MyTaxes
How To Upload Bulk Files

DOR User Guide

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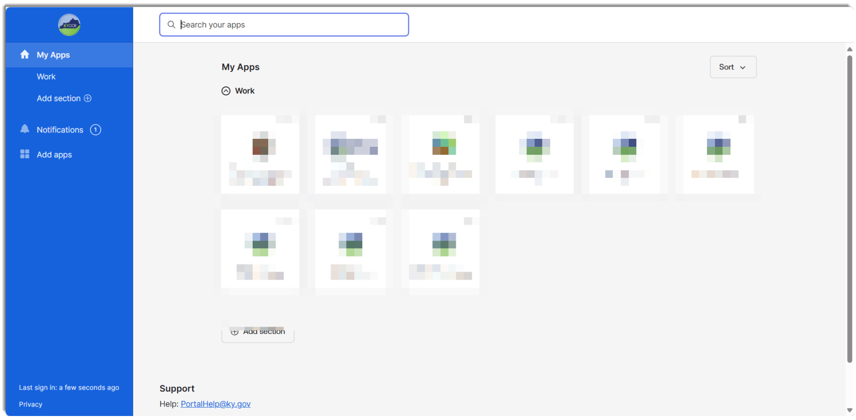
User	Explanation
New MyTaxes Transmitters	**Transmitters without a MyTaxes username. MyTaxes Users should select this option if they need to bulk upload Kentucky State Employer's Withholding Returns (Forms K-1, K-3, and amendments), WH Statements (Forms W-2, W-2C, W-2G, and 1099) or Streamline Sales Tax (SST) SER returns**.

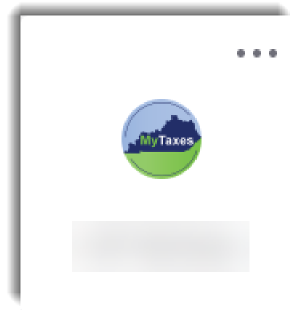
Upload Bulk File as a Transmitter

Follow the steps below to upload bulk files using a Transmitters Account in **MyTaxes**:

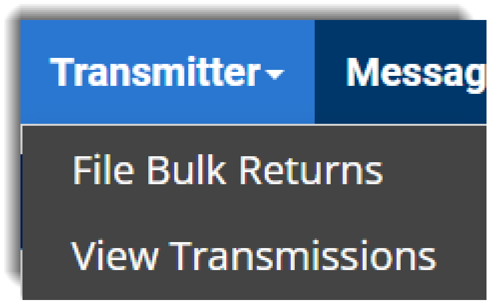
NOTE: To manually upload bulk files, you must be signed into a MyTaxes Transmitters account. Please see the **How To Guide For Transmitters** user guide for instructions on how to sign into a MyTaxes Transmitters Account.

1. Click on the MyTaxes widget on the MyTaxes Dashboard screen.





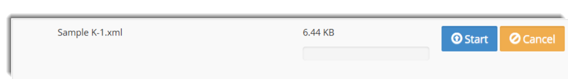
2. Click on the **Transmitter** dropdown, then select **File Bulk Returns**.



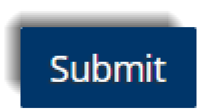
3. Use the dropdown on the **File Bulk Returns** page, to select a file type.

4. Click the **Add Files** button and select the file that you would like to upload into MyTaxes.

5. After the file that you wish to upload has been selected the file name will appear left of your **Start** button. Click the **Start** button



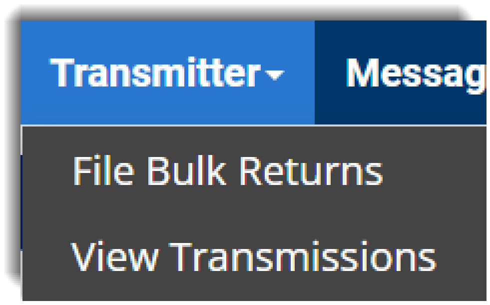
6. Once the file has been uploaded it will be hyperlinked. Click **Submit** to add the file.



NOTE: You can add multiple files but can only submit one at this time.

7. After submitting your file, you should receive confirmation that your file was uploaded successfully or rejected.

8. To view past transmissions, click on the **Transmitter** dropdown, then select **View Transmissions**.



Use the **Search Filter** to search for the desired transmission. Select the Transmissions ID hyperlink in the **Transmissions Details** section to view its details.