



FILE A K-5

WITHHOLDING RETURN

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

TEAM
KENTUCKY
FINANCE AND
ADMINISTRATION CABINET

This guide provides step-by-step instructions for filing Kentucky K-5 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, 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: 09/14/2026

File a Kentucky K-5 Return

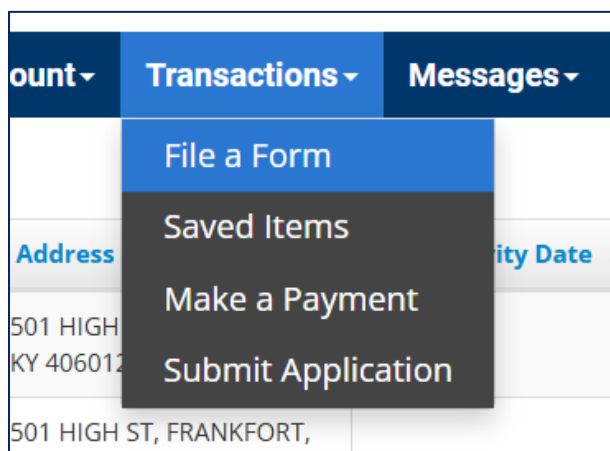
Follow the steps below to file a Kentucky K-5 return for your tax account. Please use this guide to report withholding statement information from Forms W-2, Forms W-2G, and Forms 1099 that have not been submitted in the EFW2 or Publication 1220 format. A separate Form K-5 must be filed for each type of Form W-2, Form W-2G, or Form 1099. Other individuals or entities may need to complete a Kentucky K-5 and should consult a tax professional to determine requirements.

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. 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 Reconciliation** from the Account dropdown menu.

* Type of Payment

* Taxpayer Name

* Account

* Account ID

* Form Type

Filing Period

- CORPORATE INCOME LLET
- ELECTRIC VEHICLE POWER
- EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING
- EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION**
- HEALTH CARE/GROUND AMBULANCE

5. If only one associated tax account exists for that account type, the **Account ID**, **Form Type**, and **Return Type** 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

* Account EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECON

* Account ID

* Form Type 42A805 (K-5)

* Return Type Informational Return

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

* Period End Date

- 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.

* Form Type 42A805 (K-5)

* Return Type Informational Return

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

* Period End Date

Warning: Current Period - Period End Date not yet reached.
1/1/2025-12/31/2025
1/1/2024-12/31/2024

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

* indicates required field

* Name

* Account EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECON

* Account ID

* Form Type 42A805 (K-5)

* Return Type Informational Return

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

* Period End Date 1/1/2025-12/31/2025

Cancel Next

8. 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 File Upload Withholding Statements Totals Attachments

Part II Withholding Statements

9. 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 File Upload Withholding Statements Totals Attachments

Taxpayer Information

Name

Account EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION

Account ID Account ID:

Address 501 HIGH ST
FRANKFORT, KY 40601-2103
UNITED STATES

Return Information

Form Type 42A805 (K-5)

Period Begin Date 01/01/2025

Period End Date 12/31/2025

Next

10. The *File Upload* tab allows for uploading detailed transactional data in a text or excel format. Instructions for uploading and templates for Excel and Text files are available on the screen using the links above the *File Type* dropdown box. All information uploaded will appear in the fields of the return and should always be checked for accuracy prior to filing.

Return Header | **File Upload** | Withholding Statements | Totals | Attachments

File format instructions for Upload Tax Return

The Kentucky MyTaxes portal offers filers the convenience of uploading detailed transactional data for their tax return in both a text and excel format. When the files are uploaded, the data will be inserted into the appropriate fields on the return. The uploaded data should be verified for accuracy.

To take advantage of this feature data must be uploaded in a file that conforms to the specifications below. Failing to format files correctly will result in processing errors or inaccurate reporting.

[Reconcile Withholding Return Upload Instructions](#)
[Reconcile Withholding Return Upload Excel File Template](#)
[Reconcile Withholding Return Upload Text File Template](#)

File Type

Back Next

11. On the Withholding Statements tab, select the Add Row button to begin entering withholding statement information. Repeat these steps for each withholding statement you need to report by selecting the Add Row button.

The information required for each withholding statement is:

- Employee or Payee SSN or FEIN – enter the full nine-digit number
- Employee or Payee Last Name
- Kentucky Wages or Payments
- Kentucky Income Tax withheld
- Confirm Statement – check box to verify the information entered is correct

Return Header | File Upload | **Withholding Statements** | Totals | Attachments

PartIIWithholdingStatements

Employee or Payee ID (SSN or FEIN)*	Employee or Payee Last Name*	Kentucky Wages or Payments*	Kentucky Income Tax Withheld*	Confirm Statement
No data to display.				

Add Row

Back Next

12. Once all applicable fields have been completed, select **Next** to move to the *Totals* tab of the return. Complete fields then select **Calculate**.

Note: the system will check the line-item totals entered on the Withholding Statements tab and the Totals tab. If an error is returned, the return cannot be submitted until the error is corrected.

- **Withholding Statement Form Type** – choose the appropriate Form being reported; options are W-2, W-2G, 1099-R, 1099-MISC, All other 1099, or 1099-NEC.
- **Number of Withholding Statements** – This number should match the number of lines entered on the Withholding Statements tab.
- **Total Kentucky Wages or Payments** – This number should match the total Kentucky wages or payments from all lines entered on the Withholding Statements tab.
- **Total Kentucky Income Tax Withheld** – This number should match the total Kentucky Income Tax withheld from all lines entered on the Withholding Statements tab.

Line #	Line Item	
1	Withholding Statement Form Type*	
2	Number of Withholding Statements*	
3	Total Kentucky Wages or Payments*	\$
4	Total Kentucky Income Tax Withheld*	\$

Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit

13. Upload any supporting documents to the *Attachments* tab that need to be submitted with the return.

The screenshot shows the 'Attachments' tab selected in a navigation bar at the top. Below the navigation bar, there is a section titled 'Please attach any additional documents to be submitted with the return.' This section contains a light blue box with the following text: 'Maximum File Size: 2MB', 'Maximum number of attachments allowed: 5', and 'Allowable File Types: pdf, .jpeg, .jpg, .gif, .png, .xlsx, .xls, .doc, .docx, .csv, .xml, .zip, .txt'. Below this box are four buttons: '+Add files...' (green), 'Start upload' (blue), 'Cancel upload' (orange), and 'Delete' (red) with a trash icon. Below these buttons is a section titled 'Previously Uploaded Attachments' which contains a light blue box stating 'No Attachments uploaded for this return.' At the bottom left of the form is a 'Back' button.

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.

The screenshot shows a horizontal navigation bar at the bottom of the screen. It contains five buttons: 'Print', 'Save and Exit', 'Save and Continue', 'Calculate', and 'Submit'. The 'Submit' button is highlighted in blue, while the others are light gray. Above the 'Submit' button is a 'Next' button, also in light gray.

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. If you are not legally authorized, select **No** to cancel the submission and go back to the return.

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.

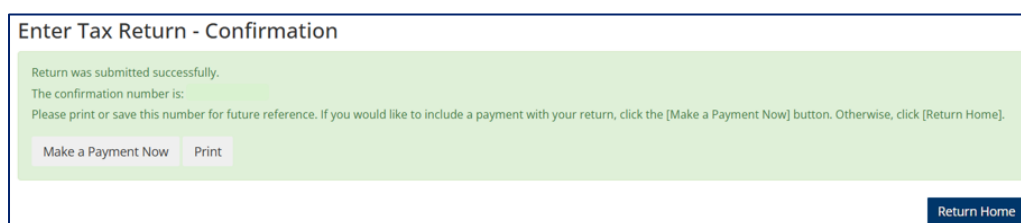
[No](#)[Yes](#)

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

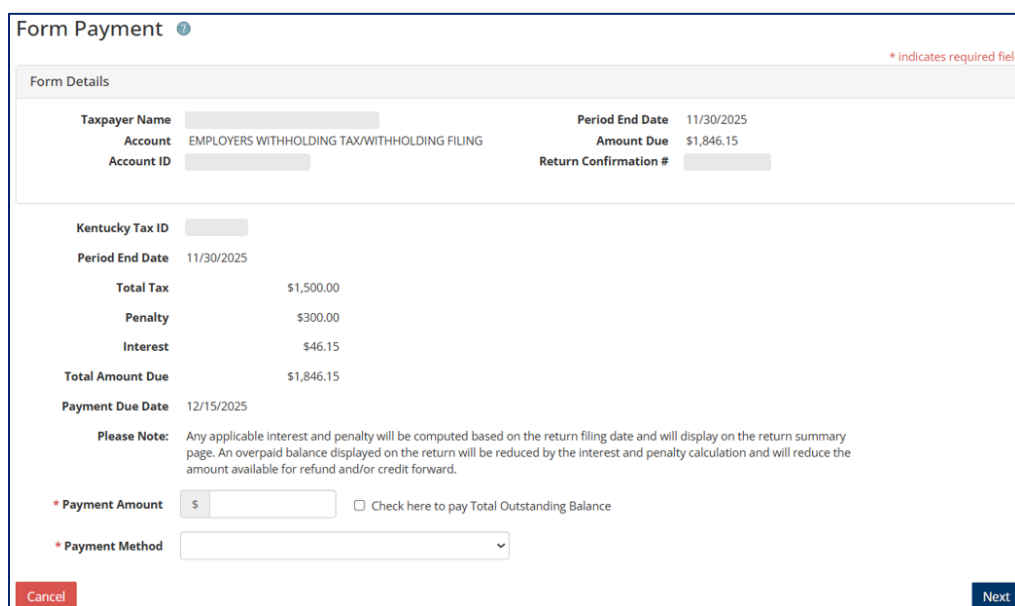
You have completed the return submission process. Print this page for your records by selecting the **Print** button.

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.



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.



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: 502-564-1900.

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 13.

The screenshot shows a payment form with the following fields and options:

- Total Amount Due:** \$97.98
- Payment Due Date:** 10/20/2025
- * Payment Amount:** A text input field containing "\$ 97.98". To the right of the input is a checkbox labeled "Check here to pay Total Outstanding Balance" which is checked.
- * Payment Method:** A dropdown menu with two visible options: "CREDIT/DEBIT CARD" and "E-CHECK".
- Buttons:** A red "Cancel" button is located to the left of the dropdown menu.

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.

The screenshot shows a warning dialog box with the following text:

Warning - Exiting Site

You are leaving the Portal site.

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

At the bottom of the dialog are two buttons: a red "Back" button on the left and a blue "Continue" button on the right.

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**.

The screenshot displays the Kentucky Department of Revenue's online payment interface. At the top, the header includes the KYDOR logo and the text "KENTUCKY DEPARTMENT OF REVENUE". Below the header, the "Select Payment Type" section offers two options: "CREDIT CARD" (highlighted with a green background) and "DEBIT/PREPAID CARD". A summary box 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. A note below the payment type selection 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 contains 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 asks the user to enter their email address to receive a copy of their receipt via email. A "NEXT" button is located at the bottom left of the form.

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

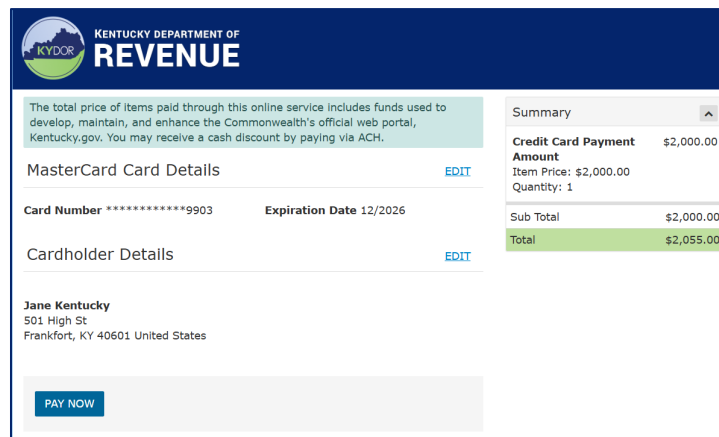
40601

Email Address

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

NEXT

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

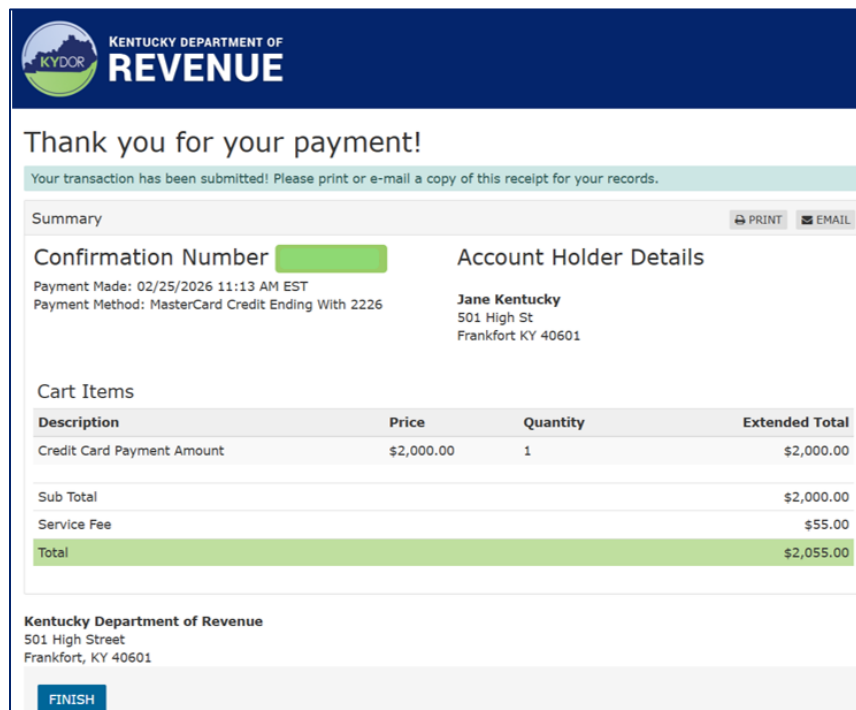


The screenshot shows the 'Summary' screen of the KYDOR Revenue portal. At the top, the KYDOR logo and 'KENTUCKY DEPARTMENT OF REVENUE' are displayed. A notice states: 'The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official 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' at '501 High St, Frankfort, KY 40601 United States'. 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.

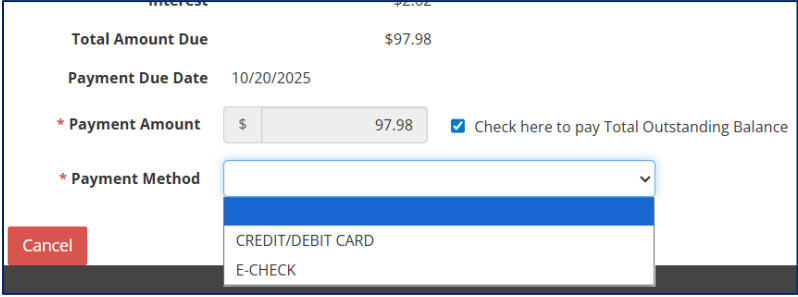
The payment process via Credit / Debit Card is now finished.



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.' with 'PRINT' and 'EMAIL' links. The 'Summary' section shows a 'Confirmation Number' (redacted) and 'Account Holder Details' for 'Jane Kentucky' at '501 High St, Frankfort KY 40601'. The 'Payment Made' is '02/25/2026 11:13 AM EST' and the 'Payment Method' is 'MasterCard Credit Ending With 2226'. 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 interface. 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 checked checkbox for 'Check here to pay Total Outstanding Balance'. 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 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.

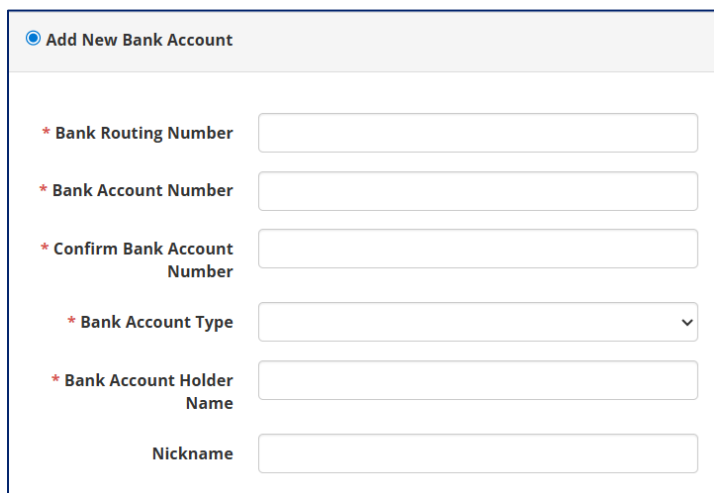


A screenshot of the 'Schedule Electronic Payment' screen. The title is 'Schedule Electronic Payment' with a help icon. Below the title, there is a light blue banner with the text 'Make an electronic payment directly from your bank account.' and a red asterisk indicating a required field. Another light 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' of \$97.98. Below this, 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 set to 'None'.

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

Banking information required:

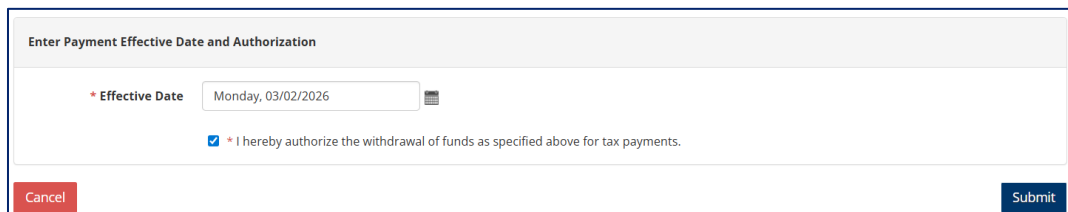
- *Bank Routing Number*
- *Bank Account Number*
- *Bank Account Type:*
 - *Checking Personal / Consumer*
 - *Savings Business / Corporate*
 - *Savings Personal / Consumer*
 - *Checking Business / Corporate*
- *Bank Account Holder Name*



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**.

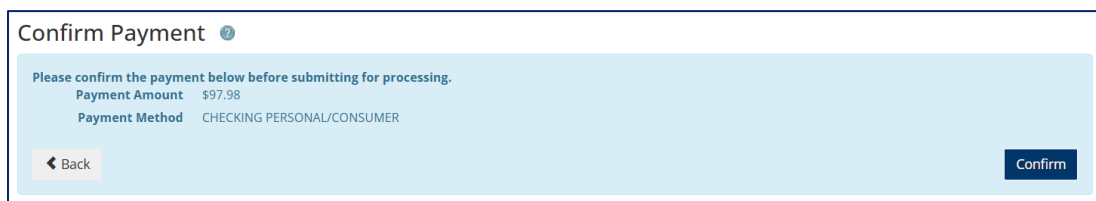


The screenshot shows a form titled "Enter Payment Effective Date and Authorization". The form contains the following fields:

- * 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.

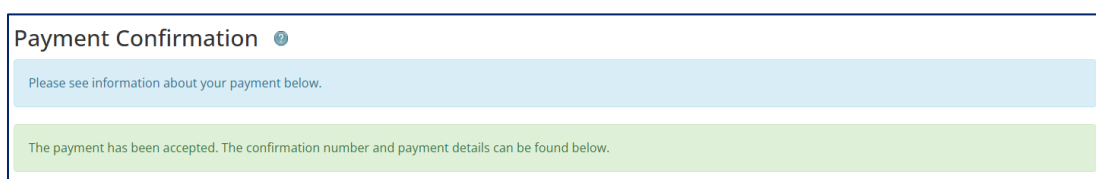
At the bottom of the form, there are two buttons: "Cancel" (red) and "Submit" (blue).

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.

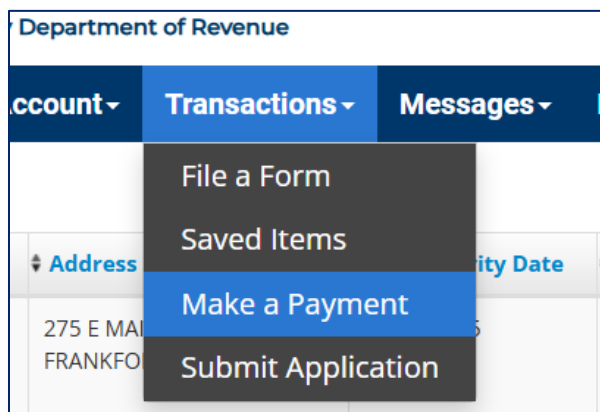


The screenshot shows the 'Payment Confirmation' screen. At the top, it says 'Payment Confirmation' with a help icon. Below that, a light blue box contains the text 'Please see information about your payment below.' Below this is a green box with the text 'The payment has been accepted. The confirmation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

Making a Payment

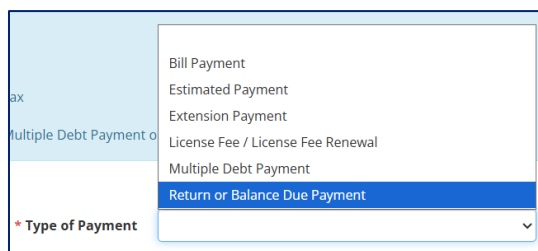
Follow these steps if you are returning to MyTaxes to make a payment on a previously submitted tax return.

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



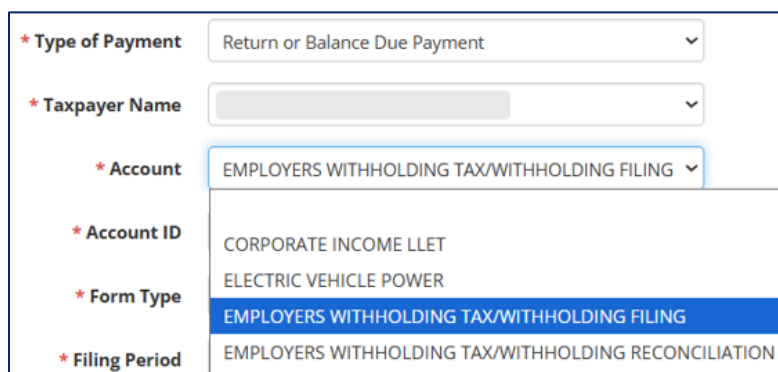
The screenshot shows the 'Department of Revenue' header. Below it is a ribbon with four tabs: 'Account', 'Transactions', 'Messages', and 'R'. The 'Transactions' tab is selected and highlighted in blue. A dropdown menu is open from the 'Transactions' tab, showing four options: 'File a Form', 'Saved Items',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

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



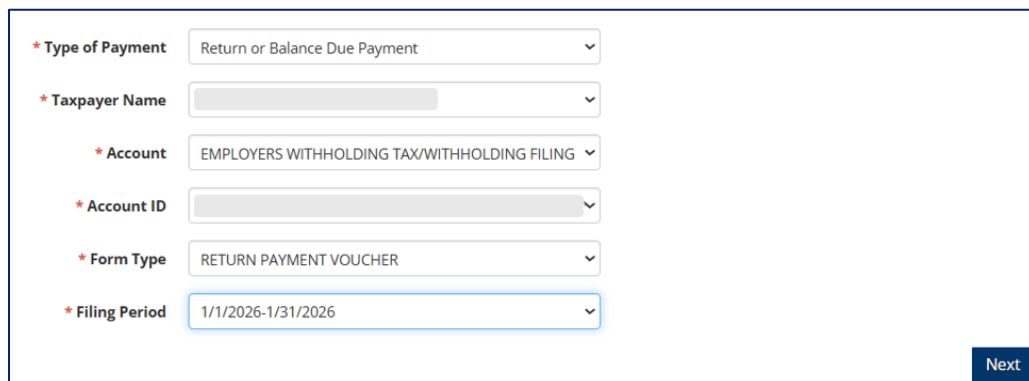
A screenshot of a dropdown menu for 'Type of Payment'. The menu is open, showing several options: 'Bill Payment', 'Estimated Payment', 'Extension Payment', 'License Fee / License Fee Renewal', 'Multiple Debt Payment', and 'Return or Balance Due Payment'. The 'Return or Balance Due Payment' option is 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', and 'EMPLOYERS WITHHOLDING TAX/WITHHOLDING RECONCILIATION'. The 'EMPLOYERS WITHHOLDING TAX/WITHHOLDING FILING' option is highlighted in blue. 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: 502-564-1900.

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 20.

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

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

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](#)

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

The screenshot shows a payment summary screen. 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' is currently set to a dropdown menu that is open, showing two options: 'CREDIT/DEBIT CARD' and 'E-CHECK'. A red 'Cancel' button is visible on the left side of the dropdown menu.

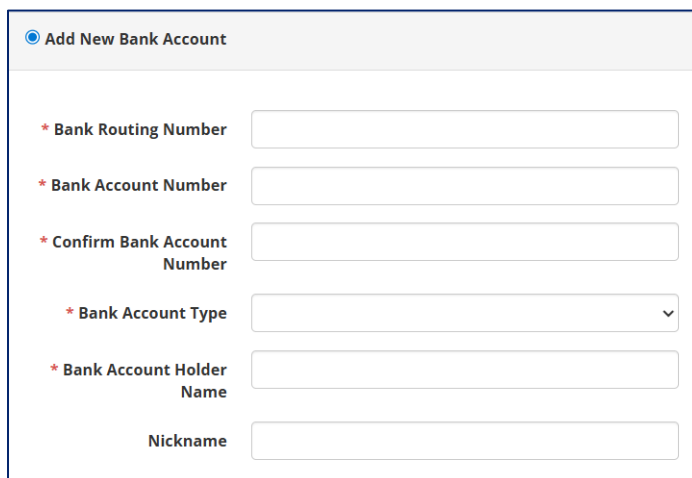
11. On the Schedule Electronic Payment screen, the option to use the existing bank account information is available if prior banking information is saved on file.

The screenshot shows the 'Schedule Electronic Payment' screen. At the top, it says 'Schedule Electronic Payment' with a help icon. Below this, there is a blue banner that reads 'Make an electronic payment directly from your bank account.' and a red asterisk indicating a required field. A light blue banner below that states 'Additional Penalty and Interest may accrue if payment is not made as of Mar 2, 2026.' The screen then displays 'Taxpayer Name' and 'Payment Amount \$97.98'. Below this, there is a section titled 'Use an existing Bank Account' with a radio button. Underneath, there is a label 'Please select a Bank Account' and a dropdown menu showing 'None'.

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

Banking information required:

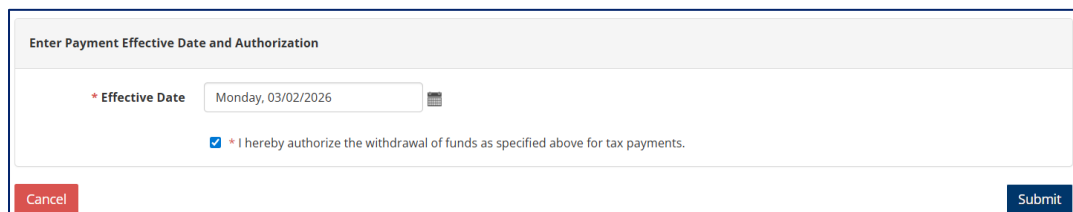
- *Bank Routing Number*
- *Bank Account Number*
- *Bank Account Type:*
 - *Checking Personal / Consumer*
 - *Savings Business/ Corporate*
 - *Savings Personal / Consumer*
 - *Checking Business / Corporate*
- *Bank Account Holder Name*



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**.

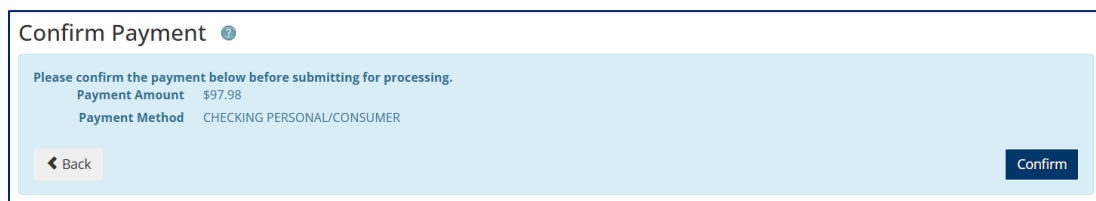


The screenshot shows a form titled "Enter Payment Effective Date and Authorization". The form contains the following fields:

- * 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.

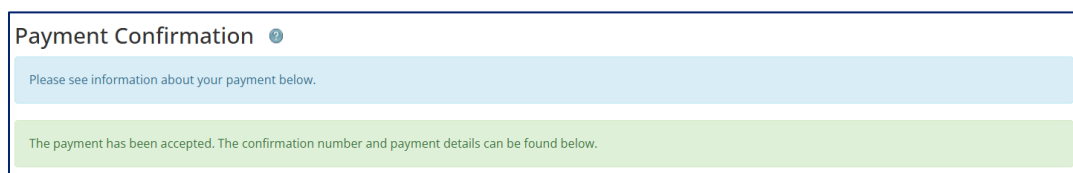
Payment Amount \$97.98

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 502764-5555. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.