



KENTUCKY DEPARTMENT OF

REVENUE



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the Finance & Administration Cabinet

## Set Up Your W-2 / 1099 in MyTaxes.ky.gov

The Kentucky Department of Revenue launched a new business tax portal, [MyTaxes.ky.gov](https://MyTaxes.ky.gov), in March 2025. This portal replaces Web Filing for W-2 bulk filers.

To upload W-2s and 1099s through the new portal, you must create a Transmitter Account, even if you already have a MyTaxes account for filing returns.

**IMPORTANT – If you have completed this process already, please disregard this email.**

### What You Need to Do:

#### Step 1: Create a Transmitter Account

1. Go to [MyTaxes.ky.gov](https://MyTaxes.ky.gov).
2. Follow the steps in the [How To Guide](#) to create a **new user account**.
3. **Important:** Choose the “**Transmitter**” user type. Do **not** select “Taxpayer”, this is a different role and will not give you access to upload W-2s or 1099s.
4. If you already have a Taxpayer account, use a **different username** for this Transmitter account. You may use the same email address for both.

**Note:** Passwords expire every 90 days. You'll be prompted to create a new one at login if it has expired.

#### Step 2: Email Your Transmitter Username

Once you finish creating your Transmitter account and have received your Authorization Information message (Step 18 of the [How To Guide](#)), send an email to [WHTransmitterRequest@ky.gov](mailto:WHTransmitterRequest@ky.gov) with:

- Business name
- FEIN
- Withholding Account ID (the state ID number they use on W2s)
- Your Transmitter username
- Contact name
- Contact phone number

We need this information to approve your account. We cannot activate your transmitter access without it.

#### Step 3: Wait for Approval

Our staff will review and approve your account. You'll receive a confirmation email from **NoReplyDoris @ ky.gov**. This will be sent to the email address linked to your Transmitter account.

*This is the third of three reminders to all W-2 / 1099 Transmitter Accounts.*

#### Need Help?

Email: [WHTransmitterRequest@ky.gov](mailto:WHTransmitterRequest@ky.gov)

Call: [\(502\) 564-1900](tel:(502)564-1900)

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