



# **FILE A K-3**

## **WITHHOLDING RETURN**

**Department of Revenue User Guide**

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KENTUCKY DEPARTMENT OF  
**REVENUE**

**TEAM**  
**KENTUCKY**  
FINANCE AND  
ADMINISTRATION CABINET

This guide provides step-by-step instructions for filing Kentucky K-3 withholding 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](https://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: 9/14/2026

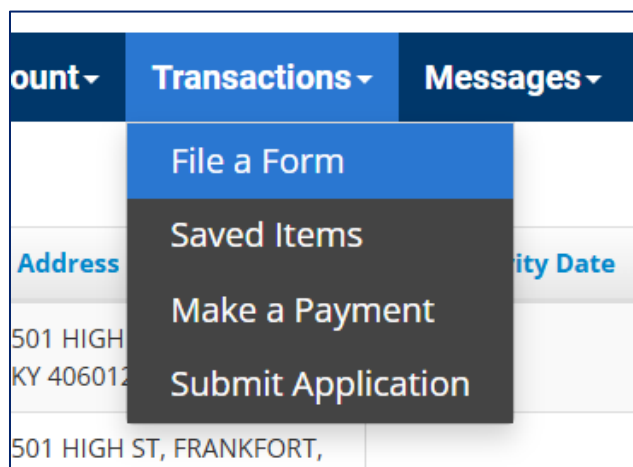
## File a Kentucky K-3 Return

Follow the steps below to file a Kentucky K-3 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 15.

1. Log into [MyTaxes.ky.gov](https://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.

**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

\* Account ID

\* Form Type

\* Return Type

\* Filing Method

\* Period End Date

Cancel Next

4. Select the **Employers Withholding Tax / Withholding Filing** from the Account dropdown menu.

\* Name

\* Account

\* Account ID

\* Form Type

\* Return Type

CORPORATE INCOME LLET  
ELECTRIC VEHICLE POWER  
**EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING**  
EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION

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.

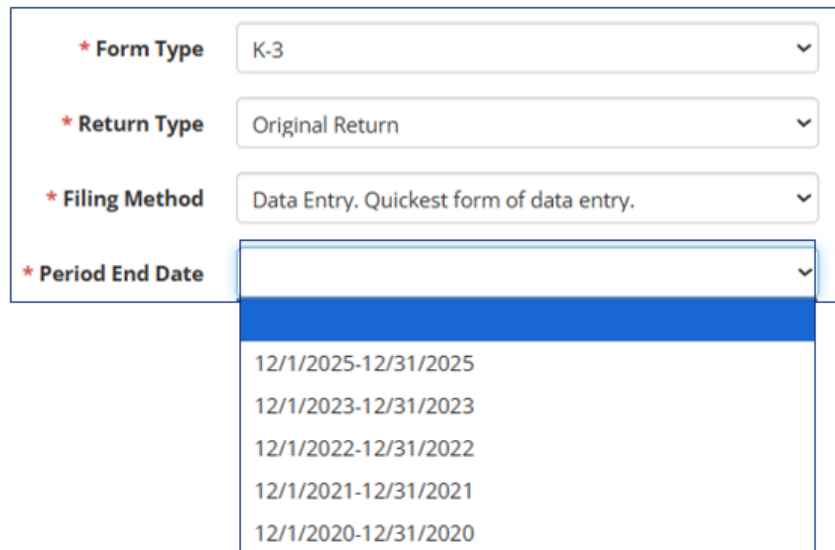
|                   |                                              |
|-------------------|----------------------------------------------|
| * Name            | <input type="text"/>                         |
| * Account         | EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING |
| * Account ID      | <input type="text"/>                         |
| * Form Type       | <input type="text"/>                         |
| * Return Type     | <input type="text"/>                         |
| * Filing Method   | <input type="text"/>                         |
| * Period End Date | <input type="text"/>                         |

6. Choose **K-3** from the *Form Type* dropdown. If you are returning to submit additional or corrected information on a previously submitted K-3, choose **K-3 Amended** from the dropdown.

**Note:** If K-3 Amended is chosen, the Period End Date dropdown will only show those periods for which a return has been previously submitted and is eligible for amending.

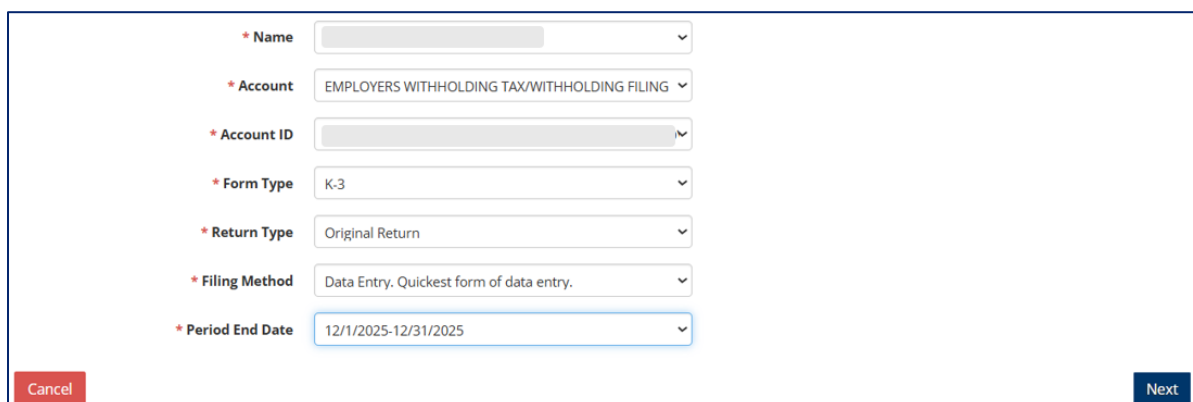
|                   |                                              |
|-------------------|----------------------------------------------|
| * Name            | <input type="text"/>                         |
| * Account         | EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING |
| * Account ID      | <input type="text"/>                         |
| * Form Type       | <input type="text"/>                         |
| * Return Type     | <input type="text"/>                         |
| * Filing Method   | <input type="text"/>                         |
| * Period End Date | <input type="text"/>                         |

7. 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.



The screenshot shows a form with four dropdown menus. The first three are: **\* Form Type** (K-3), **\* Return Type** (Original Return), and **\* Filing Method** (Data Entry. Quickest form of data entry.). The fourth menu, **\* Period End Date**, is open, displaying a list of eligible tax periods: 12/1/2025-12/31/2025, 12/1/2023-12/31/2023, 12/1/2022-12/31/2022, 12/1/2021-12/31/2021, and 12/1/2020-12/31/2020. The first option is highlighted with a blue background.

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



The screenshot shows the completed form with the following values: **\* Name** (empty), **\* Account** (EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING), **\* Account ID** (empty), **\* Form Type** (K-3), **\* Return Type** (Original Return), **\* Filing Method** (Data Entry. Quickest form of data entry.), and **\* Period End Date** (12/1/2025-12/31/2025). At the bottom left is a red **Cancel** button, and at the bottom right is a blue **Next** button.

9. 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 K-3 Annual Recon

| Line # | Line Item                       |                         |
|--------|---------------------------------|-------------------------|
|        | Employees/Payees for Period*    | <input type="text"/>    |
|        | Total Wages/Distributions Paid* | \$ <input type="text"/> |
|        | Income Tax Withheld*            | \$ <input type="text"/> |

10. 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.

\* indicates required field

Tax Return Instructions

Return Header K-3 Annual Recon

| Taxpayer Information |                                                          | Return Information |            |
|----------------------|----------------------------------------------------------|--------------------|------------|
| Name                 | <input type="text"/>                                     | Form Type          | K-3        |
| Account              | EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING             | Period Begin Date  | 12/01/2025 |
| Account ID           | Account ID: <input type="text"/>                         | Period End Date    | 12/31/2025 |
| Address              | 501 HIGH ST<br>FRANKFORT, KY 40601-2103<br>UNITED STATES |                    |            |

Next

11. The K-3 tab has entry fields for the return information.

| Line # | Line Item                       |                         |
|--------|---------------------------------|-------------------------|
|        | Employees/Payees for Period*    | <input type="text"/>    |
|        | Total Wages/Distributions Paid* | \$ <input type="text"/> |
|        | Income Tax Withheld*            | \$ <input type="text"/> |

If you are completing the **K-3 Amended** return, information from the previously submitted return will populate to be edited as necessary. Once updates are made, complete the *Explanation of Amendment* field at the bottom of the return.

|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| Refund Amount             | \$ <input type="text" value="0.00"/>                  |
| Refund Comments           | <input type="text"/>                                  |
| Explanation of Amendment* | <input type="text" value="Incorrect employee count"/> |

Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit

12. Once all applicable fields have been completed, select **Next** to move to the next page of the return. Complete the *Annual Recon* tab with the requested information.

| Line # | Line Item                           |                         |
|--------|-------------------------------------|-------------------------|
|        | Total Employees/Payees for Year*    | <input type="text"/>    |
|        | Total Wages/Distributions for Year* | \$ <input type="text"/> |
|        | Total Income Tax Withheld on W-2s*  | \$ <input type="text"/> |

13. Select **Calculate** at the bottom to process and total the information entered.

A screenshot of a web-based tax form interface. At the top, there is a field labeled '33' and 'Total Amount Due' with a corresponding input field showing '\$'. Below this, there are navigation buttons: 'Back' on the left and 'Next' on the right. At the bottom, there is a row of action buttons: 'Cancel' (red), 'Print', 'Save and Exit', 'Save and Continue', 'Calculate' (highlighted with a blue box), and 'Submit'.

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 later, 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.

A screenshot of a web-based tax form interface. It shows two input fields with dollar signs and values: '0.00' and '75.36'. Below these fields is a 'Next' button. At the bottom, there is a row of action buttons: 'Print', 'Save and Exit', 'Save and Continue', 'Calculate', and 'Submit' (highlighted with a blue box).

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  |            |
| Period End Date  | 11/30/2025 |
| Total Tax        | \$1,500.00 |
| Penalty          | \$300.00   |
| Interest         | \$46.15    |
| Total Amount Due | \$1,846.15 |
| Payment Due Date | 12/15/2025 |

**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.

[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       | 11/30/2025 |
| Account       | EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING | Amount Due            | \$1,846.15 |
| Account ID    |                                              | Return Confirmation # |            |

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Kentucky Tax ID

Period End Date

11/30/2025

|                         |                   |
|-------------------------|-------------------|
| Total Tax               | \$1,500.00        |
| Penalty                 | \$300.00          |
| Interest                | \$46.15           |
| <b>Total Amount Due</b> | <b>\$1,846.15</b> |

Payment Due Date

12/15/2025

**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

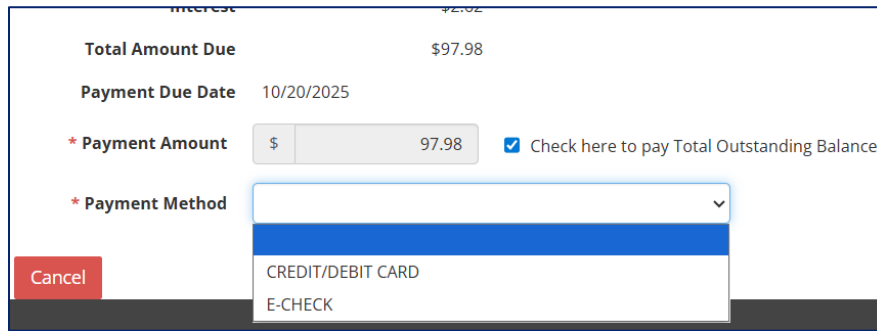
19. Enter the *Payment Amount* or select the box to pay the **Total Outstanding Balance**, then choose the **Payment Method** from the dropdown menu. Select **Next**.

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: 502-564-7287.

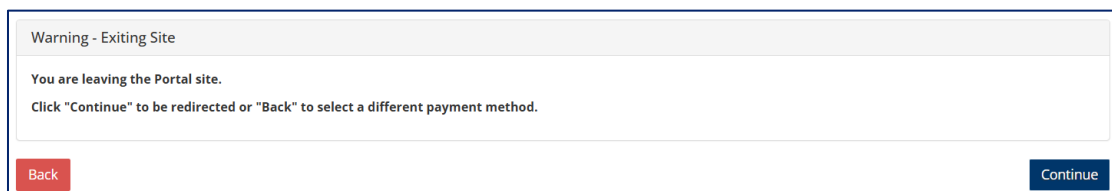
For instructions on completing a *Credit / Debit Card payment*, continue to the next step.

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



The screenshot shows a payment summary and selection interface. At the top, it displays '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 checked checkbox for 'Check here to pay Total Outstanding Balance'. The 'Payment Method' dropdown menu is open, showing two options: 'CREDIT/DEBIT CARD' (highlighted in blue) and 'E-CHECK'. A red 'Cancel' button is located at the bottom left of the form.

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.



This is a warning dialog box titled 'Warning - Exiting Site'. The text inside reads: 'You are leaving the Portal site. Click "Continue" to be redirected or "Back" to select a different payment method.' At the bottom left is a red 'Back' button, and at the bottom right is a blue 'Continue' button.

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

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.

Summary

|                            |                   |
|----------------------------|-------------------|
| Credit Card Payment Amount | \$2,000.00        |
| Item Price: \$2,000.00     |                   |
| Quantity: 1                |                   |
| Sub Total                  | \$2,000.00        |
| <b>Total</b>               | <b>\$2,055.00</b> |

Card Details

Card Number (required)

Expiration Date (required)

Security Code (required)

01 2026



[Help](#)

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

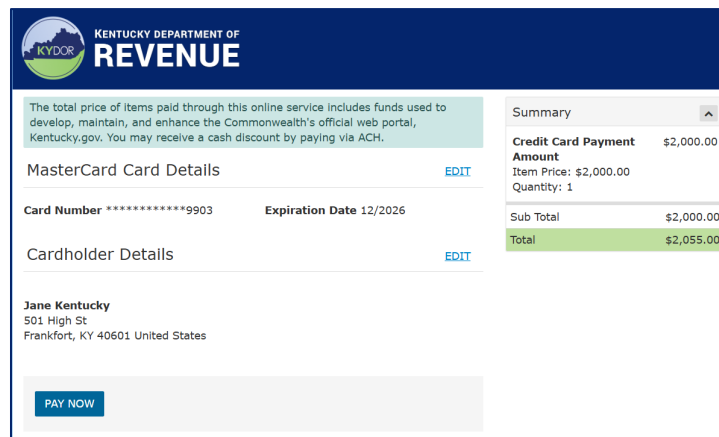
40601

Email Address

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

NEXT

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

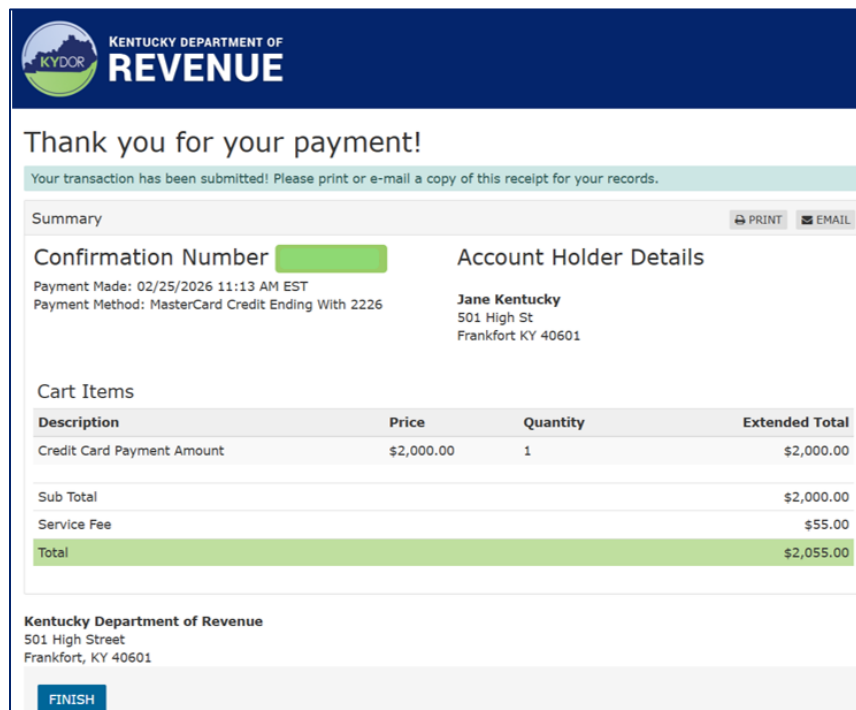


The screenshot shows the 'Summary' screen of the KYDOR Revenue portal. The header includes the KYDOR logo and 'KENTUCKY DEPARTMENT OF REVENUE'. A notice states: 'The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.' The 'MasterCard Card Details' section shows a card number ending in 9903 and an expiration date of 12/2026. The 'Cardholder Details' section lists Jane Kentucky, 501 High St, Frankfort, KY 40601. A 'PAY NOW' button is at the bottom left. On the right, a 'Summary' table shows a credit card payment amount of \$2,000.00, a sub-total of \$2,000.00, and a total of \$2,055.00.

| 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 'Thank you for your payment!' confirmation screen. It includes a message: 'Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.' The 'Summary' section has 'PRINT' and 'EMAIL' icons. The 'Confirmation Number' is redacted with a green box. The 'Account Holder Details' section lists Jane Kentucky, 501 High St, Frankfort KY 40601. The 'Cart Items' table shows a credit card payment amount of \$2,000.00, a sub-total of \$2,000.00, a service fee of \$55.00, and a total of \$2,055.00. The footer includes the Kentucky Department of Revenue address and a 'FINISH' button.

| 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     |

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, there is a field for '\* Payment Amount' with a dollar sign icon and the value 97.98. To the right of this field is a checked checkbox with the text 'Check here to pay Total Outstanding Balance'. Underneath, there is a dropdown menu for '\* Payment Method' with a downward arrow icon. The dropdown is open, showing two options: 'CREDIT/DEBIT CARD' and 'E-CHECK'. A red 'Cancel' button is located to the left of the dropdown menu.

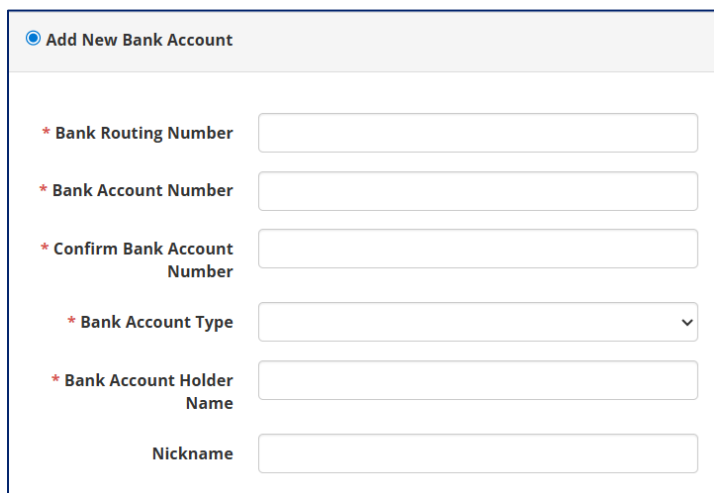
25. On the Schedule Electronic Payment screen, the option to use existing bank account information is available if prior banking information is saved on file.

A screenshot of the 'Schedule Electronic Payment' screen. At the top, it says 'Schedule Electronic Payment' with a help icon. Below this, 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. Underneath, another light blue banner states 'Additional Penalty and Interest may accrue if payment is not made as of Mar 2, 2026.' Below this, there is a form with two sections. The first section has a 'Taxpayer Name' field and a 'Payment Amount' field showing \$97.98. The second section has a radio button labeled 'Use an existing Bank Account'. Below this, there is a section titled 'Please select a Bank Account' with a dropdown menu showing 'None'.

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

Banking information required:

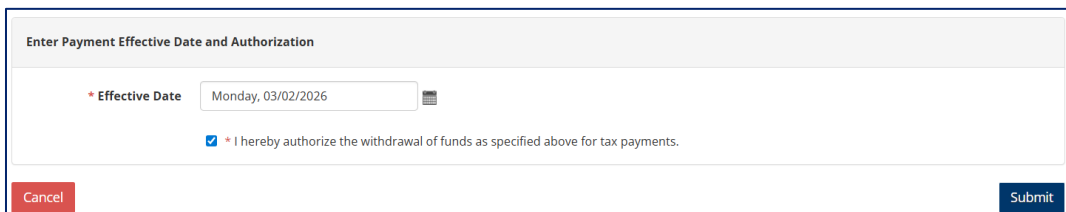
- *Bank Routing Number*
- *Bank Account Number*
- *Bank Account Type:*
  - *Checking Personal / Consumer*
  - *Savings Business / Corporate*
  - *Savings Personal / Consumer*
  - *Checking Business / Corporate*
- *Bank Account Holder Name*



The screenshot shows a form titled "Add New Bank Account" with a 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)

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

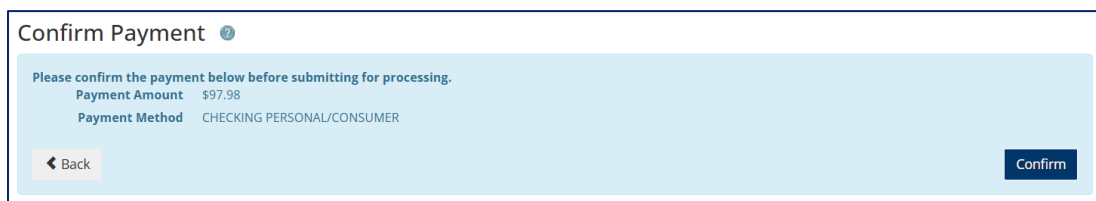


The screenshot shows a form titled "Enter Payment Effective Date and Authorization". The form contains the following fields:

- \* 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.

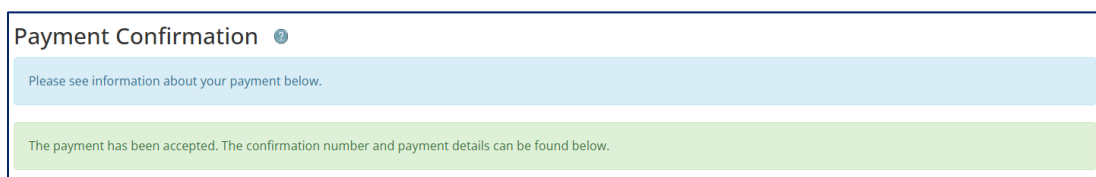
At the bottom of the form, there are two buttons: "Cancel" (red) and "Submit" (blue).

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



The screenshot shows the 'Confirm Payment' screen. At the top, it says 'Confirm Payment' with a help icon. Below that, a light blue box contains the text 'Please confirm the payment below before submitting for processing.' followed by 'Payment Amount \$97.98' and 'Payment Method CHECKING PERSONAL/CONSUMER'. At the bottom left is a 'Back' button with a left arrow, and at the bottom right is a '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.

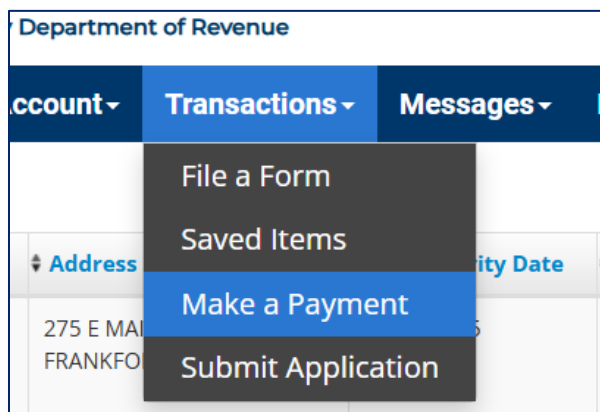


The screenshot shows the 'Payment Confirmation' screen. At the top, it says 'Payment Confirmation' with a help icon. Below that, a light blue box contains the text 'Please see information about your payment below.' Below this is a green box with the text 'The payment has been accepted. The confirmation number and payment details can be found below.'

## Making a Payment

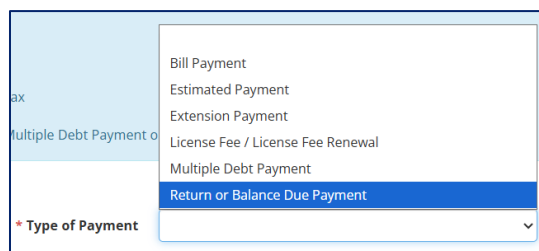
Follow these steps if you are returning to MyTaxes to make a payment on a previously submitted tax return.

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



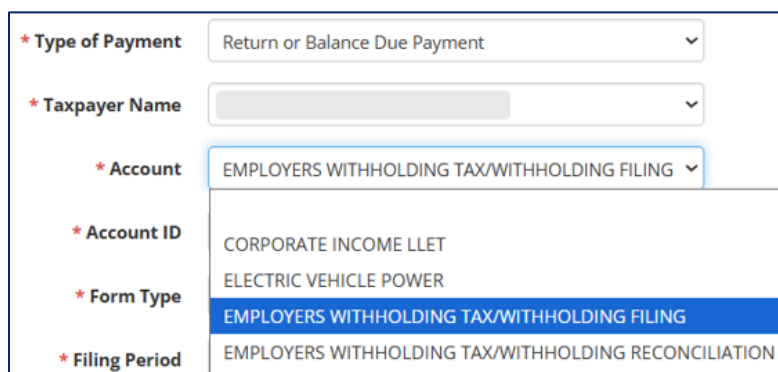
The screenshot shows the 'Department of Revenue' header. Below it is a ribbon with four tabs: 'Account', 'Transactions', 'Messages', and 'R'. The 'Transactions' tab is selected and highlighted in blue. A dropdown menu is open from the 'Transactions' tab, showing four options: 'File a Form', 'Saved Items', 'Make a Payment' (which is highlighted in blue), and 'Submit Application'. Below the ribbon, there is a table with columns 'Address' and 'City Date'. The first row of the table shows '275 E MA' and 'FRANKFO'.

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



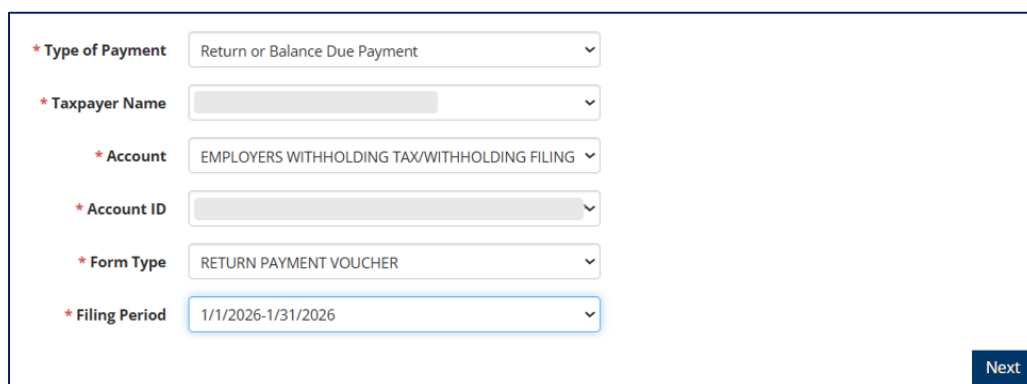
A screenshot of a dropdown menu for 'Type of Payment'. The menu is open, showing several options: Bill Payment, Estimated Payment, Extension Payment, License Fee / License Fee Renewal, Multiple Debt Payment, and Return or Balance Due Payment. The 'Return or Balance Due Payment' option is highlighted 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 form with several dropdown menus. The 'Type of Payment' dropdown is set to 'Return or Balance Due Payment'. The 'Taxpayer Name' dropdown is empty. The 'Account' dropdown is open, showing a list of options: EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING, CORPORATE INCOME LLET, ELECTRIC VEHICLE POWER, EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING (highlighted in blue), and EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION. The 'Account ID' dropdown is empty. The 'Form Type' dropdown is empty. The 'Filing Period' dropdown is empty.

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 several dropdown menus. The 'Type of Payment' dropdown is set to 'Return or Balance Due Payment'. The 'Taxpayer Name' dropdown is empty. The 'Account' dropdown is set to 'EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING'. The 'Account ID' dropdown is empty. The 'Form Type' dropdown is set to 'RETURN PAYMENT VOUCHER'. The 'Filing Period' dropdown is set to '1/1/2026-1/31/2026'. A blue 'Next' button is located at the bottom right of the form.

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: 502-564-7287.

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**.

**KENTUCKY DEPARTMENT OF REVENUE**

Select Payment Type

CREDIT CARD DEBIT/PREPAID CARD

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.

Summary

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

Card Details

Card Number (required) Expiration Date (required) Security Code (required)

01 2026

Help

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

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**

|                                   |             |
|-----------------------------------|-------------|
| <b>Credit Card Payment Amount</b> | \$2,000.00  |
| Item Price: \$2,000.00            | Quantity: 1 |
| <b>Sub Total</b>                  | \$2,000.00  |
| <b>Total</b>                      | \$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**

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

**Account Holder Details**  
**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     |
| <b>Sub Total</b>           |            |          | \$2,000.00     |
| <b>Service Fee</b>         |            |          | \$55.00        |
| <b>Total</b>               |            |          | \$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**.

The screenshot shows a payment summary form. At the top, it displays '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' dropdown menu is open, showing 'CREDIT/DEBIT CARD' and 'E-CHECK' as options. A red 'Cancel' button is visible on the left side of the form.

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.

The screenshot shows the 'Schedule Electronic Payment' screen. It includes instructions: 'Make an electronic payment directly from your bank account.' and 'Additional Penalty and Interest may accrue if payment is not made as of Mar 2, 2026.' Below this, the 'Taxpayer Name' field is empty, and the 'Payment Amount' is \$97.98. There is a radio button option '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)

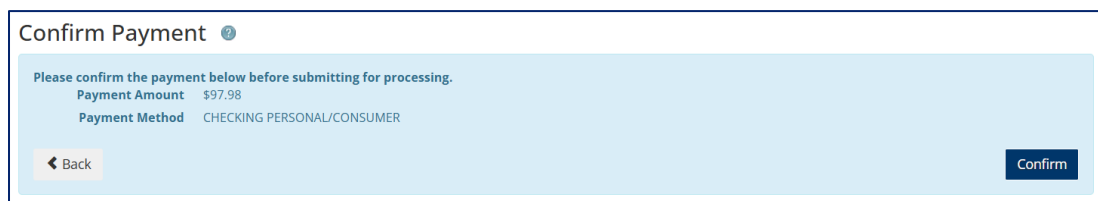
13. Enter the *Effective Date* of the payment and select **the box** to authorize the withdrawal of funds then select **Submit**.

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, and then select **Confirm**.



Confirm Payment ⓘ

Please confirm the payment below before submitting for processing.

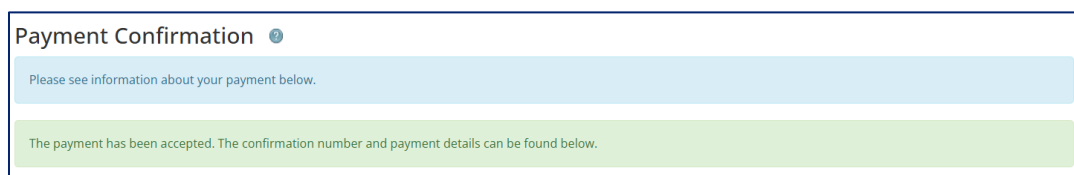
Payment Amount \$97.98

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.