

## Kentucky Fuel Tax Input Spreadsheet

The following instructions and the Excel spreadsheet provided by the Kentucky Department of Revenue have been created to assist the taxpayers in filing their fuel tax returns. This spreadsheet is a tool that can be used to create a Fixed Width ASCII text file which complies with the Kentucky Department of Revenue published flat file standards. The file that is exported from the spreadsheet must be submitted via the Kentucky Internet application and verified by the filer that the data submitted has created the return(s) expected by the filer. If the information is correct, the filer completes the filer process and makes their payment. If corrections are necessary, the filer can adjust the return(s) on-line or delete the return(s), correct the information in Excel, and resubmit the specific return data for verification.

It is **not mandatory** that you use this spreadsheet for creating your ASCII files. If your company is capable of producing the flat file from existing tax applications, the file can be simply transferred via the Internet to the department of revenue. See Kentucky's website <http://revenue.ky.gov/business/motorfuels.htm> to download the flat file standards.

### Important:

1. DO NOT MODIFY this spreadsheet by adding any new worksheets or tabs to the existing layout.
2. DO NOT separate sections with "blank" lines or change the format of any cells.
3. DO NOT insert formulas into the spreadsheet.
4. DO NOT MODIFY the order in which the tabs are placed.
5. This spreadsheet has been tested and works in Excel 2000 and Excel 2002. Excel 97 is not recommended. Use of Excel 2007 is not recommended, but can be used.
6. You must set the Excel security level to Medium and Enable Macros for full function of the features of this spreadsheet.
7. To set the security click on Tools, then Macro, then Security. Click the radio button for Medium and then click OK. This must be done BEFORE you open the spreadsheet.
8. When the spreadsheet is opened, you must click the button on the pop-up window to Enable Macros.
9. The New Row and Validate buttons on each of the return tabs is activated by a hot key or by clicking on the buttons. To use the hot key do the following:
  - a. To add a **New Row** press the Alt key and hold, then press N key and release both. This will bring you to a new row.
  - b. To **Validate** the data you entered press the Alt key and hold, then press V key and release both. This will validate the data you entered into the spreadsheet up to the time you selected the validate option.
10. The **Export to File** button: After entering your return data navigate to the Select Returns to Export Tab. Check the returns you will be exporting to flat file. Next click the Export to File button.
11. Reference the Product Code and Schedule Code lists at the end of this document in order to select the proper codes used by the Kentucky Department of Revenue.

### Notes and considerations if you decide to use this spreadsheet

1. It is recommended that this original spreadsheet should NOT be modified in any way and that all tax information should be entered into a copy of the spreadsheet.

2. Because Kentucky's Electronic Filing System will use the information from the ASCII files you created with the Excel Worksheet to calculate the amount of tax due and to create the front sheet of the tax report, it is **important** for the information for each transaction be entered on the correct schedule.
3. Date Format: The format for the date field is "General" and the date should be shown as yyyymmdd i.e., February 18, 2005 would be 20050218. This format was adopted due to the number of configurations for "date" in Excel. Do Not copy the date from another Excel worksheet into this spreadsheet.
4. After clicking the Export to File button, a window will prompt where you would like to save the file and what name you would like to give the file. If there are no errors in the file, you will get another popup window that will tell you that the data has been successfully output. The location and name of the file will be confirmed.
5. While some data validation is performed by the spreadsheet, not all errors are checked for by the spreadsheet. After transferring the file to the Kentucky site, the file is validated for all errors. If errors exist, they can be located in the EDI Review section of the system usually by the next business day after transferring the file.
6. The Excel spreadsheet provides the ability to file data with the Department of Revenue pertaining to five different tax returns or tax types. You may enter all data associated to these returns onto one spreadsheet. The data export process will combine all information entered into one flat file. It is not necessary to put each tax type in a separate spreadsheet; however you may do this if you wish.
7. This spreadsheet does NOT transmit the flat file to the Kentucky Department of Revenue. You will need to complete that step manually by logging onto the electronic filing system to transfer your data. Please connect to the following website to upload your tax data:  
<https://www.mvs-e-filing.com/kyft/kyftlogin.asp>. **NOTE: You can access this website once the system is in production which will be communicated to the filing community by the Kentucky Department of Revenue.**

This list is not all inclusive. Read all instructions included within the spreadsheet itself before continuing with any data entering. If you have any questions please contact ACS at 1-800-234-1009 and press 5 for fuel tax.