

MYTAXES

HOW TO FILE RETURNS AND MAKE PAYMENTS

DOR User Guide



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User	Explanation
MyTaxes Users	Users with a MyTaxes username that have previously signed into the MyTaxes website (MyTaxes.ky.gov)



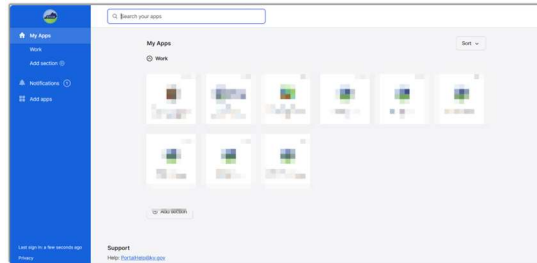


Filing Returns

Taxpayers, Business Owners, Associates, and CPAs can use the MyTaxes website to file returns by:

1. Log into the MyTaxes website and click the MyTaxes widget.

MyTaxes.ky.gov



2. Click **Transactions** in the blue bar. From the drop-down menu, select **File a Form**.

The screenshot shows the 'Transactions' dropdown menu open, with 'File a Form' selected. The background shows a table of 'Tax Accounts' with columns for Account Type, Account ID, Address, Date, Current Balance, and Last Period Filed. The table contains two entries for 'EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING' and 'EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION'. The 'Last Period Filed' for the first entry is 12/31/2024. The page footer shows 'Showing 1 to 2 of 2 entries' and a pagination control with '1' selected.

Account Type	Account ID	Address	Date	Current Balance	Last Period Filed
EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING	Account ID: [REDACTED]	[REDACTED]			12/31/2024
EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION	Account ID: [REDACTED]	[REDACTED]			





3. Enter the information using the drop-down menus for the correct account and tax type you wish to file and pay. Once complete, select **NEXT** in the bottom right-hand corner of the screen.

File a Form

The tax return information below has been prepopulated based on default account information. Please make alternate selections below as needed. Click the "Next" button when you are ready to continue.
 Online portal filing for an original return is available for tax periods beginning on or after January 1, 2020. If you need to file an original return for a tax period beginning prior to January 1, 2020, please contact the Department of Revenue.

* indicates required field

* Name: ERIN TESTING BELLA PINK

* Account: [dropdown]

* Account ID: [dropdown]

* Form Type: [dropdown]

* Return Type: [dropdown]

* Filing Method: [dropdown]

* Period End Date: [dropdown]

Cancel Next

4. Some returns will have several tabs that require information. Select **NEXT** to make sure you access each tab. Then, once all information is entered, hit **CALCULATE**.

Return Header | K-1

Line #	Line Item	
	Employees/Payees for Period*	[input]
	Total Wages/Distributions Paid*	\$ [input]
	Income Tax Withheld*	\$ [input]
	Apply Credit Amount	\$ [input]
	Apply Credit Type	[dropdown]
	Apply Credit From Period	MM/DD/YYYY [calendar icon]
	Apply Credit Comments	[input]
	Tax Payments Made Prior	\$ [input] 0.00
	Total Tax Due	\$ [input]
	Total Amount Due	\$ [input]
	Credit Forward Amount	\$ [input]
	Credit Forward Period	MM/DD/YYYY [calendar icon]
	Credit Forward Comments	[input]

Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit

5. After selecting Calculate, check the **Total Tax Due** and **Total Amount Due** fields to see if the totals are correct and the select **Submit**.

Total Tax Due	\$	500.00
Total Amount Due	\$	500.00

Submit





- 6. Next, a screen will display your return information. If the data entered is correct select **NEXT**.

Kentucky Tax ID [input]
Period End Date 09/30/2024
Total Tax [input]
Penalty [input]
Interest [input]
Total Amount Due [input]
Payment Due Date 10/31/2024
Please Note: Any applicable interest and penalty will be computed based on the return filing date and will display on the return summary page. An overpaid balance displayed on the return will be reduced by the interest and penalty calculation and will reduce the amount available for refund and/or credit forward.

Print Next

- 7. A Tax Return Signature page will display asking you to confirm that all information entered is correct. Select **YES** to move forward.

Enter Tax Return - Signature

I understand that any person, who files a tax return on the Portal for a taxpayer without authorization from that taxpayer, may be subject to criminal penalties including, but not limited to, those provided in KRS 516.030 and KRS 516.040.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the return.

No Yes

Yes

- 8. You will now have two options:

- a. If you are not ready to make a payment, select the **Return Home** option. You have completed filing your return.
- b. If you are ready to make a payment, click the **Make a Payment Now** button to continue to the next step.

Enter Tax Return - Confirmation

Return was submitted successfully.
The confirmation number is: [input]
Please print or save this number for future reference. If you would like to include a payment with your return, click the [Make a Payment Now] button. Otherwise, click [Return Home].

Make a Payment Now Print

Return Home

Return Home Make a Payment Now





9. A payment form displays. Follow the payment prompts and fill in the mandatory information.

Form Payment ⓘ * indicates required field

Form Details

Taxpayer Name	<input type="text"/>	Period End Date	09/30/2024
Account	<input type="text"/>	Amount Due	<input type="text"/>
Account ID	<input type="text"/>	Return Confirmation #	<input type="text"/>

Kentucky Tax ID

Period End Date 09/30/2024

Total Tax

Penalty

Interest

Total Amount Due

Payment Due Date 10/31/2024

Please Note: Any applicable interest and penalty will be computed based on the return filing date and will display on the return summary page. An overpaid balance displayed on the return will be reduced by the interest and penalty calculation and will reduce the amount available for refund and/or credit forward.

* Payment Amount \$ Check here to pay Total Outstanding Balance

* Payment Method

Cancel Next

10. Input banking information then click **SUBMIT**.

*Be sure to check the box under the date to authorize the transaction.

Please select a Bank Account **None**

⊗ Add New Bank Account

* Bank Routing Number

* Bank Account Number

* Confirm Bank Account Number

* Bank Account Type

* Bank Account Holder Name

Nickname Enter a "nickname" for this card if you would like to save it for future payments.

Enter Payment Effective Date and Authorization

* Effective Date

I hereby authorize the withdrawal of funds as specified above for tax payments.

Cancel Submit

Submit





11. A Confirm Payment screen displays. To complete your payment submission, click the **CONFIRM** button.

Transactions / Make a Payment

Confirm Payment ?

Please confirm the payment below before submitting for processing.

Payment Amount

Payment Method

[← Back](#) [Confirm](#)

12. After the payment has been submitted, payment screen will display. Please take note of your confirmation number.

KENTUCKY DEPARTMENT OF REVENUE

Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Summary [PRINT](#) [EMAIL](#)

Confirmation Number 73654028

Payment Made: 02/14/2025 09:22 AM EST
Payment Method: Visa Credit Ending With 9299

Account Holder Details

Marcus Barker
501 High St
Frankfort KY 40601

Cart Items

Description	Price	Quantity	Extended Total
Credit Card Payment Amount	\$500.00	1	\$500.00
Sub Total			\$500.00
Service Fee			\$13.75
Total			\$513.75

