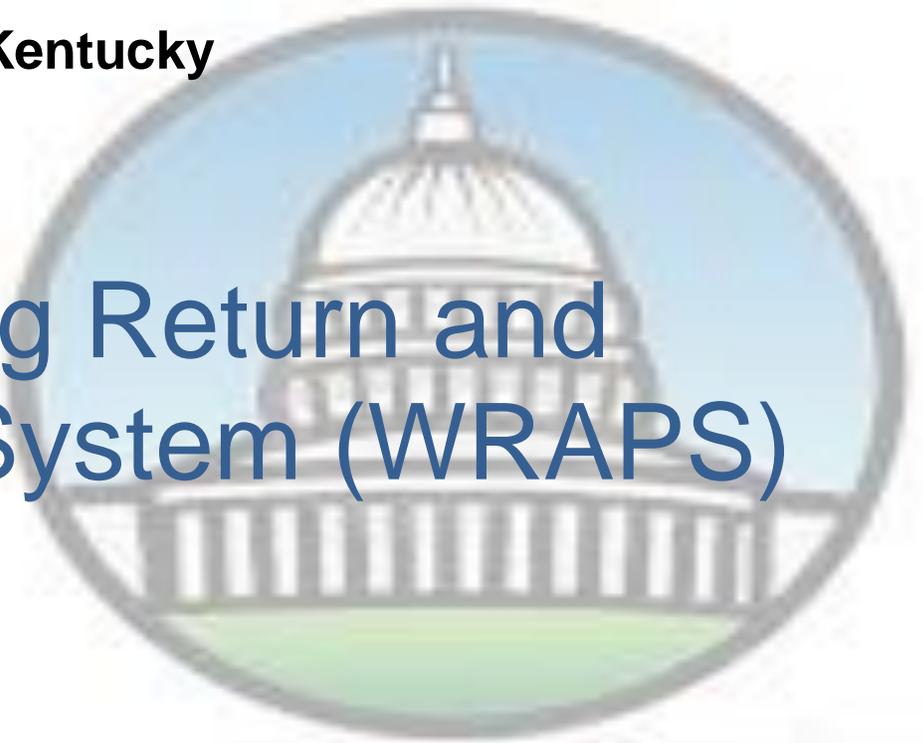


**Commonwealth of Kentucky**

# Withholding Return and Payment System (WRAPS)

**Public 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 - Accessing WRAPS via KOG

WRAPS - Withholding Returns and Payment System  
KOG - Kentucky Online Gateway

## Existing Users/Citizens Sign In

**NOTE:** To WRAPS Users having KOG ID's prior to 5/31/19:

On 5/31/19, WRAPS, along with many other systems within the Commonwealth of Kentucky, transitioned into a new security portal known as KOG.

To learn more about KOG, please go to: <https://kog.chfs.ky.gov/public/learnmore/>

In order to access your WRAPS account & see the Businesses you are associated with, you will need to login using your WRAPS email address that was associated with your Businesses prior to 5/31/19. Not doing so will result in not being able to see your Businesses & Roles.

**Single Sign-on:**

If you would like to use your old KOG ID that you had prior to the 5/31/19 date, in order to access WRAPS, you will need to register that email address in WRAPS & assign your Business roles to that email address. \*See section **New Users/Citizens Registration**

WRAPS can be accessed from the following URL's:

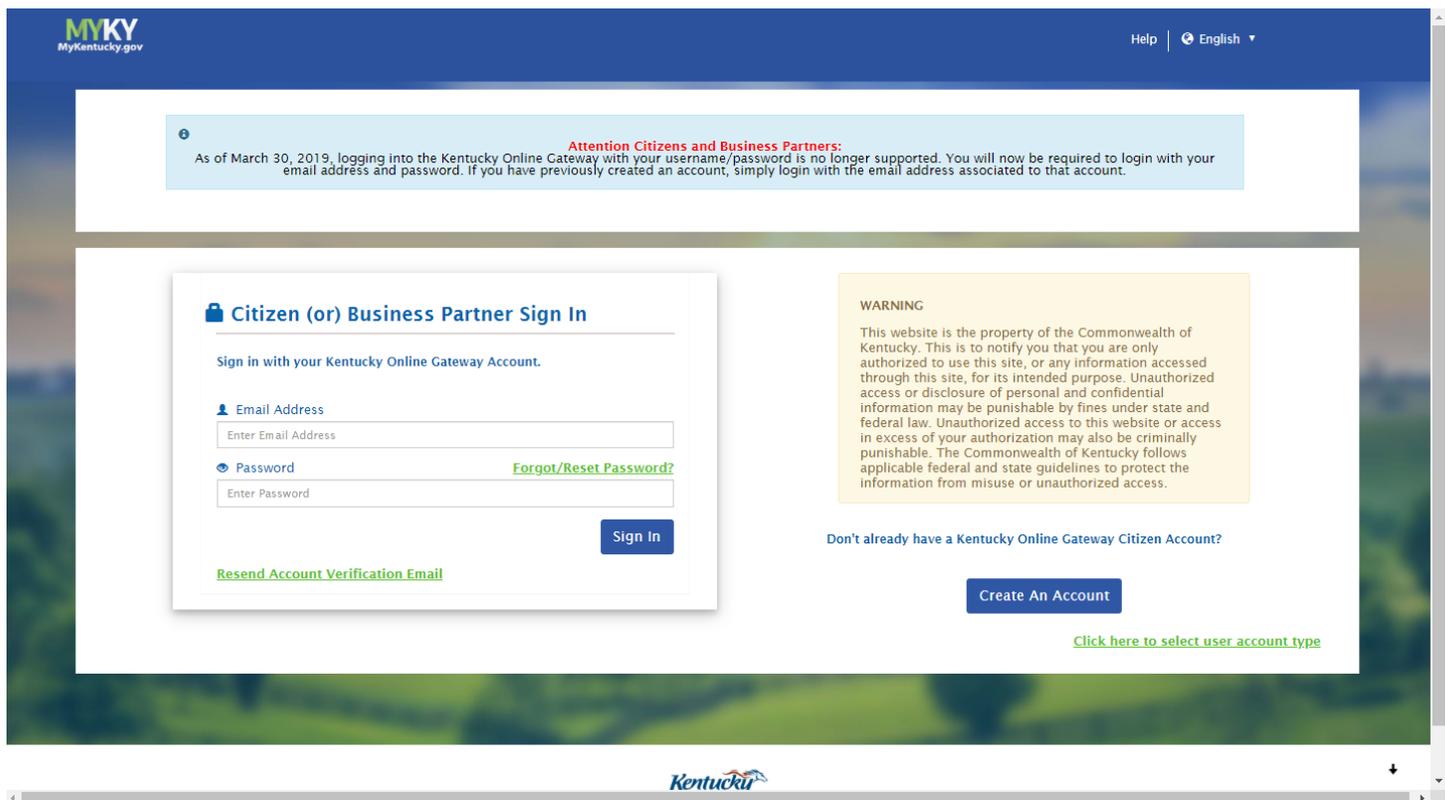
<https://kog.chfs.ky.gov/home/>

<https://revenue.ky.gov/Pages/index.aspx> > Business > Employer Payroll Withholding > WRAPS

On the sign in screen, existing Users need to 'Sign in with your Kentucky Online Gateway Account':

1. Enter the 'Email Address' and 'Password' that exists on their current User Profile.
2. Click on '**Sign In**' button to navigate to the KOG dashboard.

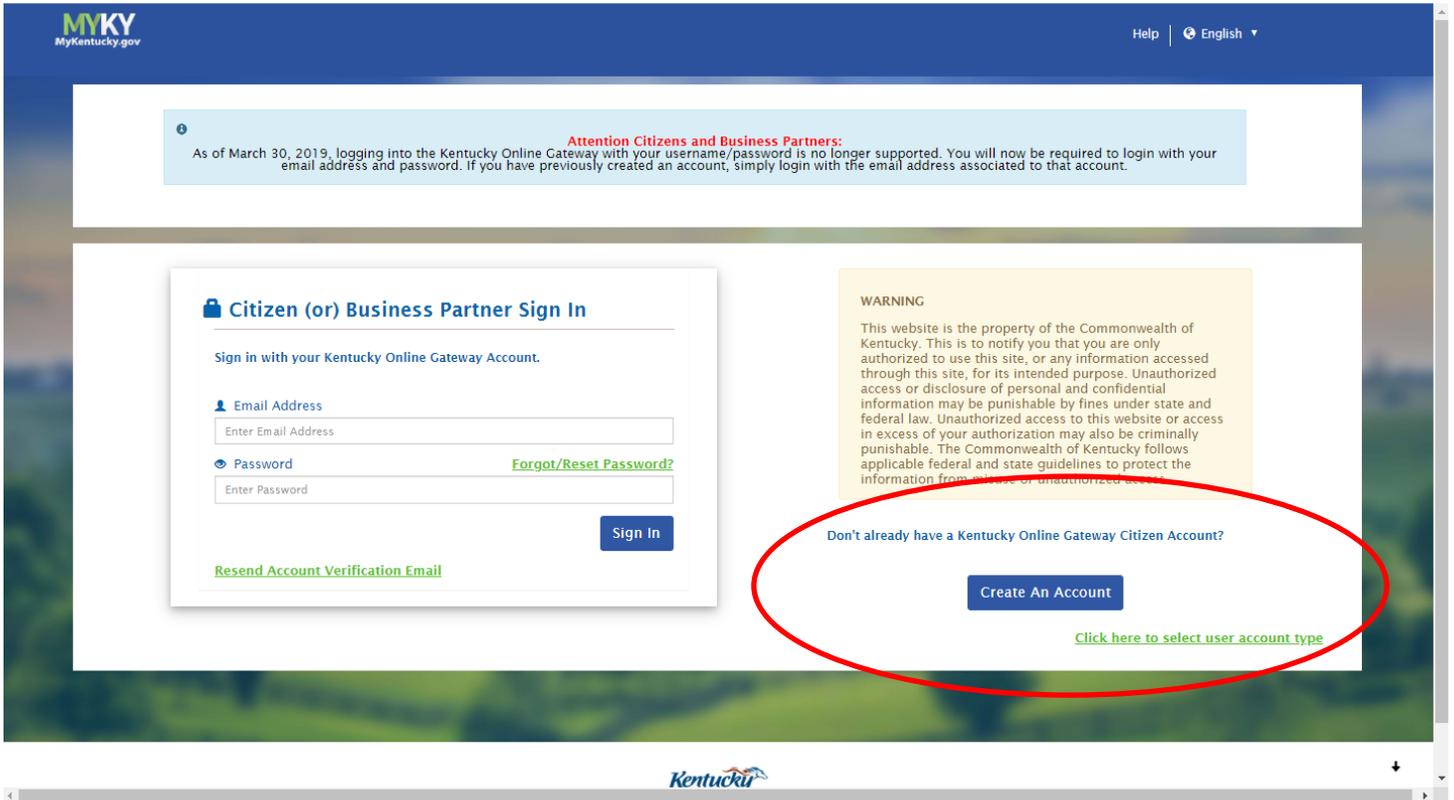
**NOTE** - If you have forgotten your Email Address, please contact the KOG Security Help Desk at [KOGhelpdesk@ky.gov](mailto:KOGhelpdesk@ky.gov)



## New Users/Citizens Registration

WRAPS can be accessed from the following URL: <https://kog.chfs.ky.gov/home/>

On the sign in screen, new Users will need to **'Create an Account'**:



Please fill in the form below and click the '**Sign Up**' button when finished.

Required fields contain a red asterisk ( \* ).

**MYKY**  
MyKentucky.gov

Help | English

## Please complete your Kentucky Online Gateway Profile

**i** If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password **OR** click on the **Cancel** button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.  
All fields with \* are required.

\* First Name  Middle Name  \* Last Name

\* E-Mail Address  \* Verify E-Mail Address

\* Password  \* Verify Password

Mobile Phone  Language Preference

Street Address 1  Street Address 2

City  State  Zip Code

Question: In what city were you born? (Enter full name of city)

\* Answer

Question: What was the name of your first pet?

\* Answer

**Cancel** **Sign Up**

## Complete Your KOG Profile

After completing Sign Up, Users/Citizens will receive a notice, as shown below, that their account is 'Pending Email Verification'. Please check the email account you used to 'Sign Up'.

### Please complete your Kentucky Online Gateway Profile

 Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder.

You have 4 HOURS to complete the process.

[If no email was received click here.](#)

If you have already verified your account by clicking the link provided in the email, please click on **Sign in** button to continue.

If you have already verified your account by clicking the link provided in the email, please click on '**Sign In**' button to continue.

## Email Not Received

If no email was received, click on the link provided and follow the directions:

[If no email was received click here.](#)

### Didn't receive an account verification email?

1. **Check Spam and Junk folders on your email.**  
Your email's spam blockers or filters may have listed our email as junk email. Your email service provider such as Hotmail may be blocking our email. If you believe that is a possibility, please contact your email provider.
2. **Ask for a new account verification email.**  
Enter the email address used while creating your account and select **Verify**. If your account isn't already verified you will see a message "Account verification needed click here", when you click the link a verification email will be sent to your email address.

You will have 4 hours to verify your account.

E-Mail Address

## Account Verification

After checking your email account for the verification email, click on the link provided to ‘**activate your account**’.

Account Verification

Inbox x

KOG\_DoNotReply

<KOG\_DoNotReply@ky.gov>

to me ▾

3:08 PM (6 minutes ago)

Charlene Daniel ([mymermaidmanor@gmail.com](mailto:mymermaidmanor@gmail.com)),

This email is to help you complete the last step of account set-up.

Your Citizen account username is: [mymermaidmanor@gmail.com](mailto:mymermaidmanor@gmail.com)

Click on the below link now, to activate your account.

<https://kog.chfs.ky.gov/public/fwlink/?linkid=ddd8ba01-4986-4b7a-a499-825d1b1dc9bb>

[Click here for Help Desk contact information](#)

Kentucky Online Gateway

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

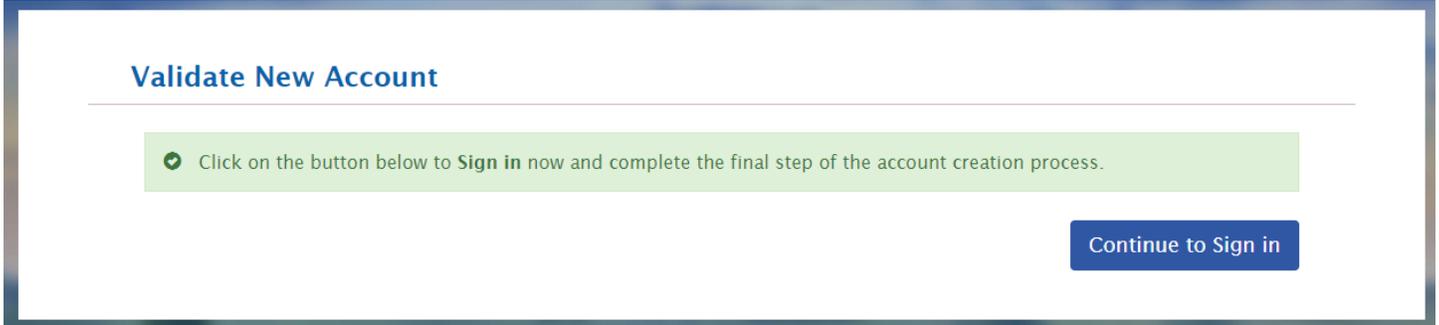
Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Reply

Forward

## Validate New Account

After clicking on the link in the email, you will be redirected back to KOG to 'Validate New Account'. Click on the '**Continue to Sign In**' button.



## New User Sign In

Using the URL: <https://kog.chfs.ky.gov/home/>

On the sign in screen, existing Users need to 'Sign in with your Kentucky Online Gateway Account':

1. Enter the 'Email Address' and 'Password' that exists on their current User Profile.
2. Click on '**Sign In**' button to navigate to the KOG dashboard.

**NOTE** - If you have forgotten your Email Address, please contact the KOG Security Help Desk at [KOGhelpdesk@ky.gov](mailto:KOGhelpdesk@ky.gov)

**MYKY**  
MyKentucky.gov

Help | English

**Attention Citizens and Business Partners:**  
As of March 30, 2019, logging into the Kentucky Online Gateway with your username/password is no longer supported. You will now be required to login with your email address and password. If you have previously created an account, simply login with the email address associated to that account.

### Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

**Email Address**  
Enter Email Address

**Password** [Forgot/Reset Password?](#)  
Enter Password

**Sign In**

[Resend Account Verification Email](#)

**WARNING**  
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

**Create An Account**

[Click here to select user account type](#)

Kentucky

## Register Your Mobile Number

New Citizens/Users may be prompted to **'Register Your Mobile Number'**.

The screenshot displays the Kentucky Online Gateway UAT interface. At the top, the header includes 'Kentucky Online Gateway', 'UAT', and user information: 'Welcome Perslane Pickney | My Account | Sign Out | Help | English'. Below the header, a grey box contains the text: 'Providing your mobile number will allow for easy retrieval of username and password. It will also allow participating applications to send critical communications about your account.' Below this, the section is titled 'Register Your Mobile Number'. A modal window titled 'Register your mobile number for an easier password recovery process?' is open. The modal contains the text: 'We notice that you haven't registered your mobile number with us. Registering your mobile number will simplify the password recovery process in the event that you forget your password. It will also allow participating applications to send critical communications about your account. Do you want to register your mobile number?'. At the bottom of the modal are two buttons: 'Yes, Register Now' (green) and 'Remind Me Later' (dark grey). The footer of the page includes 'Privacy | Disclaimer' on the left and '2013 All Rights Reserved.' on the right.

'**Yes Register Now**' will prompt you to '**Enter Mobile Phone**'.

Click on '**Send Passcode**' to complete the registration.

The screenshot shows the 'UAT' (User Acceptance Testing) interface for the 'Kentucky Online Gateway'. The page header includes the site name, 'UAT', and user information: 'Welcome Perslane Pickney | My Account | Sign Out | Help | English'. The main content area is titled 'Register Your Mobile Number' and contains the following elements:

- A text box explaining: 'Providing your mobile number will allow for easy retrieval of username and password. It will also allow participating applications to send critical communications about your account.'
- A form labeled 'Register Your Mobile Number' with the text 'Enter Mobile Phone' followed by a text input field containing '( ) - - - -' and 'ex: (555) 555-5555'. To the right of the input field is a green button labeled 'Send Passcode'.
- A blue link labeled 'Continue to application'.
- A 'Disclaimer' section with two bullet points:
  - Standard text messaging and data rates may apply.
  - The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing organizations.

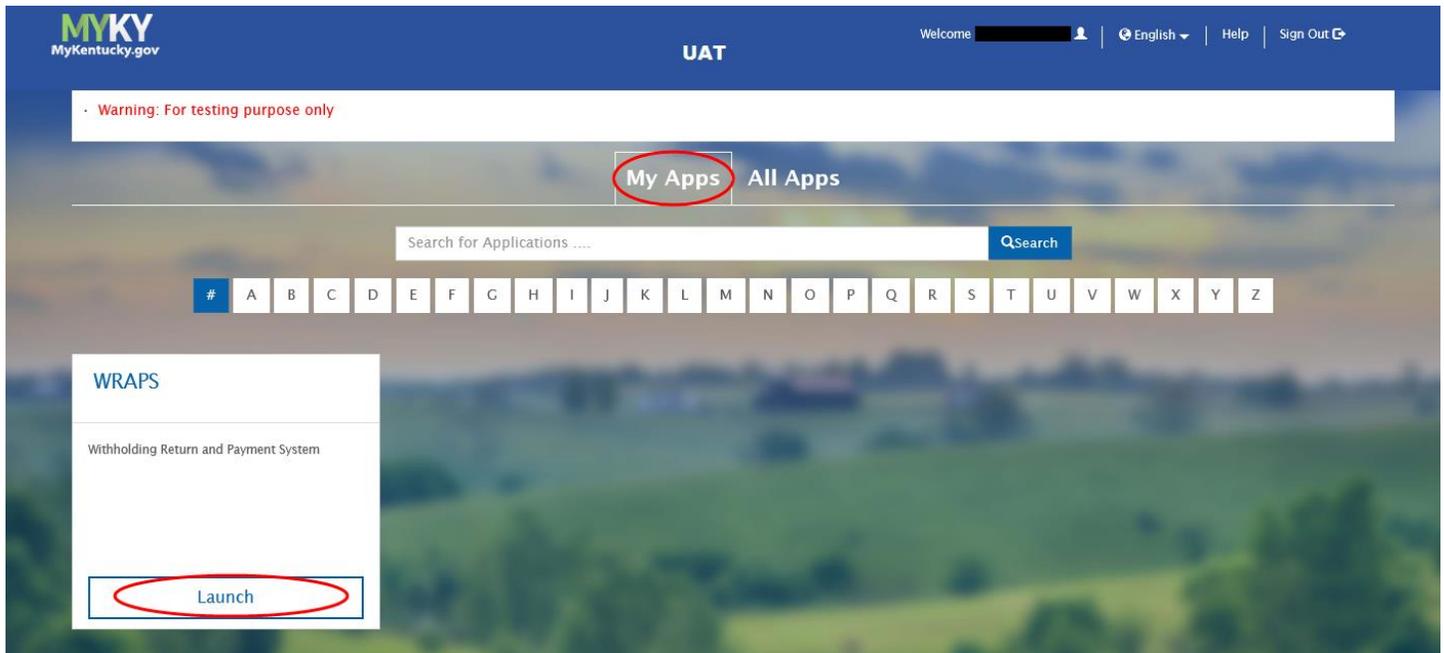
The footer of the page contains 'Privacy | Disclaimer' on the left and '2013 All Rights Reserved.' on the right.

**NOTE:** You can also click on '**Continue to application**' to bypass mobile registration.

## KOG Dashboard

After a successful Sign In, Users are navigated to their KOG Dashboard.

Existing WRAPS Users will have the 'WRAPS' tile under 'My Apps' on their dashboard for accessing WRAPS. If the User has access to multiple applications or multiple pages of applications, they may narrow their search by keying in a partial Application name in the "Search for Applications" area or by using the Letter Index below.



# Online Filing

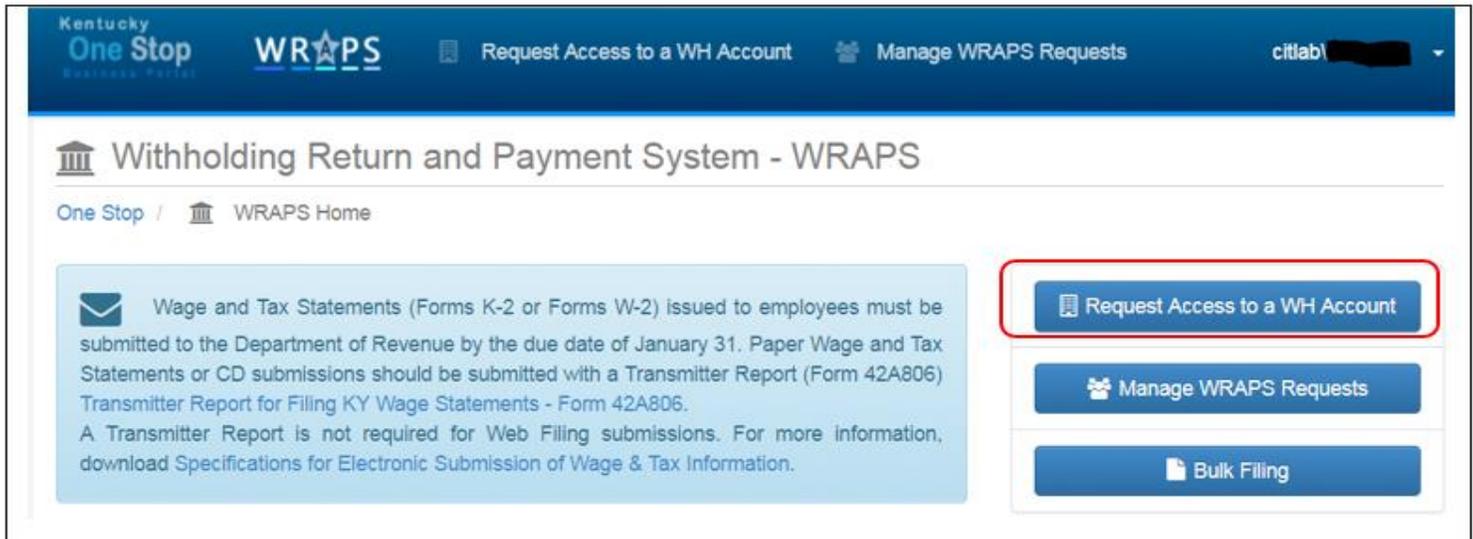
## WRAPS Home/Dashboard

Once the User has successfully signed into KOG, they will be directed to the WRAPS Home Dashboard.

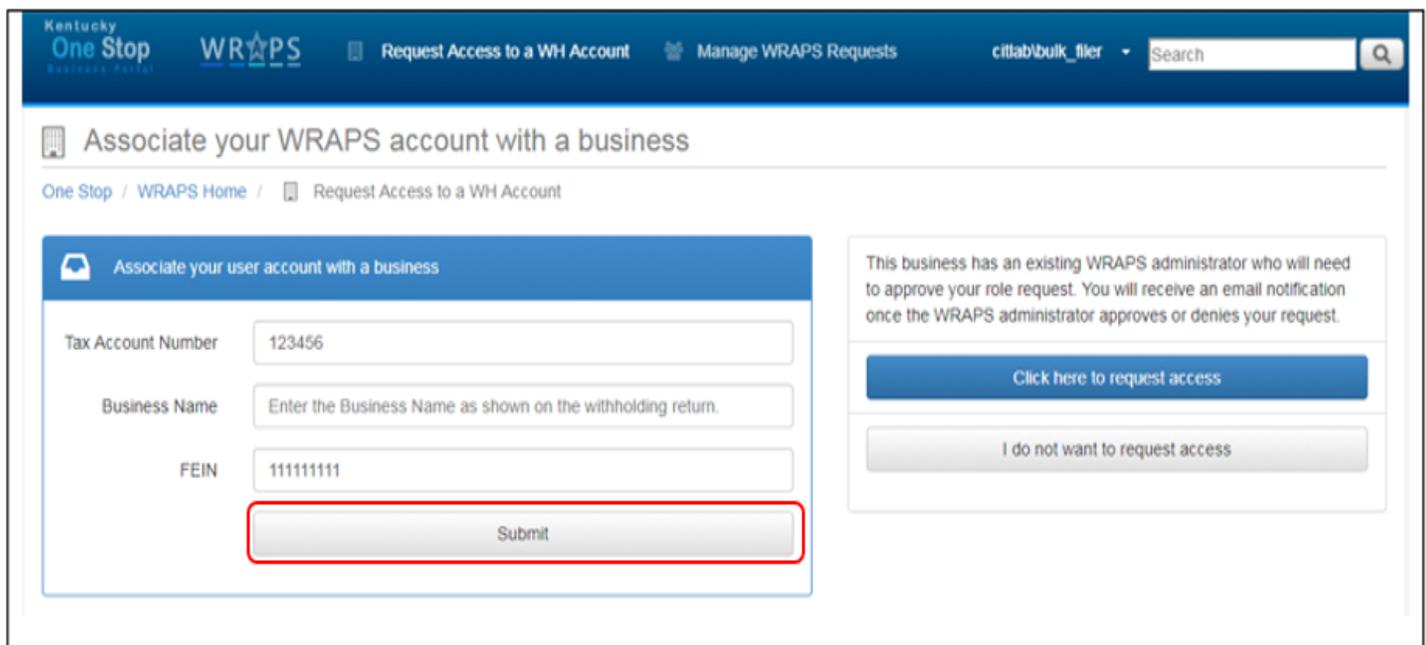
**NOTE** - If a User does not have any businesses associated with their account, a message will appear indicating that they need to 'Request access to a registered business' or 'Register a business for online filing'.

## 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.

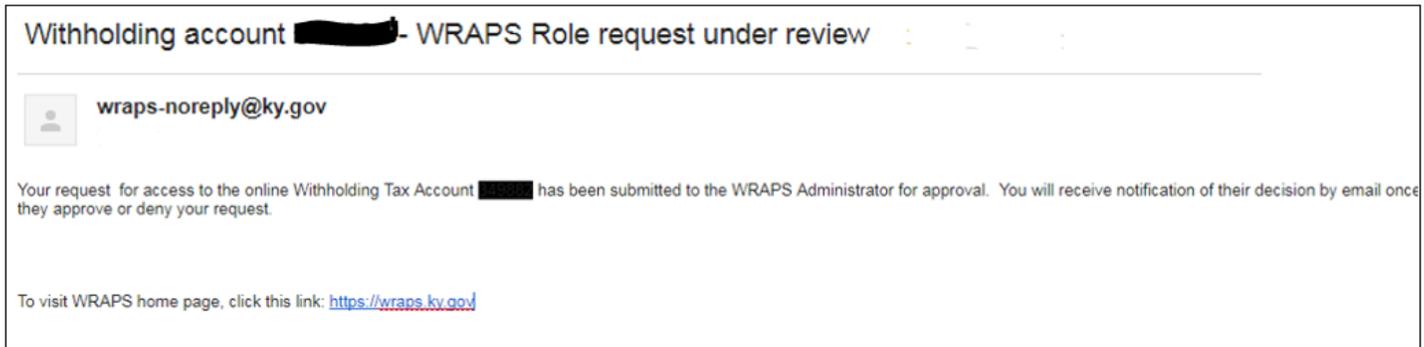


The User will need to enter the correct withholding tax account number and either the registered Business Name or the Federal Employer Identification Number (FEIN). Once the required information is entered, the User will click ‘**Submit**’ as shown below.

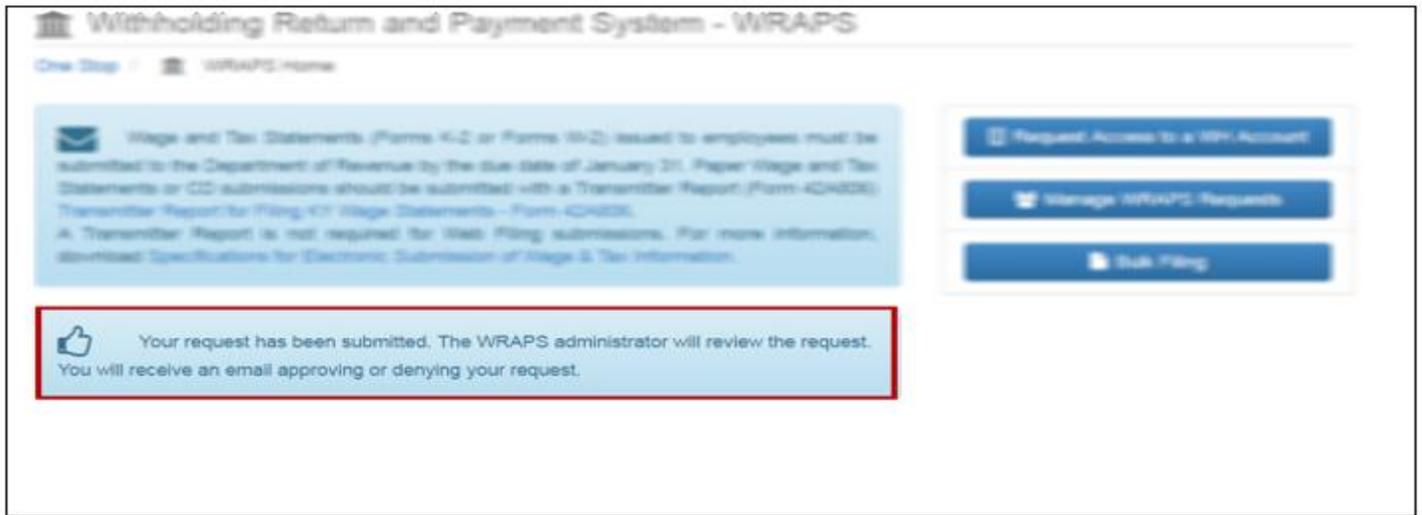


After entering the correct credentials and clicking the submit button, two new radio buttons are displayed, “**Click here to request access**” and “**I do not want to request access**”. In order to request access for the specific role (Filer, Payor, Viewer, Filer + Payer or Admin to the WH Tax Account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

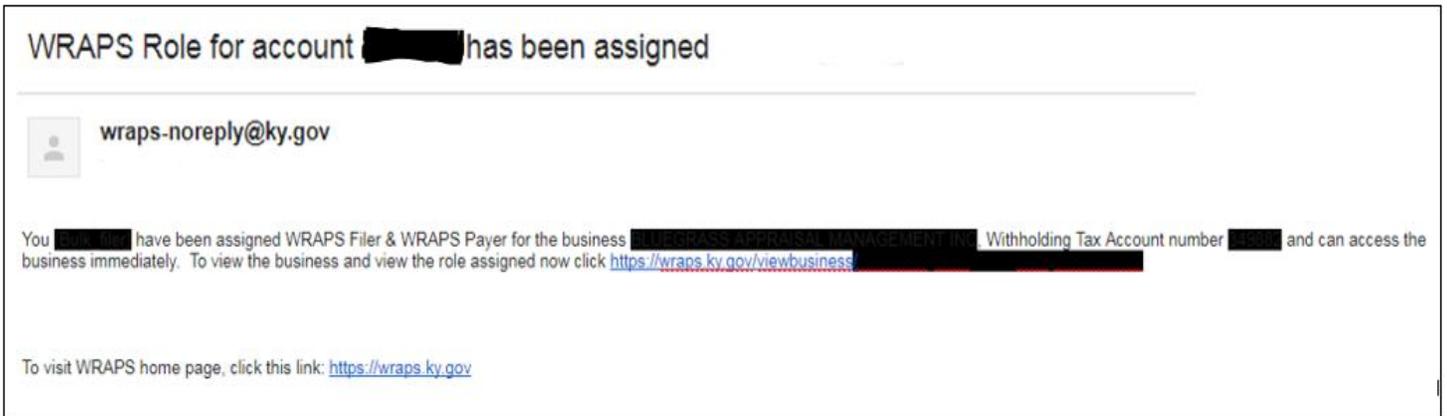
After clicking the “**Click here to request access**” button, the User will be notified through an email as shown below:



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 if they would like to become the Administrator for that particular 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 the 'Register your WRAPS account with a business' page. The page header includes the Kentucky One Stop logo, WRAPS logo, and navigation links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is visible in the top right. The main content area has a breadcrumb trail: 'One Stop / WRAPS Home / Online Filing Registration'. Below this is a blue box titled 'Register your user account with a business' containing 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 below these fields. To the right of the form 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:

Cancel

### WRAPS Administrator Terms and Conditions

Currently, there is not a WRAPS Administrator associated with this business. To continue in the WRAPS system, a WRAPS Administrator must be assigned. To become the WRAPS Administrator for [redacted], you must agree to the WRAPS Administrator Terms and Conditions and click the Register as the WRAPS Administrator button below.

In order to continue, you must confirm that you are a responsible party in the business or an authorized representative of [redacted].

By becoming the WRAPS Administrator of the business, you will switch the business to online filing and you will no longer receive paper K-1/ K-3 returns for future returns.

**T**ax periods prior to registration will not be available in WRAPS. Email notifications will be received each time a period is made available in WRAPS. Please continue to file paper returns until the first email notification is received.

I agree to the WRAPS Administrator Terms and Conditions

Register as the WRAPS Administrator

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

Request Access to a WH Account

### Associate your WRAPS account with a business

Associate your user account with a business

Tax Account Number: 123456

Business Name: Enter the Business Name as shown on the withholding return.

FEIN: 11111111

Submit

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.

Click here to request access

I do not want to request access

## 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.

The screenshot shows the 'Register your WRAPS account with a business' page. The page header includes 'Kentucky One Stop Business Portal' and 'WRAPS'. Navigation links for 'Online Filing Registration' and 'Manage WRAPS Requests' are visible. A search bar is present in the top right. The main heading is 'Register your WRAPS account with a business'. Below this, there are breadcrumb links: 'One Stop / WRAPS Home / Online Filing Registration'. A sub-heading reads 'Register your user account with a business'. The registration form contains 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 below the FEIN field. To the right of the form, a red error message box contains the following text: 'The Withholding Tax Account Number and Business Name entered cannot be verified. Either the Withholding Tax Account Number is invalid, the Tax Account associated with this Account Number is Cancelled or the Business Name is incorrect. If you feel you have received this message in error, please contact The Kentucky Department of Revenue.'

## 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 shows the WRAPS home page. At the top, there is a navigation bar with the following items: "Kentucky One Stop BUSINESS PORTAL", "WRAPS", "Request Access to a WH Account", "Manage WRAPS Requests", and a user profile dropdown for "citlab". Below the navigation bar, the page title is "Withholding Return and Payment System - WRAPS". There is a breadcrumb trail: "One Stop / WRAPS Home". On the left, there is a message box with an envelope icon: "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." On the right, there are three buttons: "Request Access to a WH Account", "Manage WRAPS Requests" (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 the "Manage WRAPS Requests" screen. At the top, there is a header "Manage WRAPS Requests" and a breadcrumb trail: "One Stop / WRAPS Home / Manage WRAPS Requests". Below the breadcrumb, there is a message box with a group of people icon: "There is 1 request for access to a business." Below the message, there is a table with the following data:

| Request Date        | User                                      | Business   |                                |
|---------------------|---|------------|--------------------------------|
| 11/10/2017 - 0 Days | citlab [redacted]<br>[redacted]@gmail.com | [redacted] | <a href="#">Manage Request</a> |

After clicking the '**Manage Request Button**', the User is taken to the following screen as shown below.

The Admin User can Grant / Deny the User Request for the roles of **WRAPS Filer + Payer**, **Wraps Filer**, **Wraps Payer**, **Wraps Viewer** or even grant the **WRAPS Admin Role**.

The screenshot shows a web browser window with the following elements:

- Header:** "One Stop / WRAPS Home / Manage WRAPS Request (citlab: [redacted]@gmail.com)"
- Left Panel:** A "Cancel" button.
- Main Content Area:**
  - Section Header:** "How do you want to respond to the request?"
  - Instruction:** "Please read all of the options before selecting your response to the request for access to this business."
  - Options:**
    - Deny the request:** "The request will be denied and notice of your decision will be emailed to the requester, who can then resubmit the request as needed." (Orange 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." (Grey button)
    - Grant the role of WRAPS Filer:** "A WRAPS Filer can file returns and amendments on behalf of the business." (Grey button)
    - Grant the role of WRAPS Payer:** "A WRAPS Payer can make online payments on behalf of the business." (Grey button)
    - Grant the role of WRAPS Viewer:** "A WRAPS Viewer can view the returns and amendments filed online by the business." (Grey button)
    - Grant the role of WRAPS Administrator:** "A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to citlab/bulk\_filer, 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) 564-7267." (Grey button)

## 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.

The screenshot shows the WRAPS dashboard with the following elements:

- Header:** Withholding Return and Payment System - WRAPS
- Navigation:** One Stop / WRAPS Home
- Informational Box:** 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.
- Alerts:** You have 3 returns that can be filed.
- Business Status:** You have 1 business registered with your account
- Table:**

| Account Number | Business Name | Role         | Alerts           |
|----------------|---------------|--------------|------------------|
| [Redacted]     | [Redacted]    | filer, payer | Filing available |
- Buttons:** Request Access to a WH Account, Manage WRAPS Requests, **Bulk Filing** (highlighted in red).
- Important Links:**
  - Withholding Business Registration
  - Registration Application
  - Account Cancellation
  - Public User Guide
  - Contact Us
  - Transmitter Report for Filing KY Wage Statements - Form 42A806

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.

The screenshot shows the 'My Registrations' page with the following elements:

- Yellow Alert Bar:** Payroll providers wishing to register their business as a Bulk Transmitter must be assigned a Bulk Transmitter Id by completing the registration process. Please click the Registration button to complete the registration process and receive a Bulk Transmitter Id.
- Section Header:** My Registrations
- Buttons:** **New Registration** (highlighted in red)
- Table Headers:** Bulk Filing Type, Transmitter Name, Transmitter Id, Software Id, Approval Status
- Page Controls:** Navigation arrows and a counter showing '0' items.
- Status:** No items to display

## 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 shows the WRAPS dashboard. At the top, it says "Withholding Return and Payment System - WRAPS". Below this, there are several informational boxes and a table. The table, titled "You have 1 business registered with your account", has the following data:

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

On the right side of the dashboard, there are buttons for "Forgot Account or a WR Account", "Manage WRAP's Response", and "Add Filing". Below these are "Important 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".

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"**.

This is a close-up of the table from the previous screenshot. The "Alerts" column for the business shows "Filing available", which is circled in red.

| Account Number | Business Name        | Role  | Alerts           |
|----------------|----------------------|-------|------------------|
| ██████         | ████████████████████ | admin | Filing available |

This screenshot shows the "12 Month Filing History" section. It contains a table with the following data:

| Period Begin Date | Period End Date | Due Date   | Return Status      |
|-------------------|-----------------|------------|--------------------|
| 7/1/2014          | 9/30/2014       | 10/31/2014 | ! Not filed online |

The "Return Status" cell, which contains "!" and "Not filed online", is circled in red.

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

|   |  |
|---|--|
| <b>Employees for the period</b>                         | <input type="text" value="0"/>   |
| <b>Total wages paid</b>                                 | <input type="text" value="\$0.00"/>  |
| <b>Income tax withheld</b>                              | <input type="text" value="\$0.00"/>  |
| <b>Apply credit?</b>                                    | <input type="text" value="No I do not want to apply a credit"/> ▼  |
| <b>Tax payments made prior to today for this period</b> | <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> |
| <b>Total tax due</b>                                    | <input type="text" value="\$0.00"/>  |
| <b>Total penalty</b>                                    | <input type="text" value="\$10.00"/>   |
| <b>Total interest</b>                                   | <input type="text" value="\$0.00"/>  |
| <b>Total amount due</b>                                 | <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), 'No I do not want to apply a credit', 'Yes, apply credit from a different period', and 'Yes, apply Economic Incentive Credit'.

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 the credit application form. 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 with a calendar icon). 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.

|                                 |  |
|---------------------------------|--|
| <b>Apply credit?</b>            | Yes, apply Economic Incentive Credit   |
| <b>Apply credit amount</b>      | \$0.00   |
| <b>Apply credit from period</b> | MM/dd/yyyy            |
| <b>Apply credit comments</b>    | 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 using the '**Sign and Submit the return**' button.

**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.

K-1 Original

## 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.

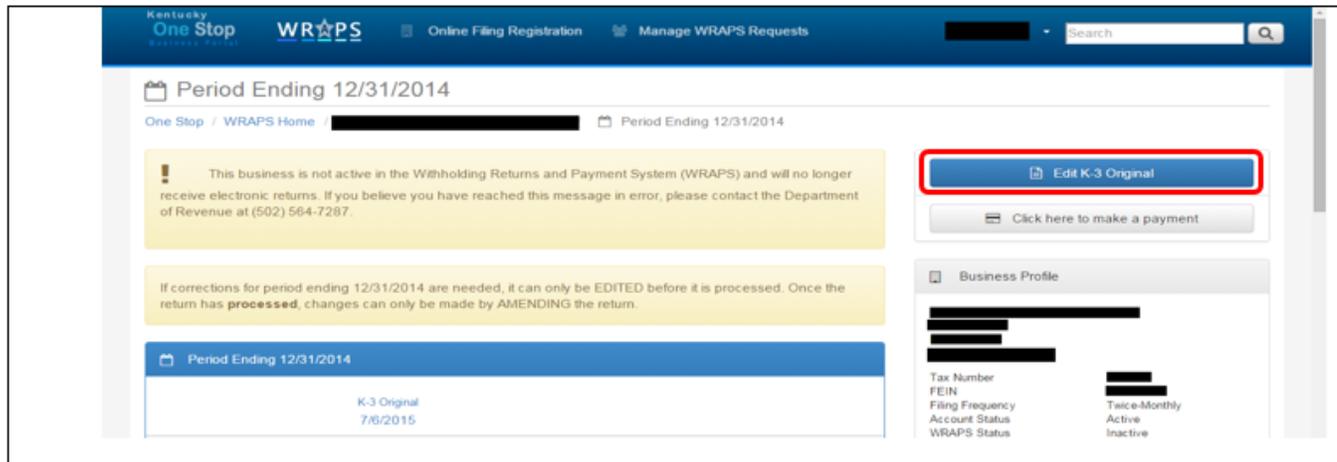
The screenshot displays the WRAPS interface for a user. At the top, there is a navigation bar with the Kentucky One Stop logo, the WRAPS logo, and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is also present. Below the navigation bar, the page title is 'Period Ending 9/30/2014'. A breadcrumb trail shows 'One Stop / WRAPS Home / [Redacted] / Period Ending 9/30/2014'. A blue notification box states: '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.' Below this, a message indicates the return is being processed and that amendments are possible. A table shows the return details for the period ending 9/30/2014, with a circled 'K-1 Original 12/22/2014' label. The table lists Employee Count (0), Total Wages (\$0.00), and Income Tax Withheld (\$0.00). To the right, there are buttons for 'Return Filing Unavailable' and 'Click here to make a payment'. A 'Business Profile' section is also visible, containing redacted information for Tax Number, FEIN, and Filing Frequency (Monthly).

| Period Ending 9/30/2014 |        |
|-------------------------|--------|
| Employee Count          | 0      |
| Total Wages             | \$0.00 |
| Income Tax Withheld     | \$0.00 |

## 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  |  <a href="#">Click here to edit the return</a><br>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  |  <a href="#">Click here to view the return</a><br>This return has been processed and you can now file up to 5 amendments online.         |
| 8/1/2014                | 8/15/2014       | 8/31/2014  |  <a href="#">Click here to view the return</a><br>This return has been processed and you can now file up to 5 amendments online.         |



The screenshot shows the WRAPS web interface for a user. At the top, there is a navigation bar with 'Kentucky One Stop' and 'WRAPS' logos, along with links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is also present. Below the navigation, the page title is 'Period Ending 12/31/2014'. A yellow warning box states: 'This business is not active in the Withholding Returns and Payment System (WRAPS) and will no longer receive electronic returns. If you believe you have reached this message in error, please contact the Department of Revenue at (502) 564-7287.' Below this, another yellow box explains: 'If corrections for period ending 12/31/2014 are needed, it can only be EDITED before it is processed. Once the return has processed, changes can only be made by AMENDING the return.' A blue box shows the current period: 'Period Ending 12/31/2014' with 'K-3 Original' and '7/6/2015'. On the right side, there is a 'Business Profile' section with fields for Tax Number, FEIN, Filing Frequency, Account Status, and WRAPS Status. A blue button labeled 'Edit K-3 Original' is highlighted with a red box, and a grey button labeled 'Click here to make a payment' is located below it.

**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              | <a href="#">12/31/2014</a> | 1/31/2015  | <a href="#">Click here to edit the return</a> |
| 12/1/2014               | <a href="#">12/15/2014</a> | 12/26/2014 | Not available for online filing               |
| 8/16/2014               | <a href="#">8/31/2014</a>  | 9/15/2014  | <a href="#">Click here to view the return</a> |
| 8/1/2014                | <a href="#">8/15/2014</a>  | 8/31/2014  | <a href="#">Click here to view the return</a> |

Period Ending 12/15/2014

[One Stop / WRAPS Home](#) / XXXXXXXXXX

/ 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 K-1 Amendment”*** from the Period Screen for the Business.

The return will be available to amend once the original return has been processed.

The screenshot displays the WRAPS interface for a business. At the top, it shows 'Period Ending 9/30/2014'. Below this, a green message box states: '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, there is a blue button labeled 'File K-1 Amendment 1' and a grey button labeled 'Click here to make a payment'. Below the message box, there is a blue bar with a calendar icon and the text 'Period Ending 9/30/2014', and a button labeled 'File K-1 Amendment 1'. At the bottom left, it says 'K-1 Original'. On the right side, there is a 'Business Profile' link.

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.  |  |
|  | <input type="button" value="Submit the K-1 Amendment 1 return"/>  | <input type="button" value="Cancel"/>    |

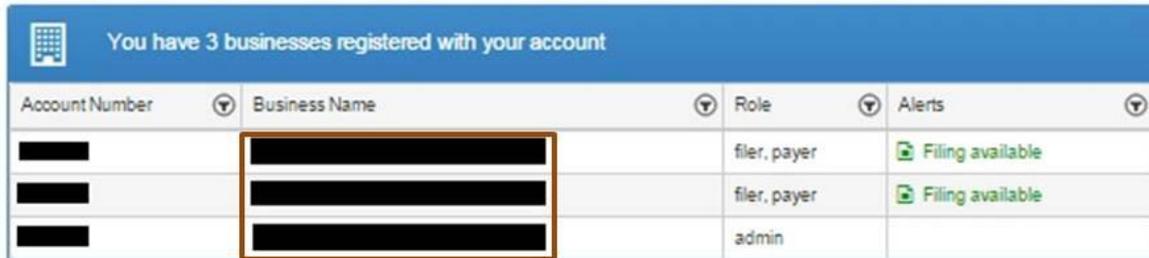
A return may only be amended up to 5 times online. Once the maximum number of amendments has been reached, the User will be allowed to download a paper amendment form.

**!** 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.



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

Click the business name above to access its home screen.

## 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:** A table with columns: Period Begin Date, Period End Date, Due Date, Return Status.
- Available Periods:** A green box containing text about filing periods and contact information for the Department of Revenue.
- Business Profile:** A section showing business details:
 

|                  |               |
|------------------|---------------|
| Tax Number       | [REDACTED]    |
| FEIN             | [REDACTED]    |
| Filing Frequency | Twice-Monthly |
| Account Status   | Active        |
| WRAPS Status     | Active        |
- Business Users:** A section with a table of users and an 'Add WRAPS User' button circled in orange.
 

| 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 within KOG 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 KOG, 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.**

Add WRAPS User

One Stop / WRAPS Home / [Redacted]
 Add WRAPS User

Cancel

✓ The email address [Redacted] is registered to [Redacted] which role do you want to grant them?

Please read all of the options before selecting the role to assign to [Redacted]

**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.

Rev. 05/2019

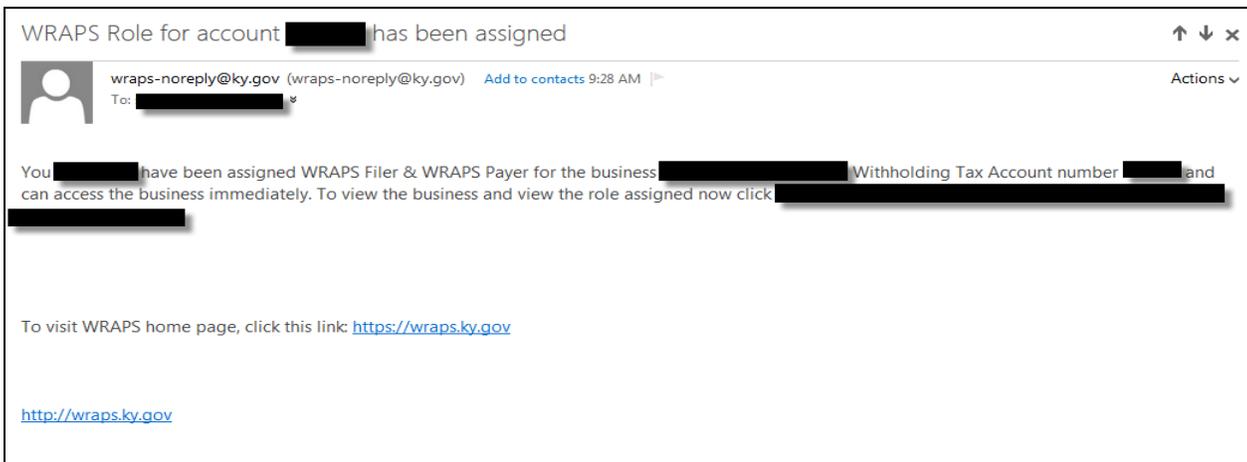
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## Inviting Users

If the User is not registered with KOG, 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 <span style="float: right;">Add WRAPS User</span> |       |
|---|-------|
| User Name   | Role  |
| [REDACTED]  | admin |

The Business Administrator will then need to choose to '**Remove User Access**' or grant the User another permission level.

Cancel

CITLAB [REDACTED] 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?

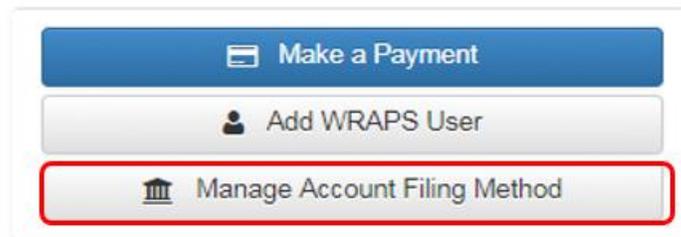
You can change the role or remove access of CITLAB [REDACTED] with the options below.  
Please read all of the options before selecting your response to the request for access to this business.

|   |   |
|---|---|
| <p><b>Remove user access</b><br/>Remove all access to this business.</p> <p><b>Grant the role of WRAPS Filer</b><br/>A WRAPS Filer can file returns and amendments on behalf of the business.</p> <p><b>Grant the role of WRAPS Payer</b><br/>A WRAPS Payer can make online payments on behalf of the business.</p> <p><b>Grant the role of WRAPS Viewer</b><br/>A WRAPS Viewer can view the returns and amendments filed online by the business.</p> <p><b>Grant the role of WRAPS Administrator</b><br/>A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to CITLAB\pgrgya_..._uat1, 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.</p> | <p><b>Remove business access</b></p> <p>Grant the role of WRAPS Filer</p> <p>Grant the role of WRAPS Payer</p> <p>Grant the role of WRAPS Viewer</p> <p>Grant the role of WRAPS Administrator</p> |
|---|---|

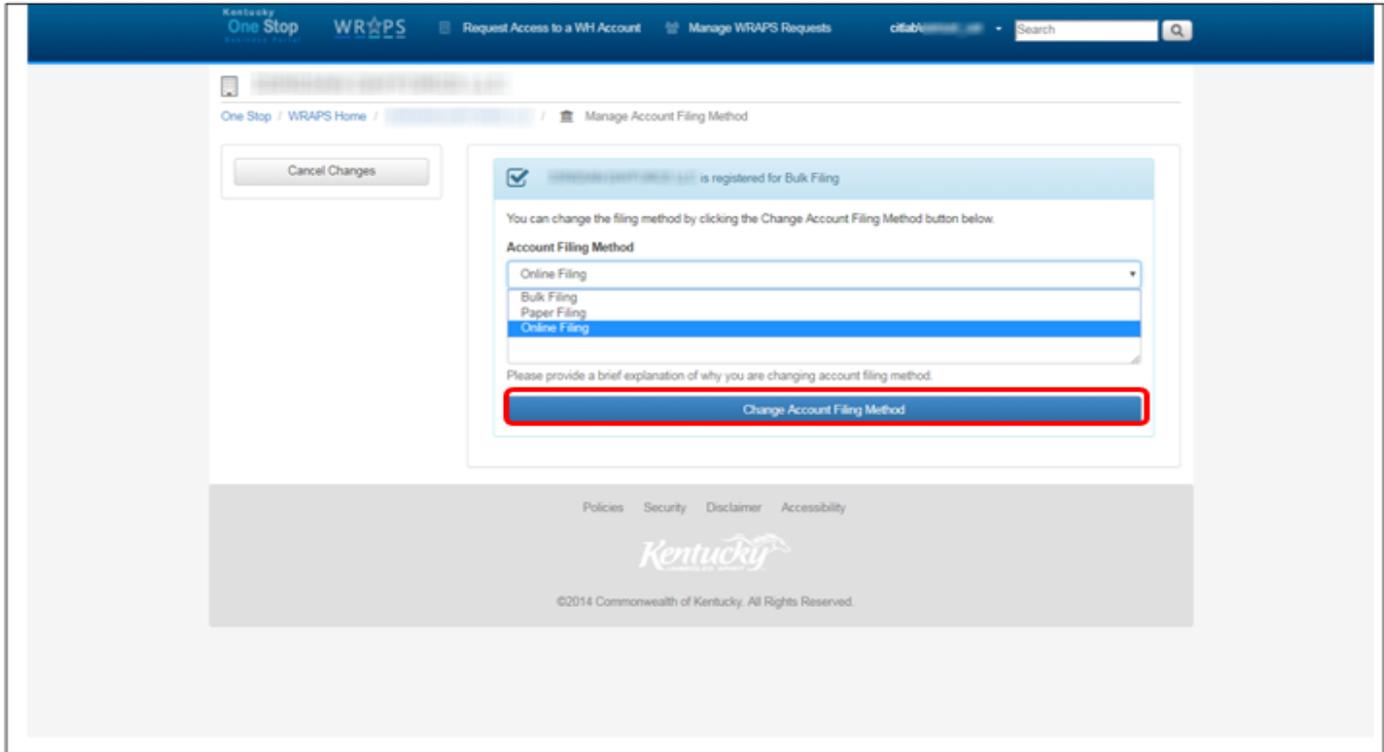
# WRAPS Manage Account Filing Method

## Update WRAPS Account Filing Method

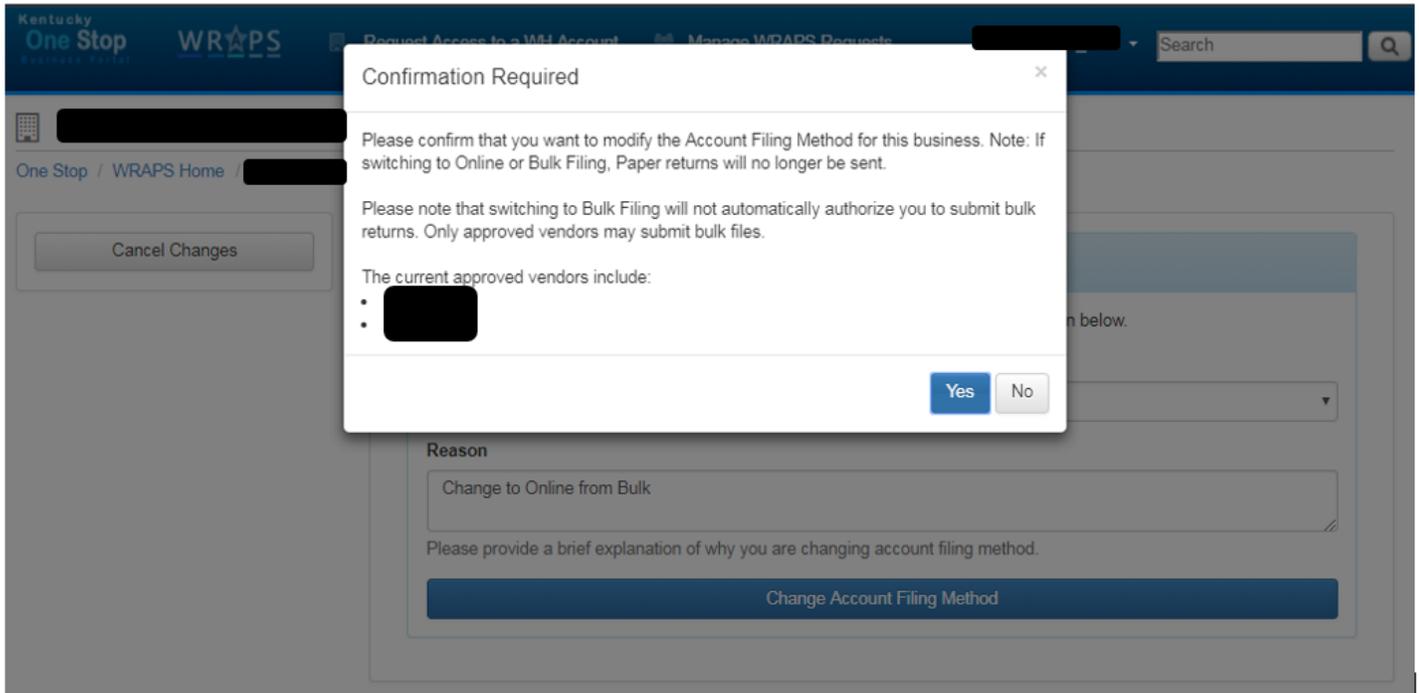
To update the Online Filing Status, the Business Administrator will need to access the Business Home Screen in WRAPS and click '**Manage Account Filing Method**'.



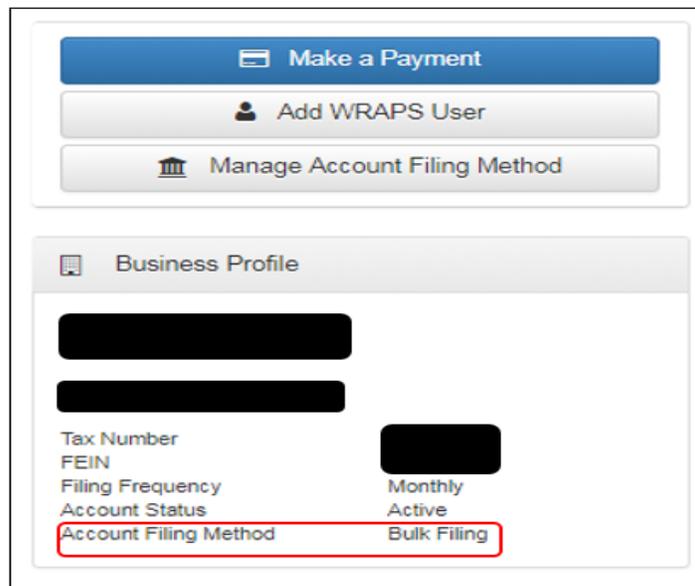
If the Business is currently registered for Bulk filing, the Business Administrator will need to click **'Account Filing Method'** and opt for the Appropriate Filing Method (Online/ Paper or Bulk Filing). The User will then need to provide a reason and click on the **"Change Account Filing Method"** 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 Administrator will be able to see the desired Account Filing Method under the Business Profile.



# Important Links

Kentucky One Stop WRAPS

Request Access to a WH Account Manage WRAPS Requests

citabl Search

## 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.

You have 3 returns that can be filed.

You have 1 business registered with your account

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

Request Access to a WH Account

Manage WRAPS Requests

Bulk Filing

**Important Links**

- Withholding Business Registration
- Registration Application
- Account Cancellation
- Public User Guide
- Contact Us
- 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.

### Important Links

-  [Withholding Business Registration](#)
-  [Registration Application](#)
-  [Account Cancellation](#)
-  [Public User Guide](#)
-  [Contact Us](#)
-  [Transmitter Report for Filing KY Wage Statements - Form 42A806](#)