



FILE RETURNS AND MAKE PAYMENTS

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY[®]**
FINANCE AND
ADMINISTRATION CABINET

This guide provides step-by-step instructions for filing tax returns using the MyTaxes system. The guide outlines how taxpayers, business owners, associates, and CPAs can successfully navigate the return-filing process from login to submission. This guide applies to MyTaxes users, those who have created a MyTaxes username and signed in at MyTaxes.ky.gov, as well as Migrated Users with former OneStop, KOG, WRAPS, URGL, or Telecom tax accounts that have transitioned to the new MyTaxes system.

Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.

User Guide Last Updated: 09/16/2026

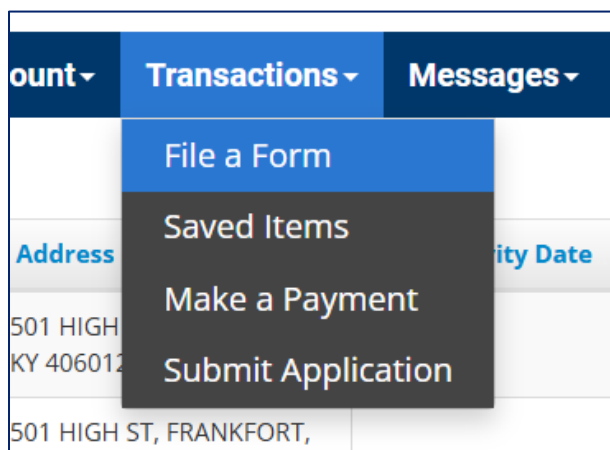
File a Return

Follow the steps below to file a return for your tax account. If you have already filed a return and are coming back to the MyTaxes portal to make a payment, proceed to page 14.

1. Log into MyTaxes.ky.gov. Locate the Main Menu ribbon near the top of the page.



2. From the *Main Menu ribbon*, select the **Transactions** tab then **File a Form**.



3. From the File a Form page, choose the appropriate options from the dropdown menus. All fields are required to be completed, and some may pre-populate based on a selection you make.

Note: Information presented from this point will reflect options available when filing a Sales and Use Tax Worksheet. While the images are specific to that form, the process is similar for all tax accounts filed via this method.

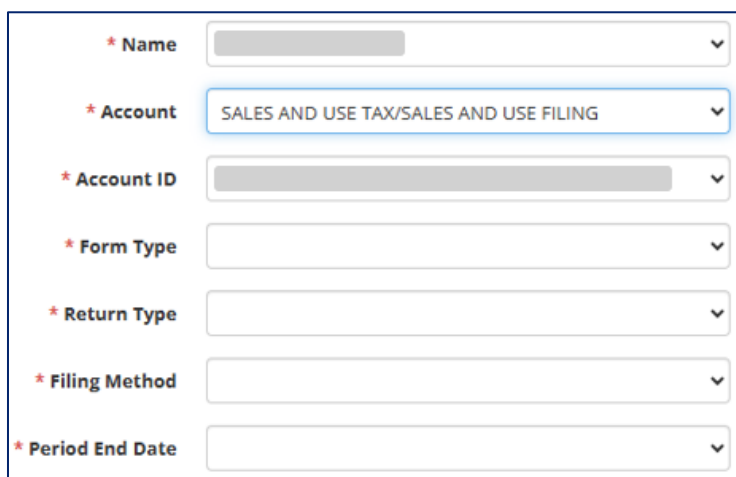
The screenshot shows a web form titled "File a Form" with a blue header bar. Below the header, there is a light blue informational box containing text about tax return information and filing instructions. The main form area contains seven required fields, each marked with a red asterisk and a dropdown menu: Name, Account, Account ID, Form Type, Return Type, Filing Method, and Period End Date. A red "Cancel" button is located at the bottom left, and a blue "Next" button is at the bottom right. A red note "* indicates required field" is positioned in the top right corner of the form area.

4. Select the **tax account type** from the Account dropdown menu.

This image is a close-up of the "Account" dropdown menu from the "File a Form" page. The menu is open, displaying a list of tax account types. The first option, "CORPORATE INCOME LLET", is highlighted with a blue background. Other visible options include "EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING", "EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION", "NON-RESIDENT WITHHOLDING", "SALES AND USE TAX/SALES AND USE FILING", "TELECOMMUNICATIONS", and "UGRLT/UTILITY FILING". The dropdown menu is positioned over the "Account" field, which is marked with a red asterisk.

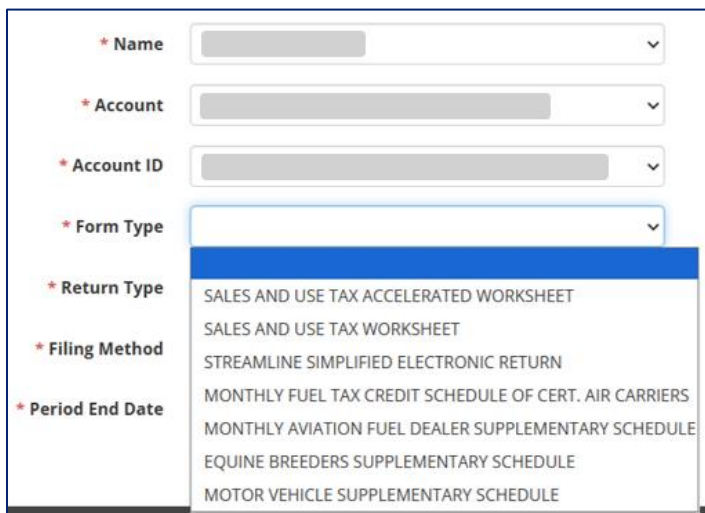
5. If only one associated tax account exists for that account type, the **Account ID** will populate automatically.

If there are multiple associated tax accounts for the account type, the user will need to select the appropriate **Account ID** from the dropdown menu.



A screenshot of a web form for tax account setup. The form contains seven fields, each with a red asterisk and a label: * Name, * Account, * Account ID, * Form Type, * Return Type, * Filing Method, and * Period End Date. Each field is a dropdown menu. The * Account dropdown is currently open, showing the selected option: SALES AND USE TAX/SALES AND USE FILING. The other dropdowns are closed and show a grey bar indicating no selection.

6. Choose the **Form Type** from the dropdown menu. Options in this menu will vary depending on the tax account type, account set-up, ownership type, filing frequency, etc.

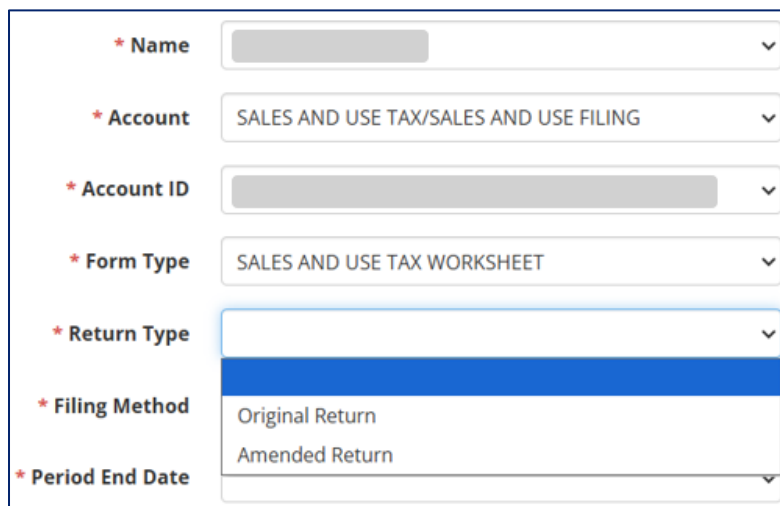


A screenshot of the same tax form setup interface, but with the * Form Type dropdown menu open. The dropdown menu displays a list of options: SALES AND USE TAX ACCELERATED WORKSHEET, SALES AND USE TAX WORKSHEET, STREAMLINE SIMPLIFIED ELECTRONIC RETURN, MONTHLY FUEL TAX CREDIT SCHEDULE OF CERT. AIR CARRIERS, MONTHLY AVIATION FUEL DEALER SUPPLEMENTARY SCHEDULE, EQUINE BREEDERS SUPPLEMENTARY SCHEDULE, and MOTOR VEHICLE SUPPLEMENTARY SCHEDULE. The first option, SALES AND USE TAX ACCELERATED WORKSHEET, is highlighted in blue.

7. From the **Return Type** menu, choose *Original Return* if this is the first return you are filing for a tax period.

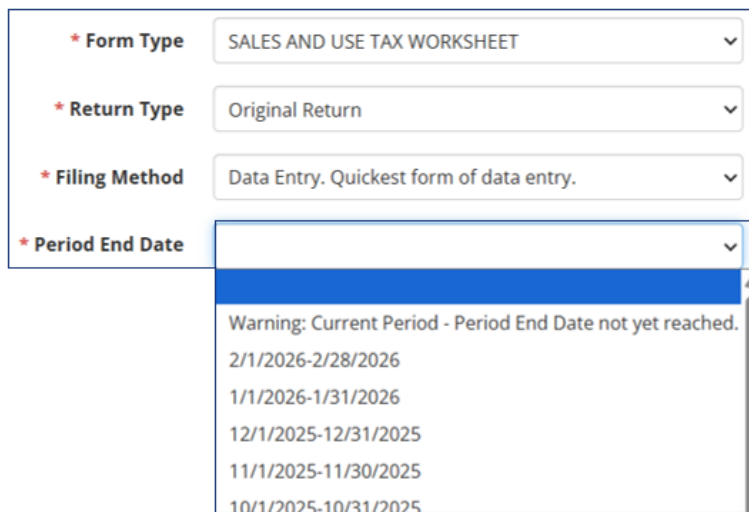
Choose *Amended Return* if you are filing a return with the intention of correcting a previously filed tax return.

Note: If Amended Return is chosen, only those periods eligible for amending will appear in the Period End Date dropdown menu below.



A screenshot of a web form for filing a tax return. The form includes several dropdown menus, each preceded by a red asterisk. The fields are: Name (empty), Account (SALES AND USE TAX/SALES AND USE FILING), Account ID (empty), Form Type (SALES AND USE TAX WORKSHEET), Return Type (open dropdown menu), Filing Method (empty), and Period End Date (empty). The Return Type dropdown menu is open, showing two options: 'Original Return' and 'Amended Return'. The 'Original Return' option is highlighted with a blue background.

8. Choose the appropriate tax period for which you are filing from the **Period End Date** dropdown menu. Only eligible periods will show in the dropdown menu.



A screenshot of the same web form, but with the Period End Date dropdown menu open. The Return Type dropdown menu is now closed and shows 'Original Return'. The Filing Method dropdown menu is also open, showing 'Data Entry. Quickest form of data entry.' The Period End Date dropdown menu is open, showing a list of dates. The first date, '2/1/2026-2/28/2026', is highlighted with a blue background. A warning message is displayed at the top of the dropdown menu: 'Warning: Current Period - Period End Date not yet reached.'

9. Once all dropdown menus have been completed, select **Next** in the bottom right corner.

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

* Account SALES AND USE TAX/SALES AND USE FILING

* Account ID

* Form Type SALES AND USE TAX WORKSHEET

* Return Type Original Return

* Filing Method Data Entry. Quickest form of data entry.

* Period End Date 2/1/2025-2/28/2025

Cancel Next

10. On the Enter Tax Return – Tabular Form page, use the tabbed dividers to navigate to the areas of the return where information will be entered.

Enter Tax Return - Tabular Form

Please complete the tax return information requested in the tabs below. Click Submit to file the return. You may click Save at any time to save your changes and come back to this return later to complete it.

Input data must be calculated before the return can be submitted. Please click Calculate below.

Total due, including interest, fees, and penalties is available on the summary screen, when applicable, after the return is submitted.

* indicates required field

Tax Return Instructions

Return Header Sales and Use Deductions

Line #	Line Item	
1	Total Receipts	\$
20	Total Deductions	\$

11. The *Return Header* shows Taxpayer and Return Information that will be generated on the submission.

To the right of the navigation tabs, select the **Tax Return Instructions** button to view instructions and information specific to the return form on the screen.

The screenshot shows the 'Return Header' section with three tabs: 'Return Header', 'Sales and Use', and 'Deductions'. The 'Return Header' tab is active. It is divided into two columns: 'Taxpayer Information' and 'Return Information'. Under 'Taxpayer Information', there are fields for Name (redacted), Account (SALES AND USE TAX/SALES AND USE FILING), Account ID (redacted), and Address (275 E MAIN ST, FRANKFORT, KY 40601-2321, UNITED STATES). Under 'Return Information', there are fields for Form Type (SALES AND USE TAX WORKSHEET), Period Begin Date (02/01/2025), and Period End Date (02/28/2025). A 'Next' button is located at the bottom right. A 'Tax Return Instructions' button is in the top right corner.

12. For this example, the *Sales and Use* tab has areas that are available for free form entry of dollar amounts.

The screenshot shows the 'Sales and Use' tab active. It features a table with two rows: '1 Total Receipts' and '20 Total Deductions'. Each row has a corresponding dollar amount input field. A red asterisk indicates a required field. A 'Tax Return Instructions' button is in the top right corner.

13. Once all applicable fields have been completed, select **Next** to move to the next page of the return. Select **Calculate** at the bottom to process and total the information entered.

The screenshot shows the bottom of the form. It includes a 'Total Amount Due' field with a dollar sign and a red asterisk. Below this are buttons for 'Back', 'Cancel', 'Print', 'Save and Exit', 'Save and Continue', 'Calculate' (highlighted with a blue box), and 'Next'. A 'Submit' button is also visible.

14. Select the **Print** button to print or save the information entered online to a PDF version of the return.

Save and Exit will save all work entered. To access the return at a later time, select **Saved Items** from the **Transactions** menu.

Save and Continue will save all work entered to the Saved Items list while staying on this page.

Submit will only highlight once **Calculate** has been selected. The **Submit** button will move the return process to the next step.

	\$	0.00
	\$	75.36

Next

Print Save and Exit Save and Continue Calculate Submit

15. Selecting **Submit** will move to the Summary Information page, allowing for confirmation of the information entered. Select **Next** to move forward or **Back** to return and edit information.

Summary Information

This is the information you have provided on your tax return. Please verify its accuracy. Final determinations of tax due, payments received, interest, and penalties are made by the Department.

Kentucky Tax ID	625358882
Period End Date	09/30/2025
Total Tax	\$75.36
Penalty	\$20.00
Interest	\$2.62
Total Amount Due	\$97.98
Payment Due Date	10/20/2025

Back Print Next

16. To electronically agree that you are legally authorized to file the tax return, select **Yes** in the bottom right corner

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

17. The Confirmation page will appear, which will include the confirmation number for the return submission.

You have completed the return submission process. Print this page for your records by selecting the **Print** button.

To navigate to the main Tax Accounts home page, select **Return Home**.

Select **Make a Payment Now** to continue to the payment process for the return.

Enter Tax Return - Confirmation

Return was submitted successfully.
The confirmation number is:
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

18. On the Form Payment screen, information about the submitted return will appear, including the tax account information, amount due, and confirmation number. Any applicable penalty and interest amounts will be shown and reflected in the Total Amount Due.

Form Payment * indicates required field

Form Details

Taxpayer Name		Period End Date	09/30/2025
Account	SALES AND USE TAX/SALES AND USE FILING	Amount Due	\$97.98
Account ID	Account ID:625358882	Return Confirmation #	

Kentucky Tax ID

Period End Date 09/30/2025

Total Tax	\$75.36
Penalty	\$20.00
Interest	\$2.62
Total Amount Due	\$97.98

Payment Due Date 10/20/2025

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

* **Payment Method**

Cancel Next

19. Enter the *Payment Amount* or select the box to pay the **Total Outstanding Balance**, then choose the **Payment Method** from the dropdown menu. Select **Next**.

Two online payment methods are available: Credit / Debit Card and E-Check.

Note: There is no fee for using an electronic check. A 1.5% convenience fee applies to debit card payments, and a 2.75% convenience fee applies to credit card payments. Visa, Mastercard, Discover, and American Express are accepted. To pay by phone, please call 502-564-5710.

For instructions on completing a *Credit / Debit Card payment*, continue to the next step.

For instructions on completing an *E-Check (electronic check)* payment, continue to step 24, page 14.

Total Amount Due \$97.98

Payment Due Date 10/20/2025

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

* **Payment Method**

Cancel

CREDIT/DEBIT CARD
E-CHECK

20. If Credit / Debit Card is chosen, you will be directed to the Kentucky Department of Revenue's payment processing site, leaving the MyTaxes Portal. Select **Continue** to proceed with a credit / debit card payment. Select **Back** to change your payment method to E-Check.

Warning - Exiting Site

You are leaving the Portal site.
Click "Continue" to be redirected or "Back" to select a different payment method.

Back

Continue

21. On the payment screen, select **Credit Card** or **Debit / Prepaid Card** from the icons at the top of the page, then enter the *Card Details* and the *Cardholder Details* and select **Next**.

 KENTUCKY DEPARTMENT OF
REVENUE

Select Payment Type

 CREDIT CARD

 DEBIT/PREPAID CARD

Summary

Credit Card Payment Amount

Item Price: \$2,000.00

Quantity: 1

Sub Total

Total

\$2,000.00

\$2,000.00

\$2,055.00

The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

Card Details

Card Number (required)

Expiration Date (required)

Security Code (required)

01 2026



Cardholder Details

Name (required)

Country (required)

Jane Kentucky

United States

Address Line 1 (required)

Address Line 2

501 High St

City (required)

State (required)

Zip Code (required)

Frankfort

KY

40601

Email Address

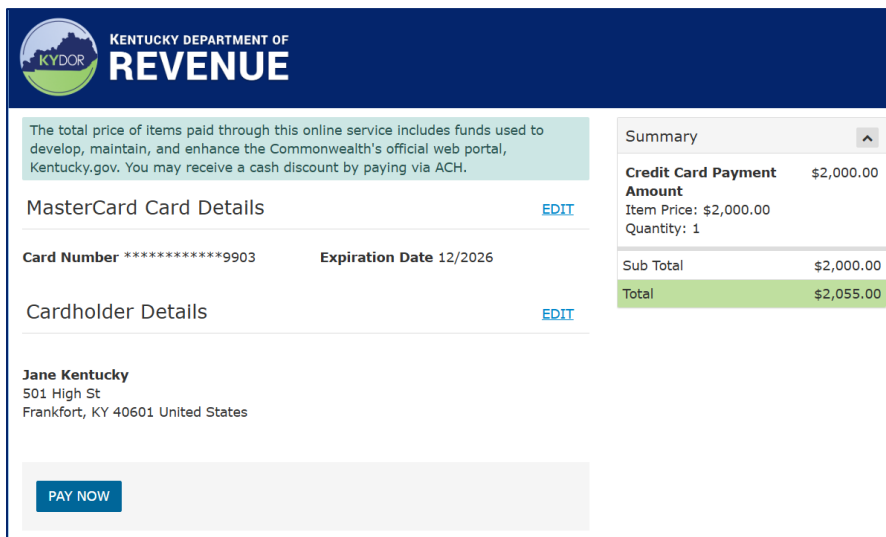
Please enter your email address to receive a copy of your receipt via email.

NEXT

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22. The Summary screen will appear. Confirm the details are correct and the total amount to pay is accurate, then select **Pay Now**.



The screenshot shows the 'Summary' screen of the Kentucky Department of Revenue (KYDOR) online payment system. The header includes the KYDOR logo and the text 'KENTUCKY DEPARTMENT OF REVENUE'. A notice states: 'The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.' The main content area is divided into two sections. The left section, titled 'MasterCard Card Details', shows a card number ending in 9903 and an expiration date of 12/2026. Below this is the 'Cardholder Details' section for Jane Kentucky, residing at 501 High St, Frankfort, KY 40601. A 'PAY NOW' button is located at the bottom left. The right section, titled 'Summary', displays the payment details: 'Credit Card Payment Amount' of \$2,000.00, 'Item Price' of \$2,000.00, and 'Quantity' of 1. It also shows a 'Sub Total' of \$2,000.00 and a 'Total' of \$2,055.00.

KENTUCKY DEPARTMENT OF
REVENUE

The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

MasterCard Card Details [EDIT](#)

Card Number *****9903 Expiration Date 12/2026

Cardholder Details [EDIT](#)

Jane Kentucky
501 High St
Frankfort, KY 40601 United States

PAY NOW

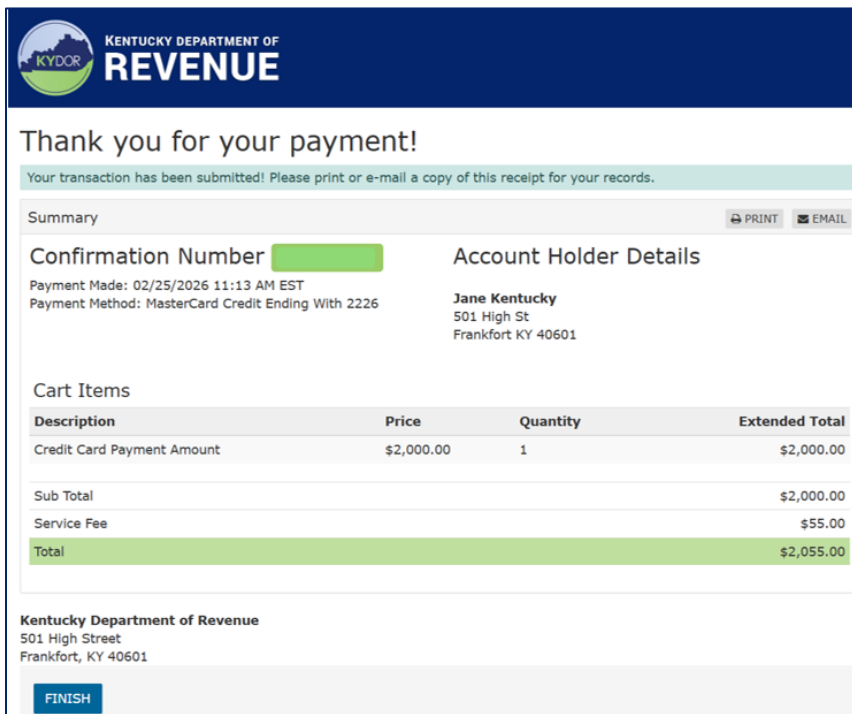
Summary

Credit Card Payment Amount \$2,000.00
Item Price: \$2,000.00
Quantity: 1

Sub Total \$2,000.00
Total \$2,055.00

23. The Payment Confirmation page will provide the confirmation number and amount paid.

The payment process via Credit / Debit Card is now finished.



The screenshot shows the 'Payment Confirmation' screen of the Kentucky Department of Revenue (KYDOR) online payment system. The header includes the KYDOR logo and the text 'KENTUCKY DEPARTMENT OF REVENUE'. The main heading is 'Thank you for your payment!'. A notice states: 'Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.' The page is divided into three main sections. The top section, titled 'Summary', includes a 'Confirmation Number' (redacted) and 'Account Holder Details' for Jane Kentucky, residing at 501 High St, Frankfort, KY 40601. It also shows the payment date (02/25/2026 11:13 AM EST) and the payment method (MasterCard Credit Ending With 2226). The middle section, titled 'Cart Items', displays a table with the following data:

Description	Price	Quantity	Extended Total
Credit Card Payment Amount	\$2,000.00	1	\$2,000.00
Sub Total			\$2,000.00
Service Fee			\$55.00
Total			\$2,055.00

The bottom section, titled 'Kentucky Department of Revenue', provides the department's address: 501 High Street, Frankfort, KY 40601. A 'FINISH' button is located at the bottom left.

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 [REDACTED] Account Holder Details

Payment Made: 02/25/2026 11:13 AM EST
Payment Method: MasterCard Credit Ending With 2226

Jane Kentucky
501 High St
Frankfort KY 40601

Cart Items

Description	Price	Quantity	Extended Total
Credit Card Payment Amount	\$2,000.00	1	\$2,000.00
Sub Total			\$2,000.00
Service Fee			\$55.00
Total			\$2,055.00

Kentucky Department of Revenue
501 High Street
Frankfort, KY 40601

FINISH

24. If E-Check (Electronic Check) was chosen as the payment method, select **Next**.

A screenshot of a payment summary screen. At the top, it shows 'Total Amount Due' as \$97.98 and 'Payment Due Date' as 10/20/2025. Below this, the 'Payment Amount' is set to \$97.98, and there is a checkbox labeled 'Check here to pay Total Outstanding Balance' which is checked. The 'Payment Method' is currently set to 'CREDIT/DEBIT CARD', but a dropdown menu is open showing 'E-CHECK' as an option. A red 'Cancel' button is visible on the left side of the dropdown menu.

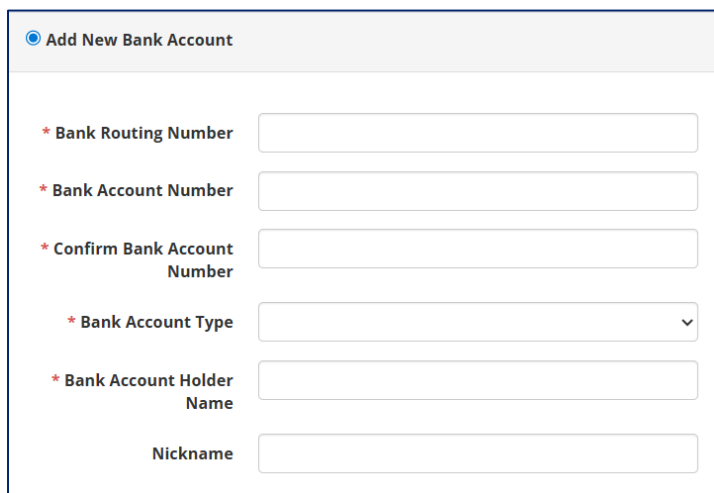
25. On the Schedule Electronic Payment screen, the option to use existing bank account information is available if prior banking information is saved on file.

A screenshot of the 'Schedule Electronic Payment' screen. The title is 'Schedule Electronic Payment' with a help icon. Below the title, there is a light blue banner that says 'Make an electronic payment directly from your bank account.' and a red asterisk indicating a required field. Below this, another light blue banner states 'Additional Penalty and Interest may accrue if payment is not made as of Mar 2, 2026.' The main form area has a 'Taxpayer Name' field and a 'Payment Amount' of \$97.98. Below these fields, there is a radio button labeled 'Use an existing Bank Account'. At the bottom, there is a section titled 'Please select a Bank Account' with a dropdown menu currently showing 'None'.

26. If no existing banking information is on file, enter the new banking information requested.

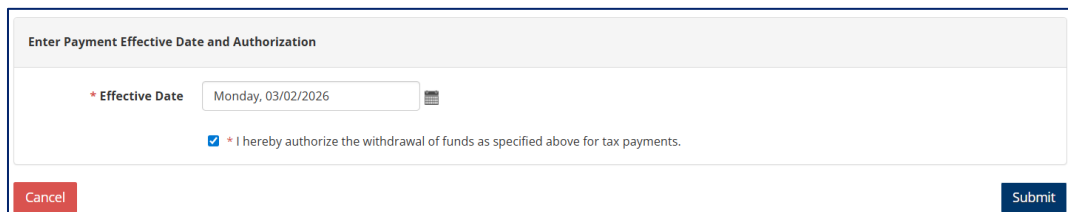
Banking information required:

- *Bank Routing Number*
- *Bank Account Number*
- *Bank Account Type:*
 - *Checking Personal / Consumer*
 - *Savings Business / Corporate*
 - *Savings Personal / Consumer*
 - *Checking Business / Corporate*
- *Bank Account Holder Name*



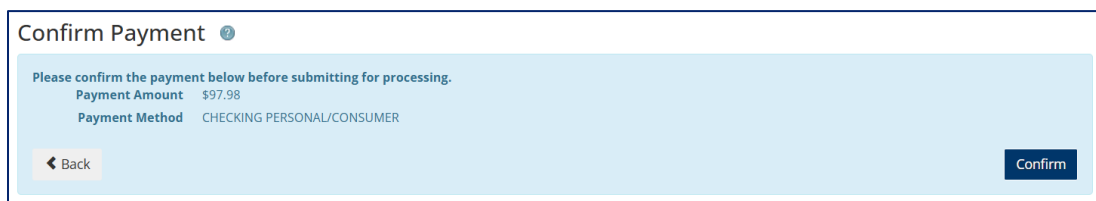
The screenshot shows a form titled "Add New Bank Account" with a blue header bar. Below the header, there are six input fields, each preceded by a red asterisk. The fields are: "Bank Routing Number", "Bank Account Number", "Confirm Bank Account Number", "Bank Account Type" (a dropdown menu), "Bank Account Holder Name", and "Nickname". Each field has a corresponding text input box.

27. Enter the *Effective Date* of the payment and select **the box** to authorize the withdrawal of funds then select **Submit**.



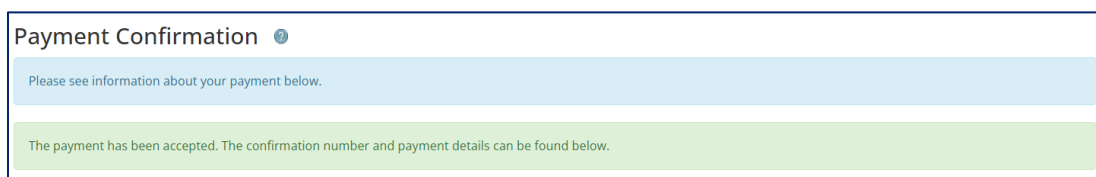
The screenshot shows a form titled "Enter Payment Effective Date and Authorization" with a blue header bar. Below the header, there is a red asterisk followed by the text "Effective Date". To the right of this text is a date input field showing "Monday, 03/02/2026" and a calendar icon. Below the date field, there is a blue checkmark followed by the text "I hereby authorize the withdrawal of funds as specified above for tax payments." At the bottom left of the form is a red "Cancel" button, and at the bottom right is a blue "Submit" button.

28. On the Confirm Payment screen, verify that the Payment Amount and Payment Method are correct then select **Confirm**.



The 'Confirm Payment' screen features a light blue header with the title 'Confirm Payment' and a help icon. Below the header, a light blue box contains the instruction 'Please confirm the payment below before submitting for processing.' followed by two lines of payment details: 'Payment Amount \$97.98' and 'Payment Method CHECKING PERSONAL/CONSUMER'. At the bottom left of this box is a 'Back' button with a left-pointing arrow, and at the bottom right is a dark blue 'Confirm' button.

29. The Payment Confirmation screen will appear with a green ribbon confirming submission. All transaction details will be listed below the confirmation ribbon.

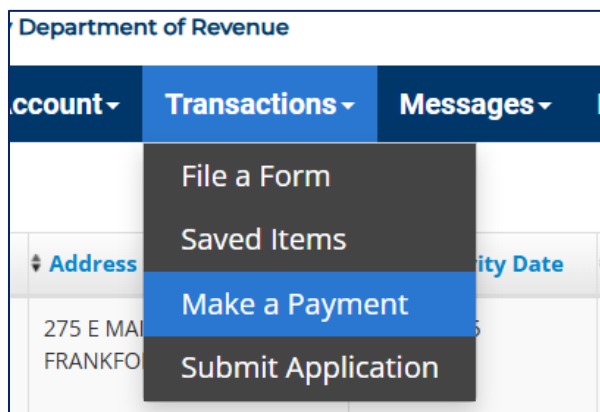


The 'Payment Confirmation' screen has a light blue header with the title 'Payment Confirmation' and a help icon. Below the header, a light blue box contains the instruction 'Please see information about your payment below.' Below this, a green box contains the message 'The payment has been accepted. The confirmation number and payment details can be found below.'

Making a Payment

Follow these steps if you are returning to MyTaxes to make a payment on a previously submitted tax return.

1. From the *Main Menu ribbon*, select the **Transactions** tab then **Make a Payment**.



The 'Main Menu ribbon' is shown with the 'Transactions' tab selected. The ribbon has four tabs: 'Account', 'Transactions', 'Messages', and 'Reports'. Below the 'Transactions' tab, a dropdown menu is open, showing four options: 'File a Form', 'Saved Items', 'Make a Payment' (which is highlighted in blue), and 'Submit Application'. The background of the screen shows a partial view of a user profile with the address '275 E MAI' and 'FRANKFO'.

2. Choose *Return or Balance Due Payment* from the **Type of Payment** dropdown menu, then select **Next**.

A screenshot of a dropdown menu for 'Type of Payment'. The menu is open, showing a list of options: Bill Payment, Estimated Payment, Extension Payment, License Fee / License Fee Renewal, Multiple Debt Payment, and Return or Balance Due Payment. The 'Return or Balance Due Payment' option is highlighted in blue. The dropdown is part of a form with a light blue header and a white body.

3. The Taxpayer Name will populate. Choose the type of account from the **Account** dropdown.

A screenshot of a dropdown menu for 'Account'. The menu is open, showing a list of options: CORPORATE INCOME LLET, EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING, EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION, NON-RESIDENT WITHHOLDING, SALES AND USE MISC TAX/TIRE FEE, SALES AND USE MISC TAX/TRANSIENT, SALES AND USE TAX/SALES AND USE FILING (highlighted in blue), TELECOMMUNICATIONS, UGRLT/CONSUMER, UGRLT/EDP FILING, and UGRLT/UTILITY FILING. The dropdown is part of a form with a light blue header and a white body.

4. If there are multiple accounts of the same tax type, choose the correct **Account ID** from the dropdown menu. The **Form Type** will automatically populate. If multiple **Filing Periods** are available, choose the correct period from the dropdown menu. Once all options have been chosen, select **Next**.

A screenshot of a form with the following fields: 'Type of Payment' (Return or Balance Due Payment), 'Taxpayer Name' (populated with a greyed-out name), 'Account' (SALES AND USE TAX/SALES AND USE FILING), 'Account ID' (populated with a greyed-out ID), 'Form Type' (RETURN PAYMENT VOUCHER), and 'Filing Period' (2/1/2025-2/28/2025). A 'Next' button is located at the bottom right. A red asterisk indicates required fields.

5. Enter the *Payment Amount* then choose the **Payment Method** from the dropdown and select **Next**.

Two online payment methods are available: Credit / Debit Card and E-Check.

Note: There is no fee for using an electronic check. A 1.5% convenience fee applies to debit card payments, and a 2.75% convenience fee applies to credit card payments. Visa, Mastercard, Discover, and American Express are accepted. To pay by phone, please call 502-564-5170.

For instructions on completing a *Credit / Debit Card* payment, continue to the next step.

For instructions on completing an *E-Check (Electronic Check)* payment, continue to step 10, page 21.

Return or Balance Due Payment ⓘ

← Change Payment Type

* indicates required field

* Payment Amount \$ 200.00

* Payment Method

Cancel

CREDIT/DEBIT CARD

E-CHECK

Next

6. If Credit / Debit Card is chosen, you will be directed to the Kentucky Department of Revenue's payment processing site, leaving the MyTaxes Portal. Select **Continue** to proceed with a credit / debit card payment. Select **Back** to change your payment method to E-Check.

Warning - Exiting Site

You are leaving the Portal site.

Click "Continue" to be redirected or "Back" to select a different payment method.

Back

Continue

7. On the payment screen, select **Credit Card** or **Debit / Prepaid Card** from the icons at the top of the page, then enter the *Card Details* and *Cardholder Details* and select **Next**.

The screenshot displays the Kentucky Department of Revenue's online payment interface. At the top, the KYDOR logo and 'REVENUE' text are visible. The 'Select Payment Type' section offers two options: 'CREDIT CARD' (highlighted in green) and 'DEBIT/PREPAID CARD'. A summary table on the right shows a 'Credit Card Payment Amount' of \$2,000.00, an 'Item Price' of \$2,000.00, and a 'Quantity' of 1. The 'Sub Total' is \$2,000.00, and the 'Total' is \$2,055.00. Below the payment type selection, a note states: 'The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.' The 'Card Details' section includes fields for 'Card Number (required)', 'Expiration Date (required)' (set to 01/2026), and 'Security Code (required)'. Below these are logos for American Express, Discover, Mastercard, and Visa. The 'Cardholder Details' section includes fields for 'Name (required)' (Jane Kentucky), 'Country (required)' (United States), 'Address Line 1 (required)' (501 High St), 'Address Line 2', 'City (required)' (Frankfort), 'State (required)' (KY), 'Zip Code (required)' (40601), and 'Email Address'. A note at the bottom of the form says: 'Please enter your email address to receive a copy of your receipt via email.' A 'NEXT' button is located at the bottom left of the form.

Summary	
Credit Card Payment Amount	\$2,000.00
Item Price: \$2,000.00	Quantity: 1
Sub Total	\$2,000.00
Total	\$2,055.00

8. The Summary screen will appear. Confirm the details are correct and the total amount to pay is accurate, then select **Pay Now**.



KENTUCKY DEPARTMENT OF
REVENUE

The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

MasterCard Card Details
 [EDIT](#)

Card Number *****9903 Expiration Date 12/2026

Cardholder Details
 [EDIT](#)

Jane Kentucky
 501 High St
 Frankfort, KY 40601 United States

[PAY NOW](#)

Summary

Credit Card Payment Amount	\$2,000.00
Item Price: \$2,000.00	
Quantity: 1	
Sub Total	\$2,000.00
Total	\$2,055.00

- The Payment Confirmation page will provide the confirmation number and amount paid. The payment process via Credit / Debit Card is now finished.



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

Account Holder Details

Jane Kentucky
 501 High St
 Frankfort KY 40601

Payment Made: 02/25/2026 11:13 AM EST
 Payment Method: MasterCard Credit Ending With 2226

Cart Items

Description	Price	Quantity	Extended Total
Credit Card Payment Amount	\$2,000.00	1	\$2,000.00
Sub Total			\$2,000.00
Service Fee			\$55.00
Total			\$2,055.00

Kentucky Department of Revenue
 501 High Street
 Frankfort, KY 40601

[FINISH](#)

10. If E-Check (Electronic Check) was chosen as the payment method, select **Next**.

A screenshot of a payment summary screen. At the top, it shows 'Total Amount Due' as \$97.98 and 'Payment Due Date' as 10/20/2025. Below this, the 'Payment Amount' is set to \$97.98, and there is a checkbox labeled 'Check here to pay Total Outstanding Balance' which is checked. The 'Payment Method' is shown as a dropdown menu with 'CREDIT/DEBIT CARD' and 'E-CHECK' as options. A red 'Cancel' button is visible on the left side of the dropdown menu.

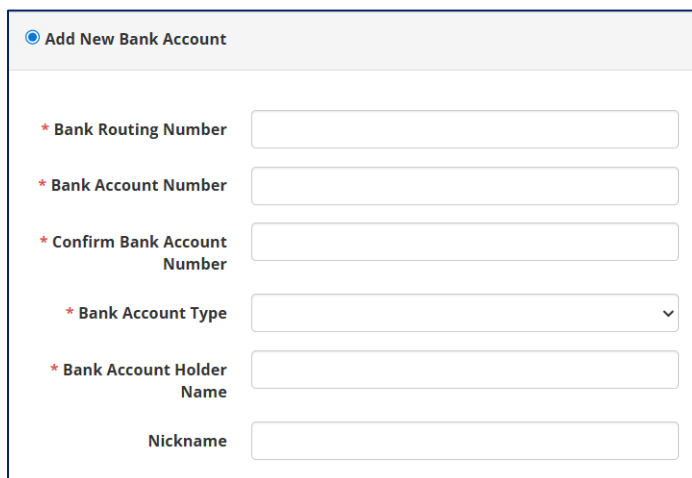
11. On the Schedule Electronic Payment screen, the option to use the existing bank account information is available if prior banking information is saved on file.

A screenshot of the 'Schedule Electronic Payment' screen. The title is 'Schedule Electronic Payment' with a help icon. Below the title, there is a light blue banner with the text 'Make an electronic payment directly from your bank account.' and a red asterisk indicating a required field. Another light blue banner below it states 'Additional Penalty and Interest may accrue if payment is not made as of Mar 2, 2026.' The main form area has a 'Taxpayer Name' field and a 'Payment Amount' field set to \$97.98. Below these fields, there is a radio button labeled 'Use an existing Bank Account'. At the bottom, there is a section titled 'Please select a Bank Account' with a 'None' option.

12. If no existing banking information is on file, enter the new banking information requested.

Banking information required:

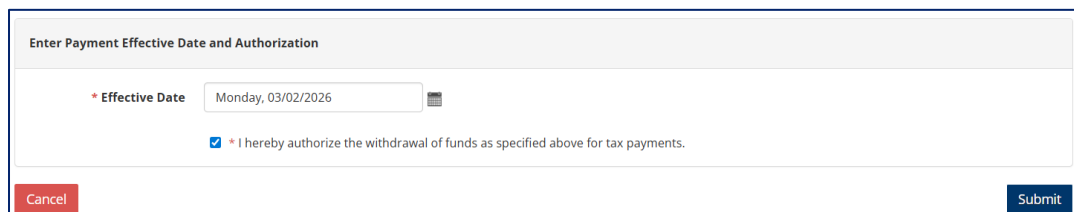
- *Bank Routing Number*
- *Bank Account Number*
- *Bank Account Type:*
 - *Checking Personal / Consumer*
 - *Savings Business/ Corporate*
 - *Savings Personal / Consumer*
 - *Checking Business / Corporate*
- *Bank Account Holder Name*



The screenshot shows a form titled "Add New Bank Account" with a radio button selected. The form contains the following fields:

- * Bank Routing Number (text input)
- * Bank Account Number (text input)
- * Confirm Bank Account Number (text input)
- * Bank Account Type (dropdown menu)
- * Bank Account Holder Name (text input)
- Nickname (text input)

13. Enter the *Effective Date* of the payment and select **the box** to authorize the withdrawal of funds then select **Submit**.

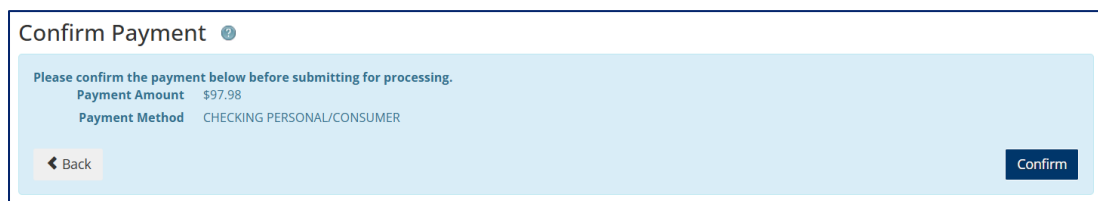


The screenshot shows a form titled "Enter Payment Effective Date and Authorization". The form contains the following fields:

- * Effective Date (text input with a calendar icon, showing "Monday, 03/02/2026")
- ☒ * I hereby authorize the withdrawal of funds as specified above for tax payments.

At the bottom of the form, there are two buttons: "Cancel" (red) and "Submit" (blue).

14. On the Confirm Payment screen, verify that the Payment Amount and Payment Method are correct then select **Confirm**.



Confirm Payment ⓘ

Please confirm the payment below before submitting for processing.

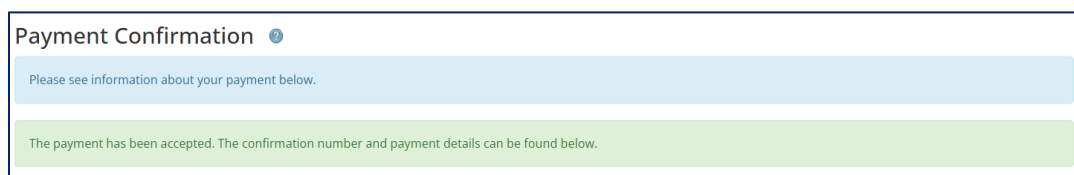
Payment Amount \$97.98

Payment Method CHECKING PERSONAL/CONSUMER

◀ Back

Confirm

15. The Payment Confirmation screen will appear with a green ribbon confirming submission. All transaction details will be listed below the confirmation ribbon.



Payment Confirmation ⓘ

Please see information about your payment below.

The payment has been accepted. The confirmation number and payment details can be found below.

Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.