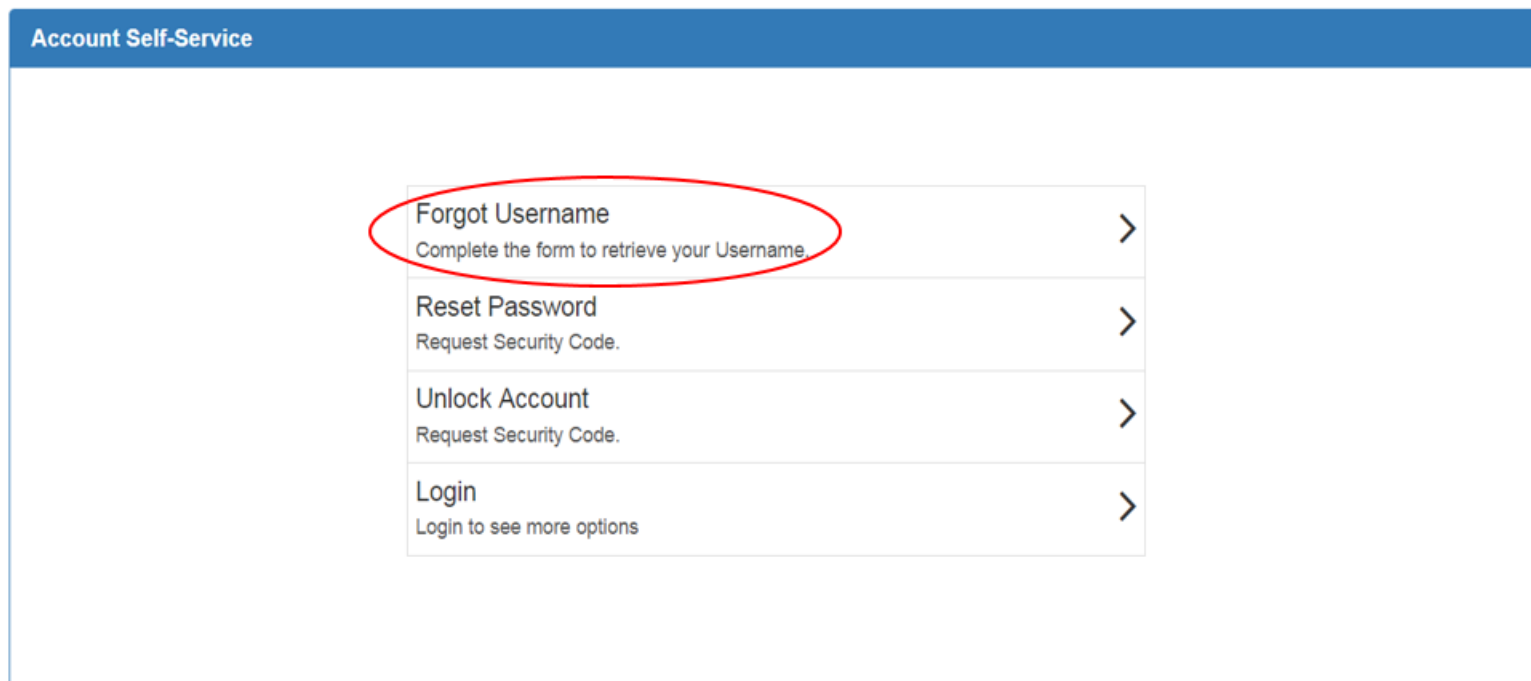
This will take the user to the Account Self-Service page where the user can select the appropriate link to obtain the Username associated with the account, reset the account password, unlock the account, and login to the Kentucky Business One stop Portal.

Account Self-Service

Forgot Username Complete the form to retrieve your Username.	>
Reset Password Request Security Code.	>
Unlock Account Request Security Code.	>
Login Login to see more options	>

Forgot Username

If the user has forgotten the Username that was entered when the profile was generated, the user will select 'Forgot Username'.



The screenshot shows the 'Account Self-Service' interface. A menu is displayed with four options, each with a right-pointing chevron. The first option, 'Forgot Username', is circled in red. Below it are 'Reset Password', 'Unlock Account', and 'Login'.

Option	Description	Action
Forgot Username	Complete the form to retrieve your Username.	>
Reset Password	Request Security Code.	>
Unlock Account	Request Security Code.	>
Login	Login to see more options	>

The next screen will prompt the user to indicate where the Username associated with the account should be sent.

Account Self-Service


Forgot Username

Complete this form to retrieve your Username.

Send Username To*

Select Option...

Captcha



Type the text

reCAPTCHA™

[Privacy & Terms](#)

< Back Clear Form Retrieve Username

Note At present, the only option to select is “My Email.” The user should enter the email address used when the SIMS profile was created.

Clicking on the drop down menu under the “Send Username To*” field will enable the user to input the email address used when the SIMS profile was created. Enter the “Captcha” verification information, and click ‘Retrieve Username’.

Forgot Username

Complete this form to retrieve your Username.

Send Username To*

My Email

Email Address

Captcha

since haccssj

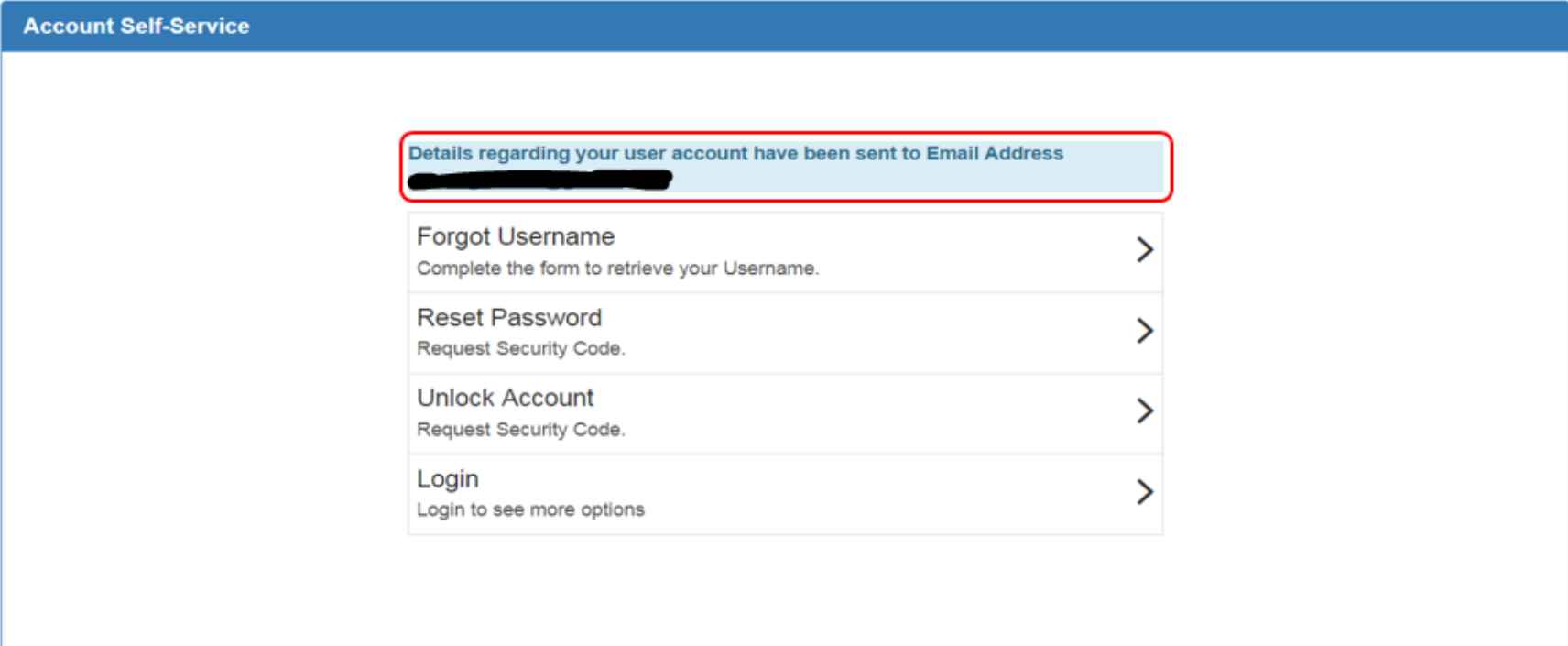
Type the text

Privacy & Terms

reCAPTCHA™

Clear Form Retrieve Username

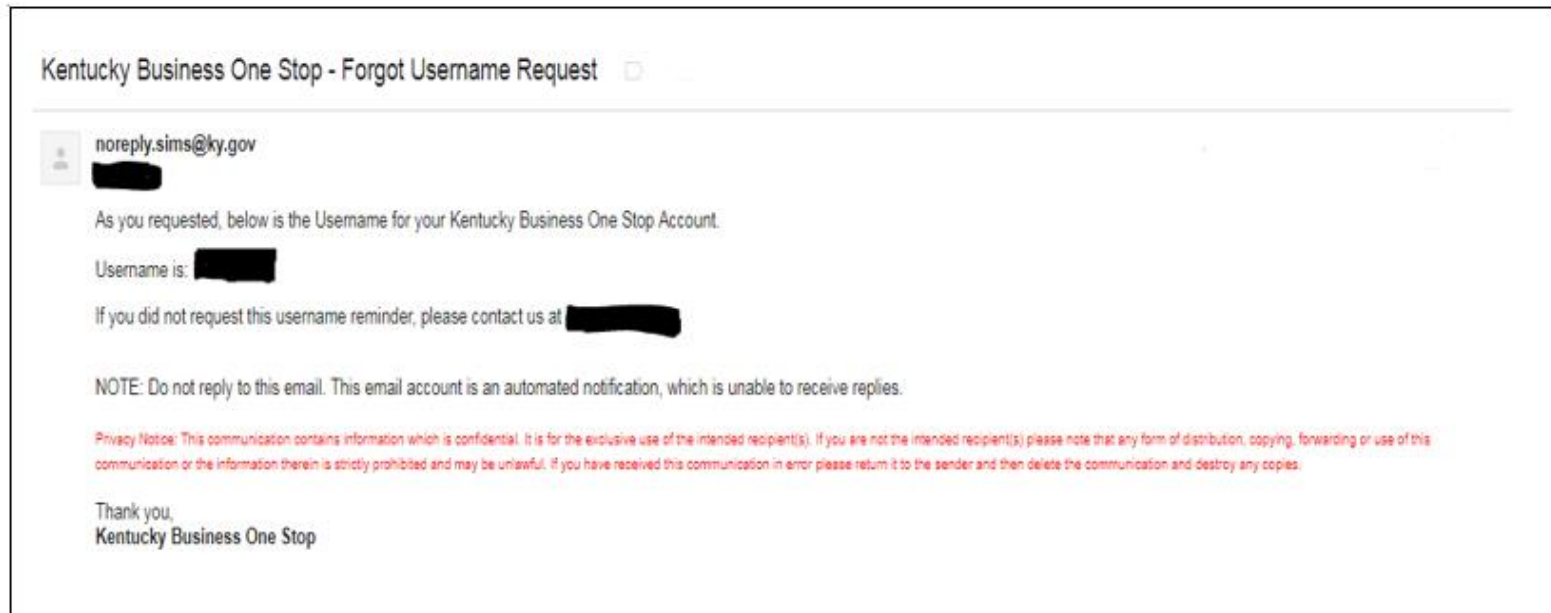
The system will indicate that details regarding the account have been sent to the user via email.



The screenshot displays the 'Account Self-Service' interface. At the top, a blue header bar contains the text 'Account Self-Service'. Below this, a light blue notification box with a red border contains the message: 'Details regarding your user account have been sent to Email Address' followed by a redacted email address. Below the notification is a list of four account management options, each with a right-pointing chevron icon:

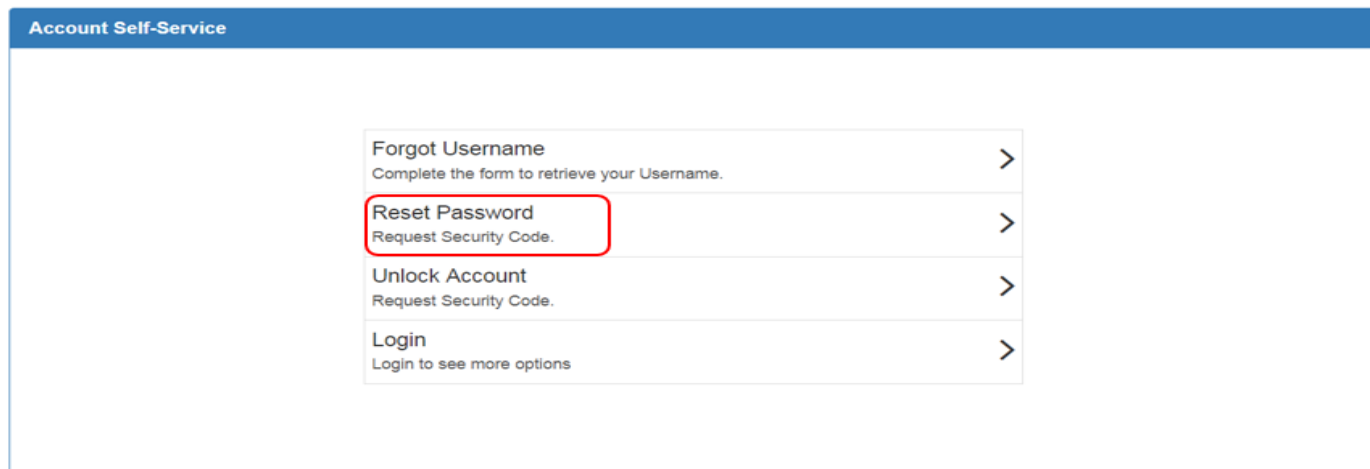
- Forgot Username**
Complete the form to retrieve your Username.
- Reset Password**
Request Security Code.
- Unlock Account**
Request Security Code.
- Login**
Login to see more options

The user will receive an email similar to the example below. The user will utilize the account username listed in the email to login to WRAPS.



Reset Password

If the user has forgotten the account password and needs to reset it, the user will select 'Reset Password'.



The screenshot shows a web interface titled "Account Self-Service" with a blue header. Below the header is a list of menu items, each with a right-pointing chevron. The "Reset Password" item is highlighted with a red rectangular box. The menu items are:

Menu Item	Description	Action
Forgot Username	Complete the form to retrieve your Username.	>
Reset Password	Request Security Code.	>
Unlock Account	Request Security Code.	>
Login	Login to see more options	>

The next screen will prompt the user to indicate where password reset information should be sent.

The user will key in the Username associated with the account, select “My Email” under “Send Code To*” drop down menu, and then enter the SIMS profile Email address. The user will type the “Captcha” verification information and click ‘Request Security Code’.

The screenshot shows a web form titled "Account Self-Service" with a sub-header "Password Reset : Request Security Code". The form contains the following fields and elements:

- Username***: A text input field containing "Username used for SIMS Account".
- Send Code To***: A dropdown menu with "My Email" selected.
- Email Address**: A text input field containing "XXXXXXXX@gmail.com".
- Captcha**: A reCAPTCHA widget showing the text "HACIENDA CABINA" and a "Privacy & Terms" link.
- Buttons**: Four buttons at the bottom right: "< Back" (blue), "Clear Form" (orange), "Request Security Code" (blue, highlighted with a red border), and "Already Have A Code? Click" (green).

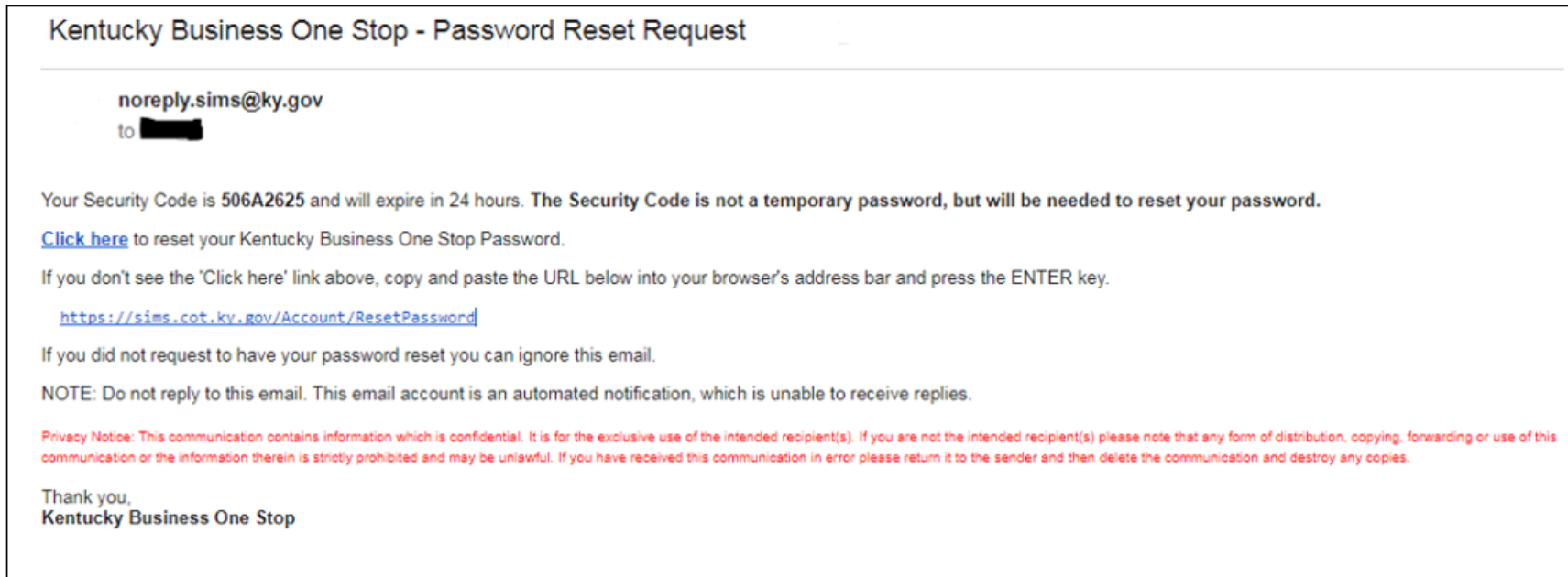
Note The following radio buttons perform the following functions:

'Back' = Will take the user to the earlier page.

'Clear Form' = Will clear the data that had been entered in the current field.

'Already Have A Code?Click' = The user can key in the system generated code.

The user will receive an email similar to the example below. The user will utilize the system generated recovery code and included instructions to reset the password.

**Note**

The system generated recovery code is only valid for 24 hours. If 24 hours has passed since the code was issued, the request process must be repeated in order to obtain a new code.

Upon returning to WRAPS, the user will input the Username associated with the account, the system generated recovery code, and the new password. The user will re-enter the new password to confirm, input the "Captcha" verification information, and click **'Reset Password'**.

Account Self-Service

Reset Password

A Security Code has been sent to the delivery option you selected on the previous screen. Please provide that Security Code, along with the other information requested, into this form to reset your password.


Username*


Security Code*

New Password*

Confirm Password*

Captcha



Type the text  [Privacy & Terms](#)


< Back Clear Form **Reset Password**

Note New passwords must be between 8 and 15 characters long and contain at least one of the following: one number, one letter, one special character and one capital letter. Passwords must not contain the Username, First Name or Last Name.

The system will indicate that the account password has been reset.

Account Self-Service Options

Your password has been reset. You may now log into your user account, or you may enter the system by navigating to the service you were previously trying to access.

 If you have forgotten your username or password, or if you have locked your user account, please use one of the options to the left to fix the problem.

The user will receive an email similar to the example below indicating that the password for the account has been changed.

Kentucky Business One Stop - Password Was Reset

noreply.sims@ky.gov <noreply.sims@ky.gov>
 To: [REDACTED]

This is a notice regarding your Kentucky Business One Stop Account. Your password for the account registered with this email address has been reset. This email is for your records only. You do not have to take any action.

If you did not request this password reset, please contact us at [502-782-8930](tel:502-782-8930).

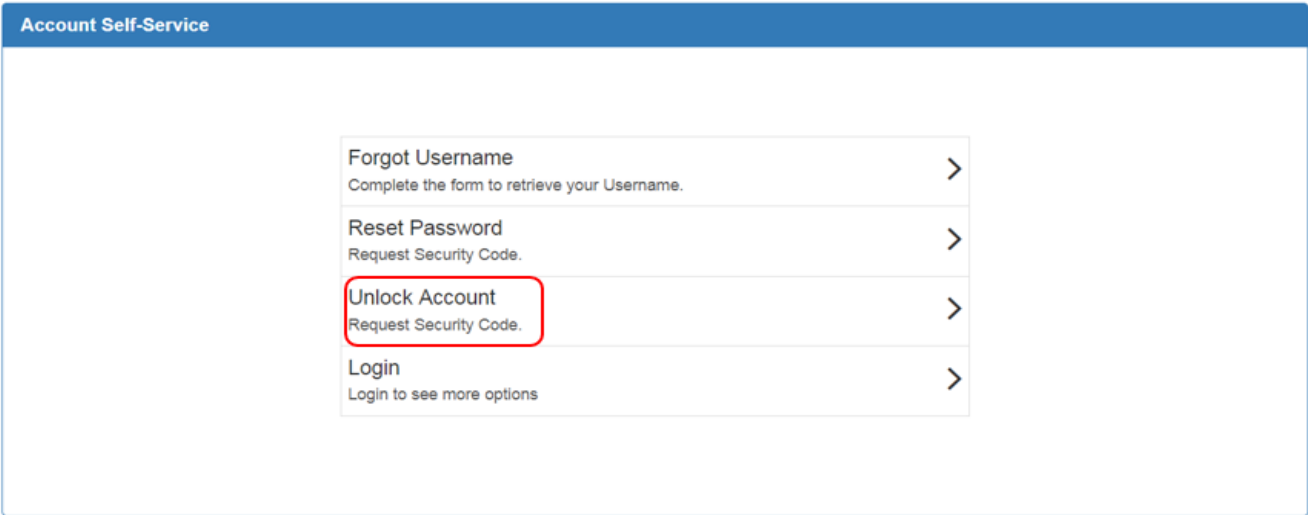
NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This communication contains information which is confidential. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please note that any form of distribution, copying, forwarding or use of this communication or the information therein is strictly prohibited and may be unlawful. If you have received this communication in error please return it to the sender and then delete the communication and destroy any copies.

Thank you,
One Stop Kentucky

Unlock Account

If the user account has become locked, the user will select 'Unlock Account'.



The next screen will prompt the user to indicate where unlock account information should be sent.

Account Self-Service

Unlock Account : Request Security Code

Username*

Abcd|

Send Code To*

My Email

Email Address

XXXXXXXX@GMAIL.COM

Captcha

LSQ 1700

Type the text

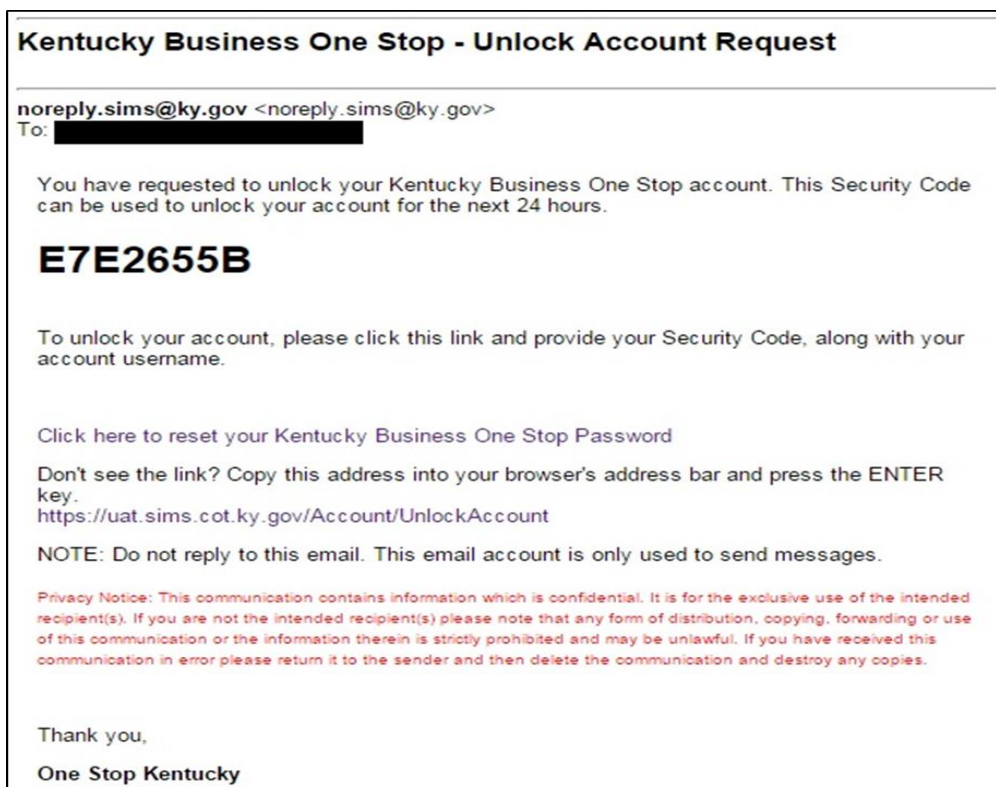
Privacy & Terms

noCAPTCHA™

< Back Clear Form Request Security Code Already Have A Code? Click

The user will input the Username associated with the account, select “My Email” for “Send Code To*”, and then enter the email address used when the profile was created. The user will input the “Captcha” verification information and click ‘Request Security Code’.

The user will receive an email similar to the example below. The user will utilize the system generated recovery code and included instructions to unlock the account.



Note The system generated recovery code is only valid for 24 hours. If 24 hours has passed since the code was issued, the request process must be repeated in order to obtain a new code.

Upon returning to WRAPS, the user will input the Username associated with the account and the system generated recovery code. The user will input the “Captcha” verification information, and click ‘Unlock Account’.

Account Self-Service

Unlock Account

A Security Code has been sent to the delivery option you selected on the previous screen. Please provide that Security Code, along with the other information requested, into this form to unlock your account.

Username*
Abcdefgh

Security Code*
Alpha123

Captcha

LUGONES ADAMS ST E

Type the text

Privacy & Terms

< Back Clear Form **Unlock Account**

The system will reference that the account has been unlocked .

Account Self-Service

Your Kentucky Business One Stop user account has been unlocked. You may now attempt to log into your account by either clicking the Login link, or going back to the original system you were trying to access.

- Forgot Username**
Complete the form to retrieve your Username. >
- Reset Password**
Request Security Code. >
- Unlock Account**
Request Security Code. >
- Login**
Login to see more options. >

Note If the user selects the ‘Login’ option to the left, the user will login to the Kentucky Business One Stop Portal .In order to access WRAPS from this location, the user must click the ‘WRAPS’ icon under the “Quick Links” section to the right.

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Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services. For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username
Password

[Forgot Username or Password?](#)

[Sign in](#)

If you do not have a user account, [Click here to create one.](#)

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

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Kentucky
UNBRIDLED SPIRIT

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Kentucky.gov

Online Filing

WRAPS Home/Dashboard

Once the user has entered their user name and password in the One Stop login page, the user will be directed to the WRAPS Home Dashboard.

The screenshot shows the WRAPS Home Dashboard. At the top, there is a navigation bar with the Kentucky One Stop logo, the WRAPS logo, and links for 'Request Access to a WH Account' and 'Manage WRAPS Requests'. A user profile dropdown and a search bar are also present. Below the navigation bar, the page title is 'Withholding Return and Payment System - WRAPS'. The main content area includes a blue box with information about Wage and Tax Statements (Forms K-2 or Forms W-2) and a Transmitter Report (Form 42A806). There are three blue buttons on the right: 'Request Access to a WH Account', 'Manage WRAPS Requests', and 'Bulk Filing'. Below these are two informational boxes: one with a warning icon stating 'You have no businesses registered with your account' and another with a document icon stating 'Tax Periods prior to registration may not be available in WRAPS'. At the bottom, there is a blue box stating 'You have 0 businesses registered with your account' and an 'Important Links' section with links for 'Withholding Business Registration', 'Registration Application', 'Account Cancellation', 'Public User Guide', 'Contact Us', and 'Transmitter Report for Filing KY Wage Statements - Form 42A806'. The footer contains links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', along with the Kentucky logo and the text '©2014 Commonwealth of Kentucky. All Rights Reserved.'

Note

If a user does not have any businesses associated with their account, a message will appear indicating that they need to 'Request access to a registered business' or 'Register a business for online filing'.



You have no businesses registered with your account. Click here to associate your account with a business or click the Request Access to a WH Account button on the right to access a Withholding Tax Account online at any time. You can have more than one business registered with your account.

Online Filing Registration

The “**Request Access to a WH Account**” button (highlighted in red) will enable the user to request for a WH Account access.

Kentucky One Stop BUSINESS PARTNER

WRAPS

Request Access to a WH Account Manage WRAPS Requests ctiab [redacted]

Withholding Return and Payment System - WRAPS

One Stop / WRAPS Home

Wage and Tax Statements (Forms K-2 or Forms W-2) issued to employees must be submitted to the Department of Revenue by the due date of January 31. Paper Wage and Tax Statements or CD submissions should be submitted with a Transmitter Report (Form 42A806) Transmitter Report for Filing KY Wage Statements - Form 42A806. A Transmitter Report is not required for Web Filing submissions. For more information, download Specifications for Electronic Submission of Wage & Tax Information.

Request Access to a WH Account

Manage WRAPS Requests

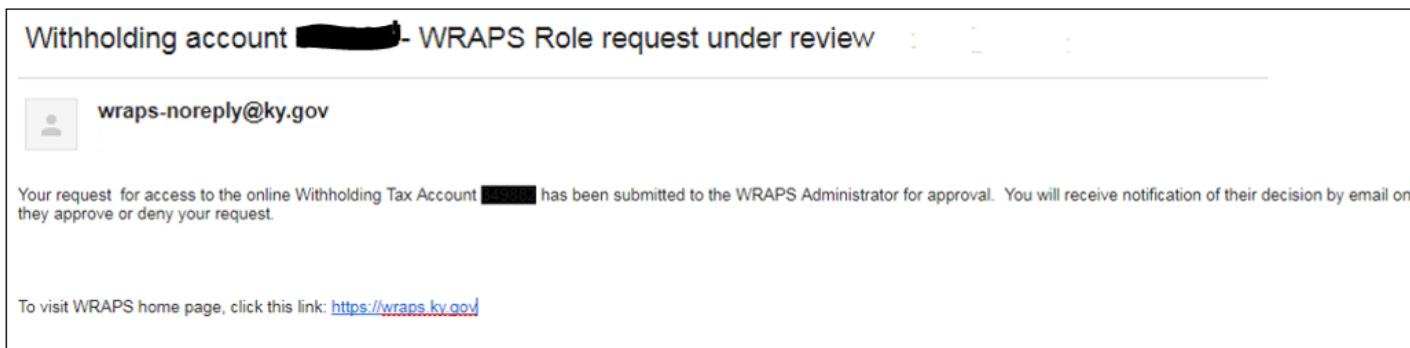
Bulk Filing

The user will need to enter the correct withholding tax account number and either the Business Name as registered or the Federal Employer Identification Number (FEIN). Once the required information is entered, the user will click 'Submit' as shown below.

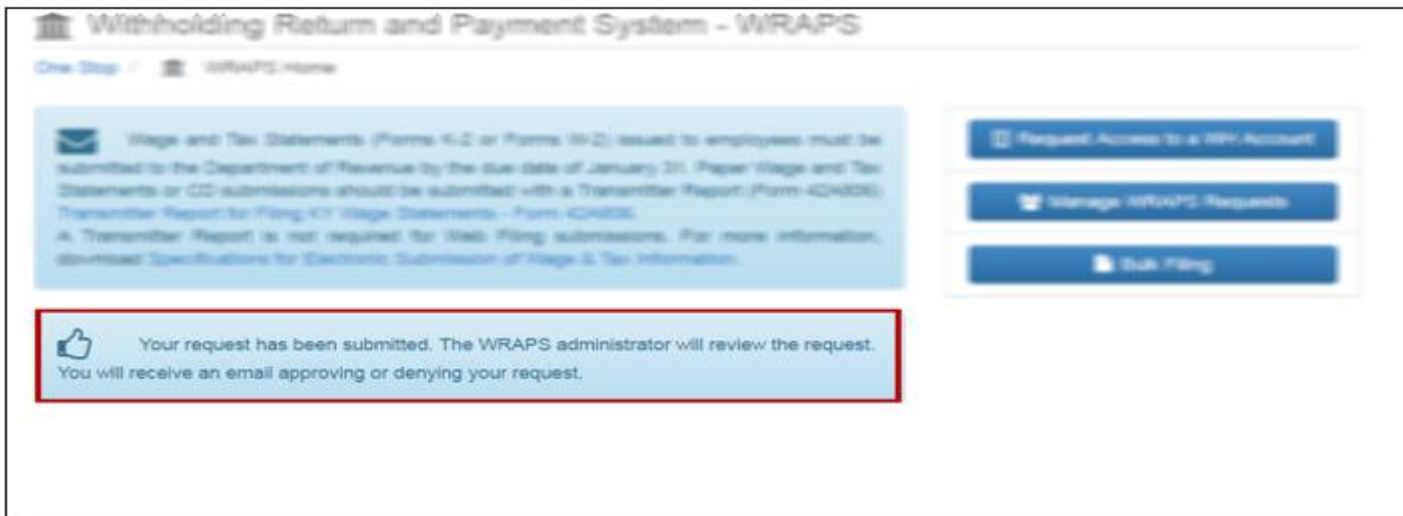
The screenshot displays the 'Associate your WRAPS account with a business' page. The top navigation bar includes the 'Kentucky One Stop BUSINESS PORTAL' logo, the 'WRAPS' logo, and links for 'Request Access to a WH Account' and 'Manage WRAPS Requests'. A user profile 'cittab/bulk_filer' and a search bar are also present. The main heading is 'Associate your WRAPS account with a business', with a breadcrumb trail: 'One Stop / WRAPS Home / Request Access to a WH Account'. The form area is titled 'Associate your user account with a business' and contains three input fields: 'Tax Account Number' with the value '123456', 'Business Name' with the placeholder 'Enter the Business Name as shown on the withholding return.', and 'FEIN' with the value '11111111'. A 'Submit' button is located at the bottom of the form and is highlighted with a red border. To the right of the form, a message box states: 'This business has an existing WRAPS administrator who will need to approve your role request. You will receive an email notification once the WRAPS administrator approves or denies your request.' Below this message are two buttons: a blue 'Click here to request access' button and a grey 'I do not want to request access' button.

After entering the correct credentials and clicking the submit button, two new radio buttons are displayed (“Click here to request access” and “I do not want to request access”). In order to request access for the specific role (Filer, Payor, Viewer, Filer + Payer or Admin to the WH Tax Account from the Admin, the user will need to click on the “Click here to Request Access” button as shown below.

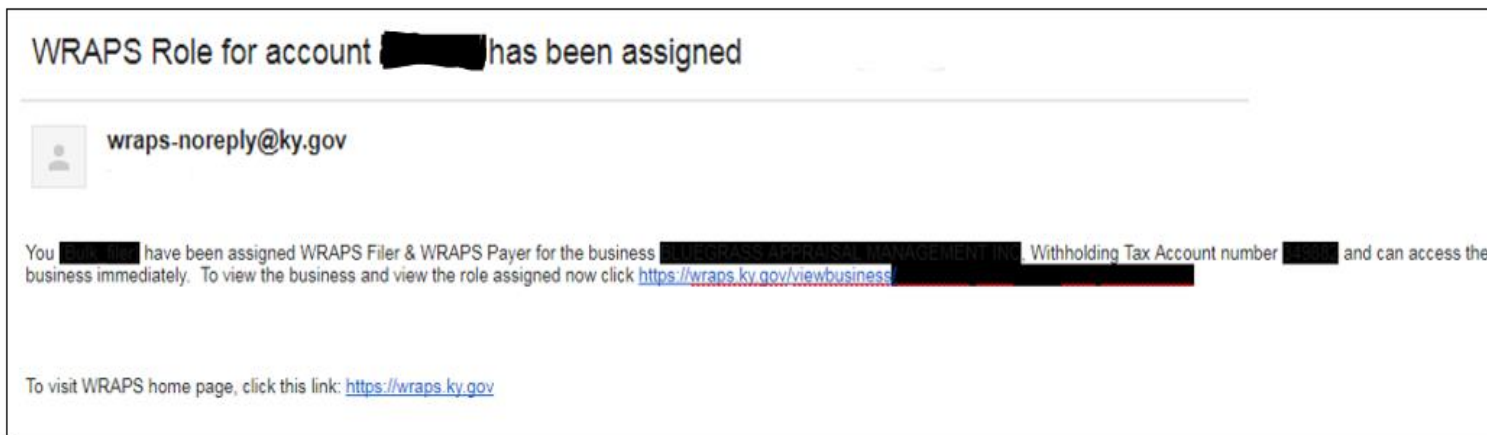
After clicking the “Click here to request access” button, the user will be notified through an email as shown below:



The User can also see the submission confirmation on the WRAPS Page as shown below:



When the Admin grants the requested role to the user for WH Tax Account. An email will be sent to the user as displayed below:



Business Administrator

If the user enters the correct Tax Account Number and the correct Business Name and/or FEIN, and if the business is not already registered for Bulk filing, the user will be presented with a screen asking them if they would like to become the administrator for the business.

Note In order for a business to be registered for Online Filing, there must always be an administrator assigned to the business.

Terms and Conditions

If the user chooses to 'Become the WRAPS Administrator', they will be presented with a screen where they can hit 'cancel' to cancel the registration process, or check the Terms and Conditions box and click 'Register as the WRAPS Administrator'.

The screenshot shows a web interface for registering a business account. At the top, there is a navigation bar with the 'Kentucky One Stop' logo, 'WRAPS', and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is also present. Below the navigation bar, the main heading is 'Register your WRAPS account with a business'. Underneath, there are breadcrumb links: 'One Stop / WRAPS Home / Online Filing Registration'. The main content area features a blue header for the form: 'Register your user account with a business'. The form includes three input fields: 'Tax Account Number' (with a redacted value), 'Business Name' (with a redacted value), and 'FEIN' (with the instruction 'Enter the 9-digit Federal Employer Identification Number.'). A 'Submit' button is located at the bottom of the form. To the right of the form, there is a text box stating: 'If you have verified that the information you have entered is correct, please click below to submit your request. A staff member at the Department of Revenue will review the request and approve or deny your registration.' Below this text is a button labeled 'Click here to have your request reviewed'.

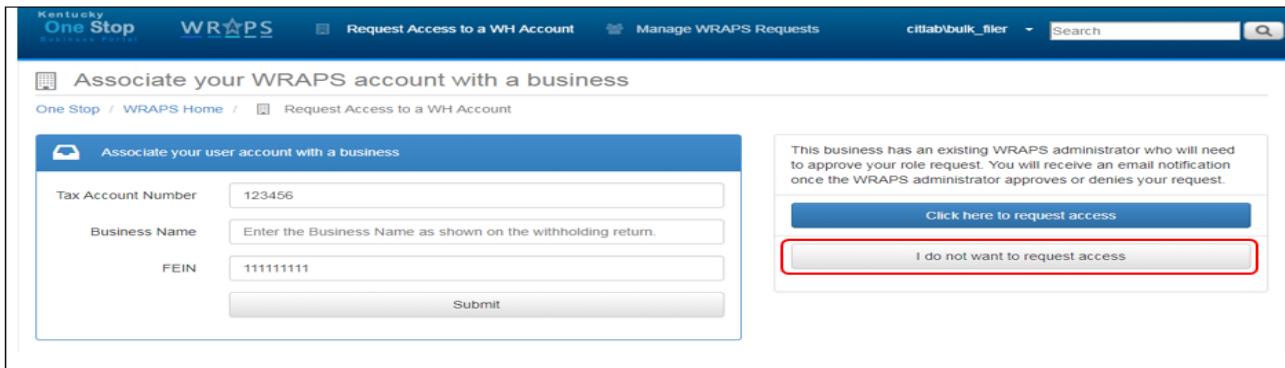
Note

The user must also agree to terms and conditions when sending a request for registration to DOR.

After the User agrees to the terms and conditions, they will be presented with the screen below.

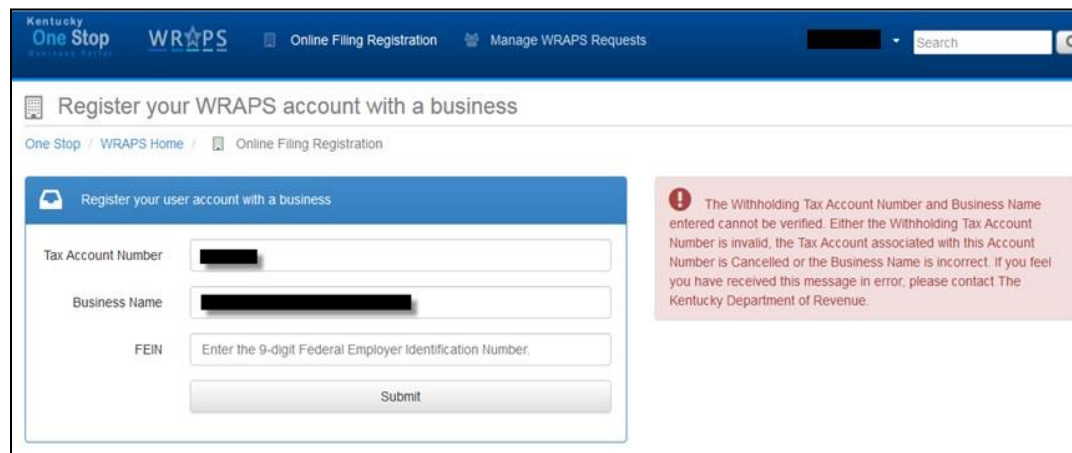


The User can also deny the request for the Role Access by clicking on the radio button as shown below:



Invalid Registration

If the user enters an invalid Withholding Tax Account Number, the system will display an error message stating that the user needs to contact the Kentucky Department of Revenue to receive additional assistance.



Manage WRAPS Requests

The Manage WRAPS Requests feature allows withholding tax account administrators using the WRAPS online tools to approve or deny requests made by users who are not associated with the business. This allows the WRAPS Administrator to easily manage who has access to the withholding tax account.

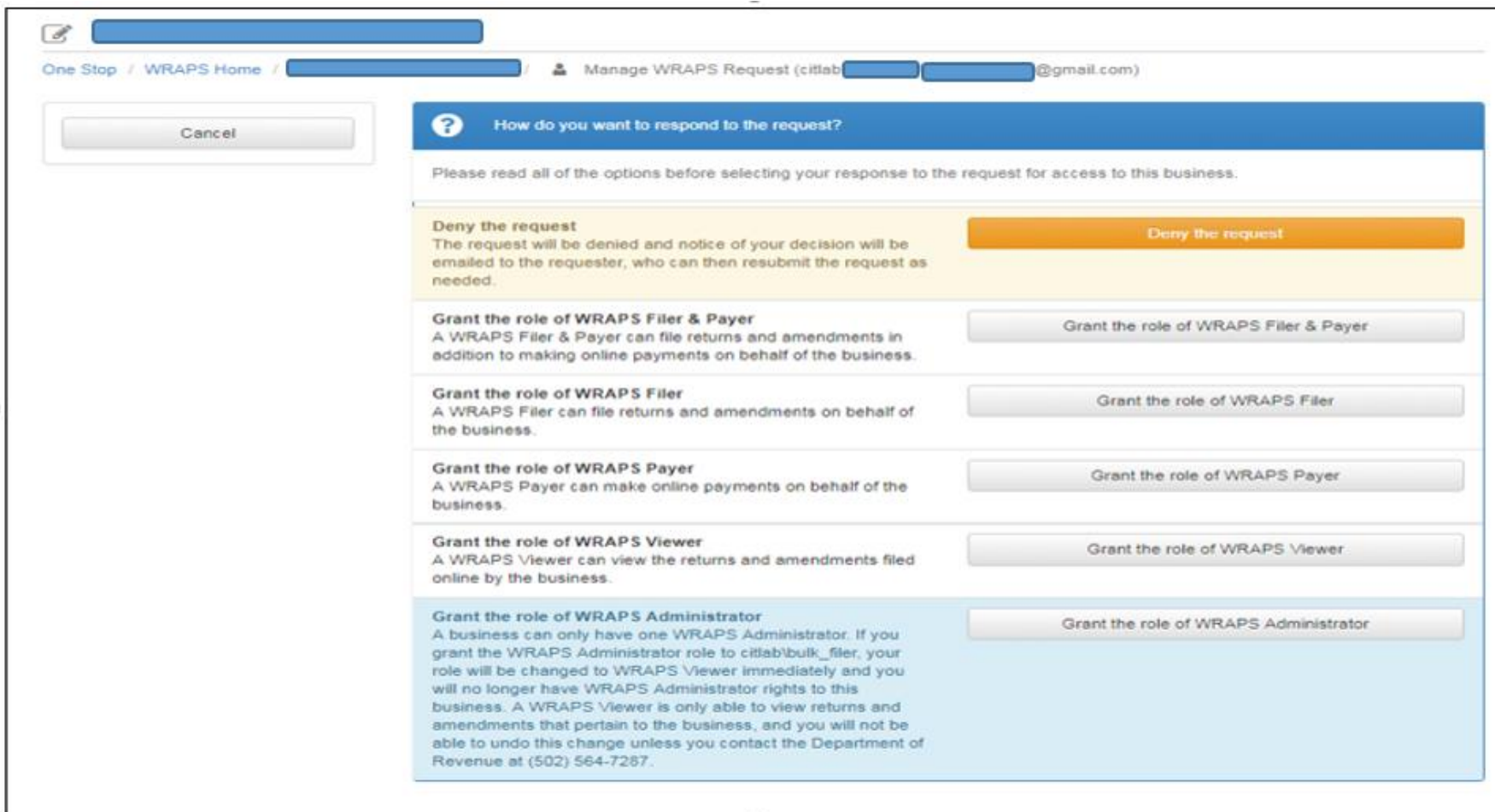
The screenshot displays the Kentucky One Stop WRAPS website. The top navigation bar includes the 'Kentucky One Stop' logo, the 'WRAPS' logo, and menu items for 'Request Access to a WH Account' and 'Manage WRAPS Requests'. A user profile dropdown for 'citlab' is visible on the right. The main heading is 'Withholding Return and Payment System - WRAPS', with a breadcrumb trail 'One Stop / WRAPS Home'. A light blue informational box on the left contains text about submitting Wage and Tax Statements (Forms K-2 or W-2) by January 31, mentioning Transmitter Reports (Form 42A806) and providing a link to download specifications for electronic submission. On the right, a vertical stack of three blue buttons is shown: 'Request Access to a WH Account', 'Manage WRAPS Requests' (which is highlighted with a red border), and 'Bulk Filing'.

The Admin of the WH Bulk Account can see the user requests in the following screen.

The screenshot shows a web interface titled "Manage WRAPS Requests". Below the title is a breadcrumb trail: "One Stop / WRAPS Home / Manage WRAPS Requests". A light blue banner contains a user icon and the text "There is 1 request for access to a business." Below this is a table with the following data:

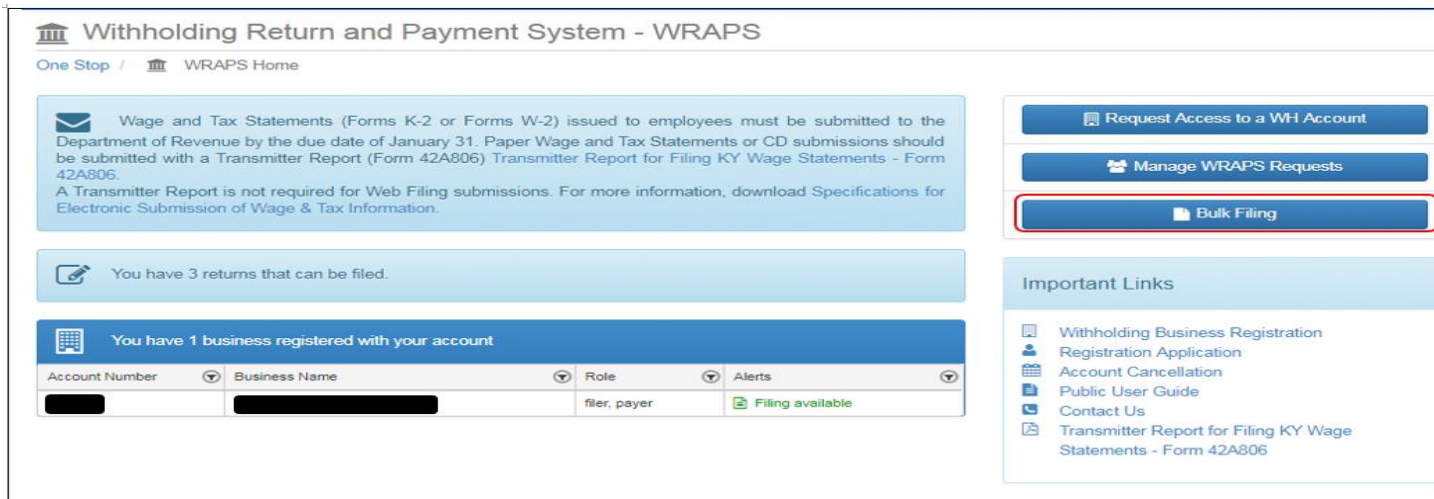
Request Date	User	Business	
11/10/2017 - 0 Days	citlab [redacted] [redacted]@gmail.com	[redacted]	Manage Request

After clicking the Manage Request Button the user is taken to the following Screen as shown below. The Admin User can deny the User Request or grant the Roles of **WRAPS Filer + Payer**, **Wraps Filer**, **Wraps Payer**, **Wraps Viewer** or even grant the **WRAPS Admin Role**.

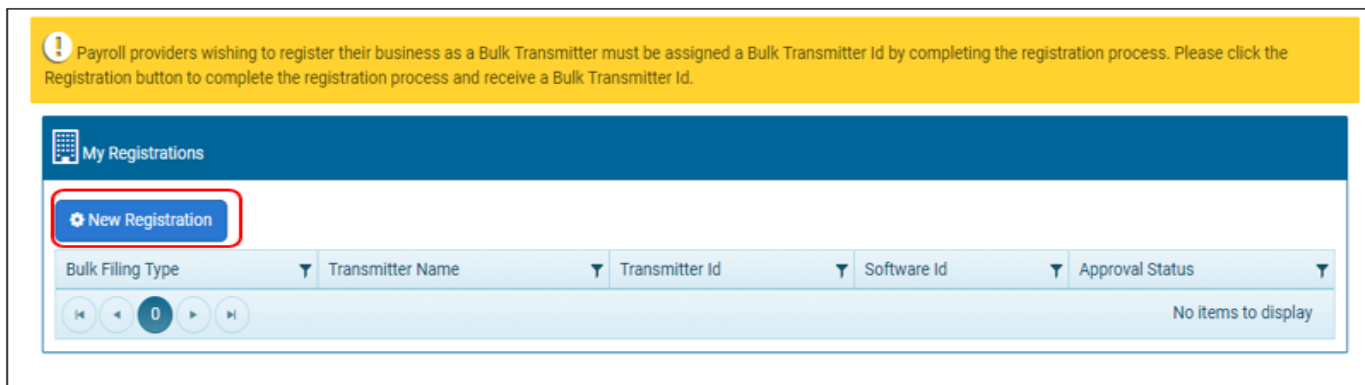


Bulk Filing

Clicking on the “Bulk Filing” radio button will enable the user to register for Bulk Transmitter ID. Payroll providers wishing to register their business as Bulk Transmitter must be assigned a Bulk Transmitter ID by completing the registration process.



Clicking on the “New Registration” button will direct the user to the Vendor Gateway Portal where they have to fill in their necessary business information and get registered as Bulk Transmitter.



Filing

When the user has at least one business registered with their user account, the user will see a dashboard/home screen with all businesses associated with their account.

The screenshot displays the WRAPS dashboard. At the top, it says "Withholding Return and Payment System - WRAPS". Below this, there are several informational banners and a table of registered businesses. A red box highlights the table, which shows one business with the role "filer, payer" and a "Filing available" alert. To the right of the dashboard, there are three main navigation buttons: "Prepare Returns for W-9 Filers", "Manage WRAPS Reports", and "Full Filing". Below these buttons is a section titled "Important Links" with several links including "Withholding Business Registration", "Registration Application", "Account Cancellation", "Public User Guide", "Contact Us", and "Transmitter Report for Filing W-9 Wage Statements - Form W-9000".

Account Number	Business Name	Role	Alerts
XXXX	XXXXXXXXXXXXXXXXXXXX	filer, payer	Filing available

If a return is available for filing, there will be an alert in the alert column for the business. To access the business page the user can click the Business Name. To file a return, the user will need to click 'Filing available' or "! Not filed online".

You have 1 business registered with your account			
Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	admin	Filing available

12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
7/1/2014	9/30/2014	10/31/2014	Not filed online

To file the K-1 or K-3 return, the user will need to click 'File K-1/K-3 Original' in the period section on the left or the button on the right.

Period Ending 9/30/2014

One Stop / WRAPS Home / [Redacted] / Period Ending 9/30/2014

The return for period ending date 9/30/2014 is eligible to be filed.

Period Ending 9/30/2014 **File K-1 Original**

A return has not been filed for this period.

File K-1 Original

Click here to make a payment

Business Profile

[Redacted]
[Redacted]
[Redacted]


Tax Number	[Redacted]
FEIN	[Redacted]
Filing Frequency	Monthly
Account Status	Active
WRAPS Status	Active


Period Payments


Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.

Withholding Return

The user will then need to fill out all required fields and click 'Submit the K-1 Original return'.

 K-1 Original - 9/30/2014

[One Stop](#) / [WRAPS Home](#) / XXXXXXXXXX / [Period Ending 09/30/2014](#) /  K-1 Original - 9/30/2014

 The Total Amount Due is calculated with the assumption that all values entered were accurate and the Total Amount Due is being paid in full on today's date. You may be responsible for additional penalty and interest for a return filed after the due date.

K-1 Original

Employees for the period	<input type="text" value="0"/>
Total wages paid	<input type="text" value="\$0.00"/>
Income tax withheld	<input type="text" value="\$0.00"/>
Apply credit?	<input type="text" value="No I do not want to apply a credit"/>
Tax payments made prior to today for this period	<input type="text" value="\$0.00"/>
	<small>\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.</small>
Total tax due	<input type="text" value="\$0.00"/>
Total penalty	<input type="text" value="\$10.00"/>
Total interest	<input type="text" value="\$0.00"/>
Total amount due	<input type="text" value="\$10.00"/>

Submit the K-1 Original return

Cancel

Credits


In order for the user to apply credit to a return, the user must click the arrow at the “Apply credit?” field and select either “Yes, apply credit from a different period” or “Yes, apply Economic Incentive Credit”.

A screenshot of a dropdown menu for the 'Apply credit?' field. The menu is open, showing four options: 'No I do not want to apply a credit' (selected), 'Yes, apply credit from a different period', and 'Yes, apply Economic Incentive Credit'. The selected option is highlighted in blue.

If a credit from a different period is to be used, the user will select the appropriate option and additional fields will appear.

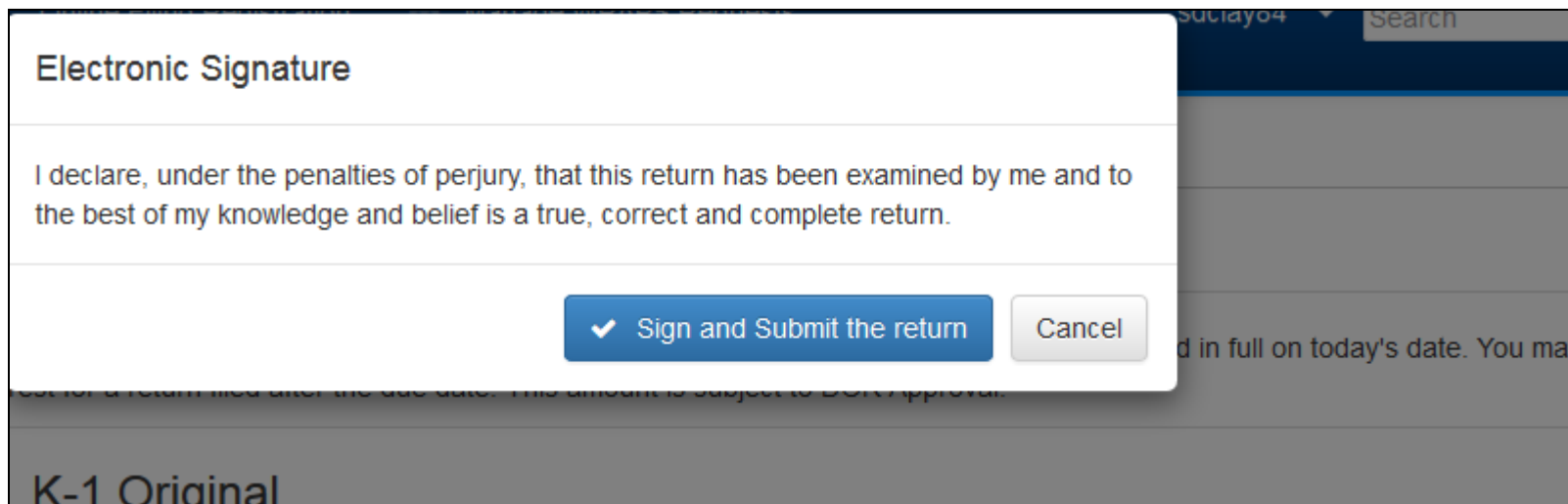
A screenshot of a form for applying credit. The 'Apply credit?' dropdown is set to 'Yes, apply credit from a different period'. Below it are fields for 'Apply credit amount' (set to \$0.00) and 'Apply credit from period' (set to MM/dd/yyyy). A red warning message is displayed: '⚠ You have selected to apply a credit from a previous period. Please enter the period to apply the credit from.' At the bottom is a text area for 'Apply credit comments' with the placeholder text: 'Please enter any comments or information you would like for us to consider while reviewing this request.'

If the Economic Incentive Credit is to be used, the user will select the appropriate option and additional fields will appear.

Apply credit?	<input type="text" value="Yes, apply Economic Incentive Credit"/>
Apply credit amount	<input type="text" value="\$0.00"/>
Apply credit from period	<input type="text" value="MM/dd/yyyy"/> 
Apply credit comments	<input type="text" value="Please enter any comments or information you would like for us to consider while reviewing this request."/>

Electronic Signature

In order to submit the return, the user will need to agree to the electronic signature terms and submit 'Sign and Submit the return.'



The screenshot shows a modal dialog box titled "Electronic Signature" overlaid on a blurred background of the WRAPS interface. The dialog box contains the following text:

Electronic Signature

I declare, under the penalties of perjury, that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

At the bottom of the dialog box, there are two buttons: a blue button with a checkmark icon and the text "Sign and Submit the return", and a grey button with the text "Cancel".

Background text visible through the dialog box includes "K-1 Original" at the bottom left, "society4" and "Search" at the top right, and "d in full on today's date. You may" on the right side.

View Return

In order to view the filed return, the user can view the summary or click the return link on the Period Screen to view the detailed return.

Kentucky One Stop Business Portal WRAPS Online Filing Registration Manage WRAPS Requests [redacted] Search

Period Ending 9/30/2014

One Stop / WRAPS Home / [redacted] / Period Ending 9/30/2014

Your return was submitted to the Department of Revenue on 12/22/2014. You can pay the amount owed, \$10.00, by clicking the Make Payment button on the right.

The return for period ending date 9/30/2014 is being processed. Once the return has been completely processed you will be able to make amendments if necessary. The business is able to file up to 5 amendments.

Return Filing Unavailable

Click here to make a payment

Period Ending 9/30/2014

K-1 Original
12/22/2014

Employee Count	0
Total Wages	\$0.00
Income Tax Withheld	\$0.00

Business Profile

[redacted]

[redacted]






Tax Number [redacted]

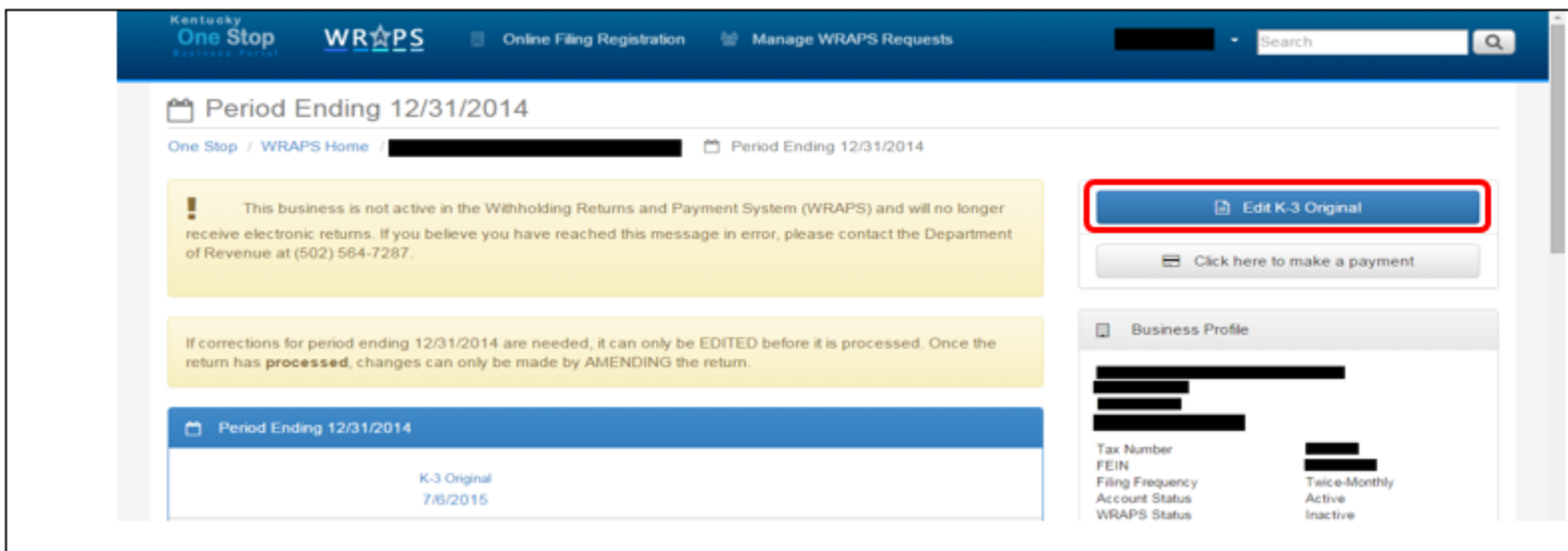
FEIN [redacted]

Filing Frequency Monthly

Edit a Return

The user can edit the return by clicking the 'click here to edit the return' button.

 12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
12/16/2014	12/31/2014	1/31/2015	 Click here to edit the return This return has not been processed. You may edit the return if corrections are needed.
12/1/2014	12/15/2014	12/26/2014	 Not available for online filing
8/16/2014	8/31/2014	9/15/2014	 Click here to view the return This return has been processed and you can now file up to 5 amendments online.
8/1/2014	8/15/2014	8/31/2014	 Click here to view the return This return has been processed and you can now file up to 5 amendments online.



Note: If corrections for period are needed, it can only be EDITED before it is processed. Once the return has been processed, changes can only be made by AMENDING the return.

Disabled Period

The user can notice that a period is disabled as the return for that period cannot be filed online.

12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
12/16/2014	12/31/2014	1/31/2015	Click here to edit the return
12/1/2014	12/15/2014	12/26/2014	Not available for online filing
8/16/2014	8/31/2014	9/15/2014	Click here to view the return
8/1/2014	8/15/2014	8/31/2014	Click here to view the return

Period Ending 12/15/2014

One Stop / WRAPS Home / [Redacted]
 / Period Ending 12/15/2014

The return for period ending 12/15/2014 cannot be filed online.

Return Filing Unavailable

Click here to make a payment

After the user has clicked the “Not available for online filing” in the ‘Return Status’ column, the user can notice a disabled tab that states ‘Return filing unavailable’.

Amend Return

Note To amend the return, the user will need to click “File Amendment” from the Period Screen for the Business.

The screenshot displays the 'Period Ending 9/30/2014' screen in the WRAPS system. At the top, there is a breadcrumb trail: 'One Stop / WRAPS Home / [Redacted] / Period Ending 9/30/2014'. A green message box with a checkmark icon contains the text: 'The return for period ending date 9/30/2014 has been processed and is considered completed. You can file an amendment by clicking the File K-1 Amendment 1 button.' To the right of this message is a blue button labeled 'File K-1 Amendment 1', which is circled in red. Below the message box is a blue header bar for the 'Period Ending 9/30/2014' section, also containing a 'File K-1 Amendment 1' button, which is also circled in red. Below this header is a table with one row labeled 'K-1 Original'. On the right side of the screen, there is a vertical sidebar with two buttons: 'Click here to make a payment' and 'Business Profile'.

The user will need to update any values necessary and click 'Submit the return'.

K-1 Amendment 1 - 9/30/2014

[One Stop](#) / [WRAPS Home](#) / XXXXXXXXXX / [Period Ending 09/30/2014](#) / [K-1 Amendment 1 - 9/30/2014](#)

i You filed the original return on 12/17/2014 and have filed 0 of the 5 amendments allowed to be filed online for this period. The values to the right of your new return are the most recent values you have provided us. They are from the return filed on 12/17/2014.

i The Total Amount Due is calculated with the assumption that all values entered were accurate and that The Total Amount Due will be paid in full on or before the Return Due Date. This amount is subject to DOR Approval.

	K-1 Amendment 1	K-1 Original filed 12/17/2014
Employees for the period	<input type="text" value="52"/>	<input type="text" value="52"/>
Total wages paid	<input type="text" value="\$20,000.00"/>	<input type="text" value="\$20,000.00"/>
Income tax withheld	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Apply credit?	<input type="text" value="No I do not want to apply a credit"/>	
Tax payments made prior to today for this period	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.	
Total tax due	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Total penalty	<input type="text" value="\$48.00"/>	<input type="text" value="\$96.00"/>
Total interest	<input type="text" value="\$8.94"/>	<input type="text" value="\$8.28"/>
Total amount due	<input type="text" value="\$856.94"/>	<input type="text" value="\$904.28"/>
Explanation of Adjustment	Please enter any comments or information you would like for us to consider while reviewing this request.	

A return may only be amended up to 5 times online. Once the maximum number of amendments has been reached, the user will be allowed to download a paper amendment form.



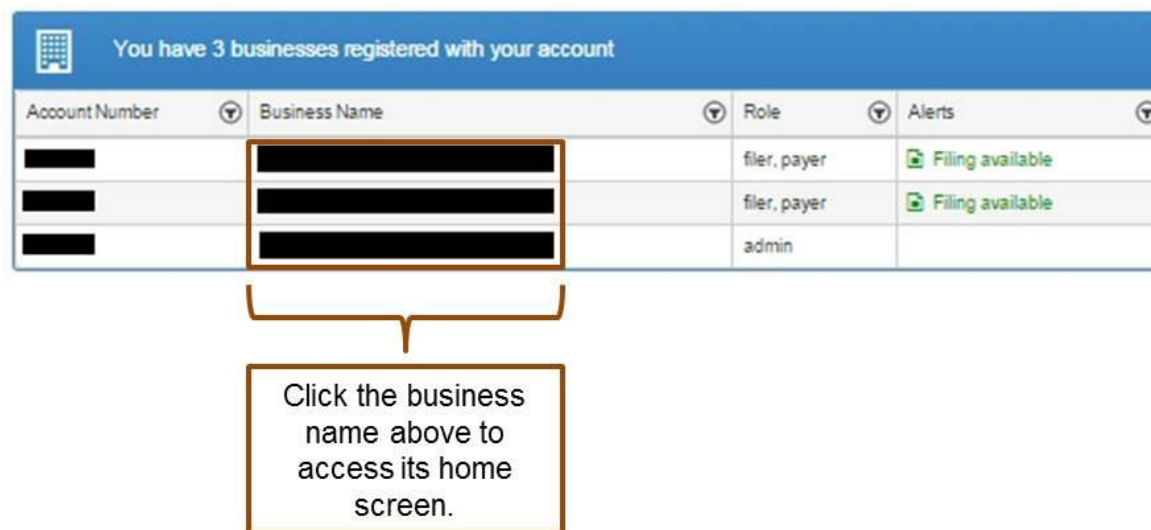
You have filed 5 amendments and must submit future amendments by completing the paper amendment form. Click the link below to open and print the amendment form.



Download Amendment Form

Managing Users

In order to add, remove or update a user's permissions, the business administrator will access the Business' home screen.



The screenshot displays a user management interface with a blue header bar containing a keyboard icon and the text "You have 3 businesses registered with your account". Below the header is a table with the following columns: "Account Number", "Business Name", "Role", and "Alerts". The "Business Name" column is highlighted with a brown box, and a callout box below it contains the text: "Click the business name above to access its home screen."

Account Number	Business Name	Role	Alerts
██████	████████████████████	filer, payer	Filing available
██████	████████████████████	filer, payer	Filing available
██████	████████████████████	admin	

Adding Users

To add a new user to the Business, the Business Administrator will click 'Add WRAPS User'.

The screenshot shows the WRAPS interface with the following components:

- Navigation:** Kentucky One Stop Business Portal, WRAPS, Online Filing Registration, Manage WRAPS Requests, Search bar.
- 12 Month Filing History:**

Period Begin Date	Period End Date	Due Date	Return Status
- Available Periods:**


You will be able to file for periods according to your filing frequency. Email notification will be received each time a period is made available in WRAPS. To change your filing frequency, please contact the Department of Revenue at (502) 564-7287.
- Business Profile:**
 - Tax Number: [Redacted]
 - FEIN: [Redacted]
 - Filing Frequency: Twice-Monthly
 - Account Status: Active
 - WRAPS Status: Active
- Business Users:**

Business Users: 3 [Add WRAPS User](#)


User Name	Role
[Redacted]	filer, payer
[Redacted]	admin
[Redacted]	filer, payer

The Business Administrator will then enter the email address that is associated with a user registered with One Stop and click 'Search for a registered email address'.

Cancel

 Invite users to join this WRAPS business account

Enter Email Address

 Enter the user's email address

Search for a registered email address

Enter the email address of the person you want to register with this business. We will attempt to verify the email address is registered and allow you to review the results before continuing.

If the user is registered with One Stop, the Business Administrator will be presented with the option to grant the user one of the following roles: Filer & Payer, Filer, Payer, Viewer or Administrator.

The screenshot displays the 'Add WRAPS User' interface. At the top, there is a breadcrumb trail: 'One Stop / WRAPS Home' followed by a redacted business name and 'Add WRAPS User'. A 'Cancel' button is located on the left. A green notification bar at the top right states: 'The email address [redacted] is registered to [redacted] which role do you want to grant them?'. Below this, a prompt reads: 'Please read all of the options before selecting the role to assign to [redacted]'. The interface lists five roles, each with a description and a corresponding button:

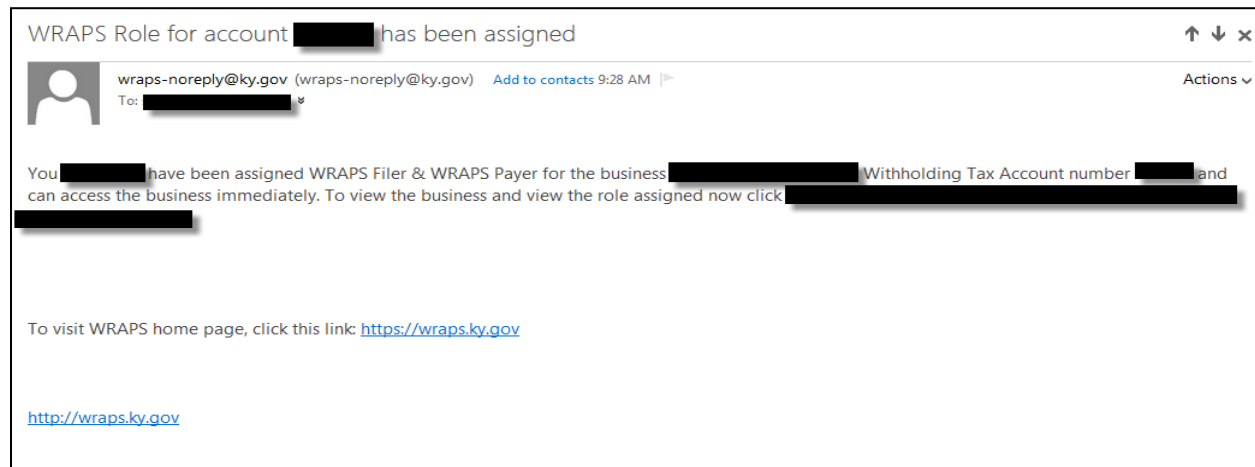
- Grant the role of WRAPS Filer & Payer**: A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business.
- Grant the role of WRAPS Filer**: A WRAPS Filer can file returns and amendments on behalf of the business.
- Grant the role of WRAPS Payer**: A WRAPS Payer can make online payments on behalf of the business.
- Grant the role of WRAPS Viewer**: A WRAPS Viewer can view the returns and amendments filed online by the business.
- Grant the role of WRAPS Administrator**: A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to [redacted] your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Inviting Users

If the user is not registered with One Stop, the Business Administrator will be presented with the option to send the user an invitation to create a user account. To send the invitation, the Business Administrator will need to click ‘Send invitation to: (email address)’.



The user will receive an email similar to the one below, indicating to which business the user has been added and the permission level that was granted.



Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the Business Administrator will need to click on the role.

Business Users: 1 Add WRAPS User	
User Name	Role
██████████	admin

The Business Administrator will then need to choose to 'Remove user access' or grant the user another permission level.

Cancel

CITLAB ██████████ has the roles of Filer & Payer and can file returns and amendments in addition to making online payments on behalf of the business.

? How do you want to change the WRAPS role?

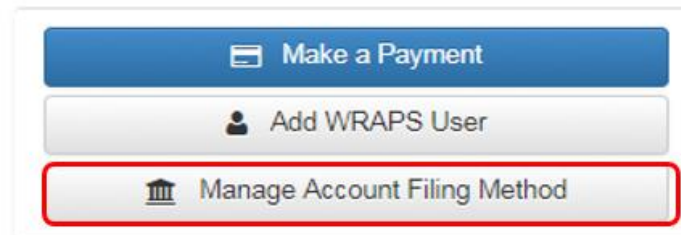
You can change the role or remove access of CITLAB ██████████ with the options below.
Please read all of the options before selecting your response to the request for access to this business.

Remove user access Remove all access to this business.	Returns business access
Grant the role of WRAPS Filer A WRAPS Filer can file returns and amendments on behalf of the business.	<input type="button" value="Grant the role of WRAPS Filer"/>
Grant the role of WRAPS Payer A WRAPS Payer can make online payments on behalf of the business.	<input type="button" value="Grant the role of WRAPS Payer"/>
Grant the role of WRAPS Viewer A WRAPS Viewer can view the returns and amendments filed online by the business.	<input type="button" value="Grant the role of WRAPS Viewer"/>
Grant the role of WRAPS Administrator A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to CITLAB\pragya_ust1, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.	<input type="button" value="Grant the role of WRAPS Administrator"/>

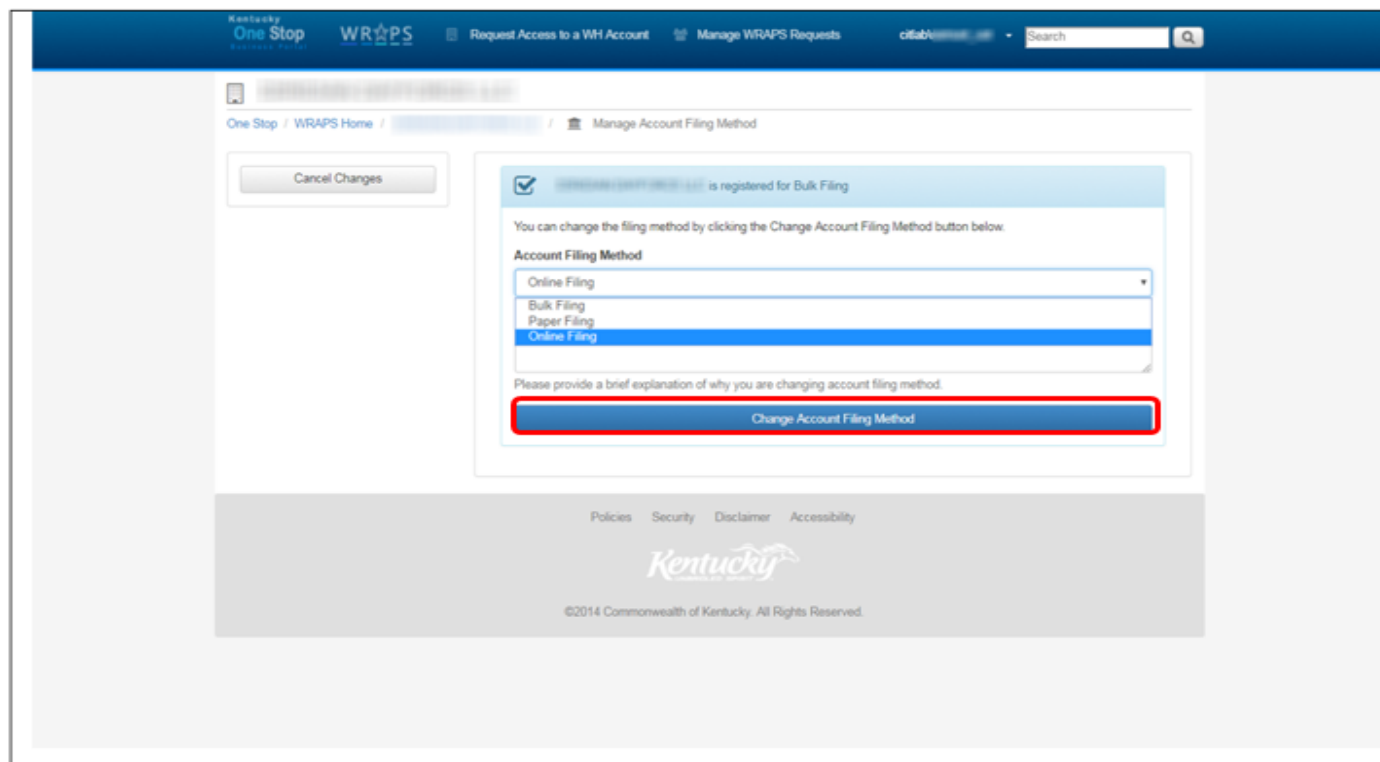
WRAPS Manage Account Filing Method

Update WRAPS Account Filing Method

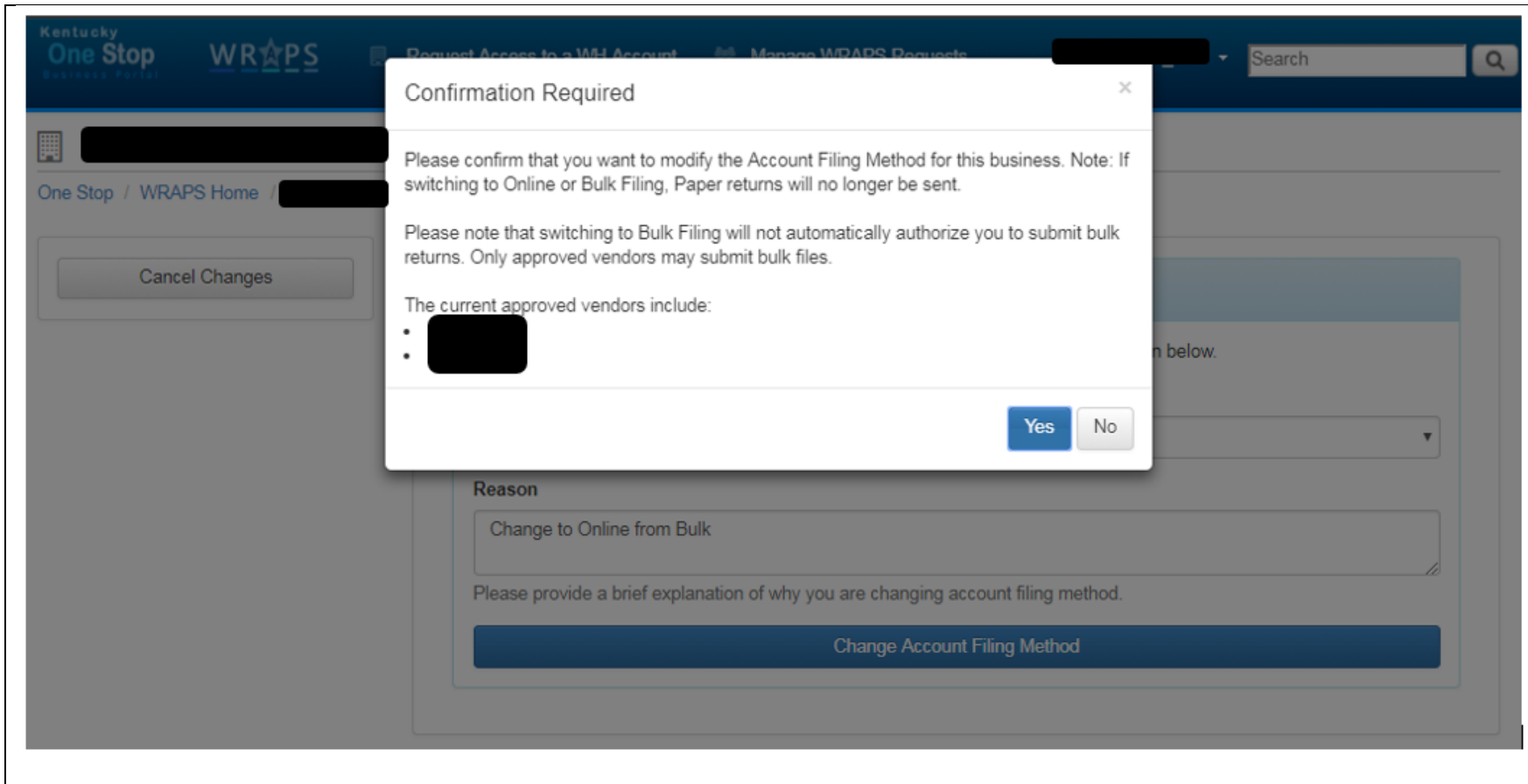
To update the Online Filing Status, the Business Administrator will need to access the Business Home Screen in WRAPS and click '*Manage Account Filing Method*'.



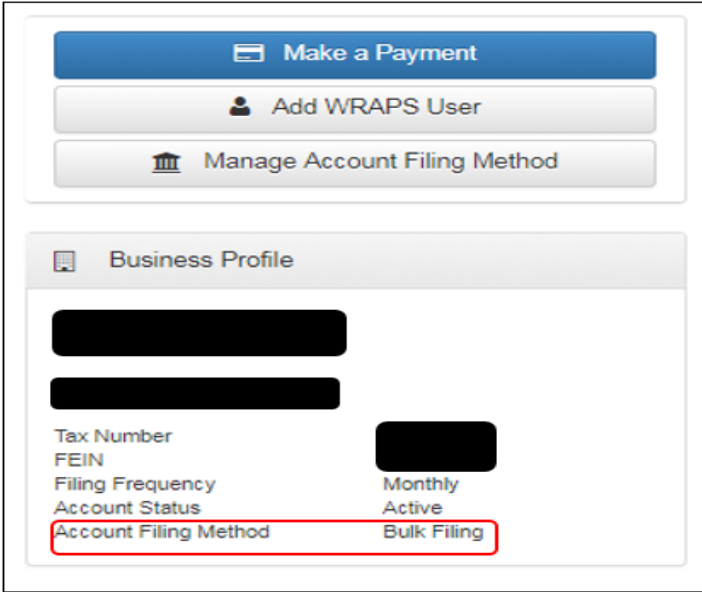
If the Business is currently registered for Bulk filing, the Business Administrator will need to click Account Filing Method and opt for the appropriate Filing Method (Online/ Paper or Bulk Filing). The user will then need to provide a reason and click on the “*Change Account Filing Method*” button as shown in the screen shot below.



Clicking on the 'Change Account Filing Method' button will take the user to the following screen below to confirm the changes.



After confirming the request by clicking on 'Yes' tab in the screen shot below, the admin will be able to see the desired Account Filing Method under the Business Profile.



If the Business is not currently registered for online filing, but was at one time, the Business Administrator will need to click “Register for Online Filing” and click “Yes” in the confirmation box.

The screenshot shows a web interface with a 'Cancel Changes' button on the left. On the right, a yellow notification box contains a checkbox, a redacted business name, and the text 'is NOT registered for online filing'. Below this, a message states 'You can register this business with online filing by clicking the Enroll In Online Filing button below.' At the bottom of the notification box is a large orange button labeled 'Register for Online Filing'.

Important Links

The screenshot displays the WRAPS web application interface. At the top, there is a navigation bar with the 'Kentucky One Stop Business Portal' logo, the 'WRAPS' logo, and links for 'Request Access to a WH Account' and 'Manage WRAPS Requests'. A user profile dropdown shows 'citlabl' and a search bar is present.

The main content area is titled 'Withholding Return and Payment System - WRAPS' and includes a breadcrumb trail 'One Stop / WRAPS Home'. A blue information box provides details about submitting Wage and Tax Statements (Forms K-2 or Forms W-2) by the due date of January 31, mentioning the Transmitter Report (Form 42A806). Below this, a notification states 'You have 3 returns that can be filed'. Another notification indicates 'You have 1 business registered with your account'.

A table lists the registered business information:

Account Number	Business Name	Role	Alerts
[Redacted]	[Redacted]	filer, payer	Filing available

On the right side, there are three buttons: 'Request Access to a WH Account', 'Manage WRAPS Requests', and 'Bulk Filing'. Below these is an 'Important Links' section, which is circled in red in the image. This section contains links for: 'Withholding Business Registration', 'Registration Application', 'Account Cancellation', 'Public User Guide', 'Contact Us', and 'Transmitter Report for Filing KY Wage Statements - Form 42A806'.

Links in WRAPS

The following links can be found on the WRAPS Home Page:

1. Withholding Business Registration (paper registration form)
2. Registration Application form
3. Account Cancellation form
4. Public User Guide
5. Contact Us Link
6. Transmitter Report for Filing KY Wage Statements – Form 42A806.

