

DO NOT MAIL! RETAIN FOR YOUR RECORDS.

8879-K

42A740-S22

Department of Revenue



KENTUCKY INDIVIDUAL INCOME TAX DECLARATION FOR ELECTRONIC FILING

2011

Declaration Control Number (DCN) ▶

Table with Taxpayer's Name, Spouse's Name, Taxpayer's Social Security number, and Spouse's Social Security number.

Table with 5 rows for tax return information (Kentucky taxable income, Total tax liability, Total payments, Refunded to you, Amount you owe) and columns for Spouse and Taxpayer.

PART II - Direct Deposit of Refund or Direct Debit of Tax Amount Due (See Instructions)

Form for routing transit number (RTN), depositor account number (DAN), type of account, and debit amount/date.

PART III - Declaration of Taxpayer (Sign only after Part I is completed.)

- 11. I consent that my refund be directly deposited as designated in Part II...
12. I do not want direct deposit of my refund or am not receiving a refund.
13. I authorize the Kentucky Department of Revenue and its designated Financial Agent to initiate an ACH electronic funds withdrawal entry...

If I have filed a balance due return, I understand that if the Kentucky Department of Revenue does not receive my full and timely payment of my tax liability, I will remain liable for the tax liability and all applicable interest and penalties.

Under penalties of perjury, I declare that the information I have given my electronic return originator (ERO) or transmitter and the amounts in Part I above agree with the amounts on the corresponding lines of the electronic portion of my 2011 Kentucky income tax return.

Signature lines for Taxpayer, Spouse, Telephone Number, and Date Signed.

PART IV - Declaration and Signature of Electronic Return Originator and Paid Preparer

I declare that I have reviewed the above taxpayer's return and that the entries on Form 8879-K are complete and correct to the best of my knowledge.

Check [ ] if also paid preparer. Check [ ] if self-employed.

ERO's Use Only

Signature, Date, I.D. Number of ERO, Firm's name, FEIN, ZIP code.

Paid Preparer's Use Only

Check [ ] if self-employed.

Preparer's Signature, Date, I.D. Number of Preparer, Firm's name, FEIN, ZIP code.

Keep this form with your tax return. Do not mail!

Attach Copy of Forms W-2, W-2G and 1099-R Here

KENTUCKY

## Instructions for Form 8879-K

### Kentucky Individual Income Tax Declaration for Electronic Filing

#### Filing Requirements

- ★ *Federal/State E-file With a Federal PIN*—For returns filed via this method, an 8879-K is not required.
- ★ *Federal/State E-file Without a Federal PIN*—For returns filed via this method, an 8879-K is required to be completed. **Do not mail this form.** Electronic return originators (EROs) must retain them for a period of three years.
- ★ *Online Filing*—For returns filed via this method, an 8879-K is required to be completed and retained for a period of three years. **Do not mail this form.**

#### Completing the Form

You must complete your Kentucky individual income tax return before you complete Form 8879-K. You must also complete this form before signing it. Taxpayers, EROs and paid preparers must not sign the form before it is completed.

#### Declaration Control Number (DCN)

The DCN, located in the upper right corner of the form, must be identical on the federal electronic return, the federal Form 8879 and the Kentucky Form 8879-K.

#### Name and Social Security Number

You must enter your name and Social Security number on Form 8879-K.

#### Taxpayer Responsibilities

Taxpayer(s) that use an ERO must:

- ★ Verify all information on the Form 8879-K, including Social Security number.
- ★ Inspect the paper copy of the return and ensure the information is correct.
- ★ Sign Form 8879-K after the return has been prepared but before it is transmitted.

Taxpayer(s) that file from home must:

- ★ Complete Form 8879-K.
- ★ **Attach** the Kentucky copy of Forms W-2, W-2G and 1099-R; any documents verifying credit amounts; any schedules explaining "Other" adjustments to income; and any documents with required signatures.
- ★ Keep this form with your tax return. Do not mail.

#### ERO Responsibilities

The ERO must:

- ★ Complete Form 8879-K
- ★ Obtain signature of taxpayer(s)
- ★ **Attach** the Kentucky copy of Forms W-2, W-2G and 1099-R; any documents verifying credit amounts; any schedules explaining "Other" adjustments to income; and any documents with required signatures.
- ★ Provide the taxpayer with copies of the completed 8879-K and all other information.
- ★ Retain form for three years.

#### Part I—Tax Return Information

Enter the required data from the Kentucky tax return. Lines 1 through 3 and either Line 4 or 5 must be completed.

#### Part II—Direct Deposit of Refund or Direct Debit of Tax Amount Due

**Direct Deposit of Refund**—If there is an amount on **Line 4** (Refunded to you), the taxpayer can choose to have their refund directly deposited by completing Part II, and checking the box on Part III, Line 11. Taxpayers can choose direct deposit for the Kentucky income tax refund regardless of the choice for federal purposes.

**Payment of Balance Due**—Penalty and interest will begin to accrue on any tax due that has not been paid by April 17, 2012.

If there is an amount on **Line 5** (Amount you owe), the taxpayer can choose from the following methods of payment:

- (1) **Pay by check or money order**—Taxpayers should submit their payment using Form 740-V, Kentucky Electronic Payment Voucher.
- (2) **Pay by Credit Card or ACH Debit**—Pay your 2011 Kentucky individual income tax by Mastercard, VISA or Discover credit cards or by ACH Debit through April 17, 2012. Access the Department of Revenue's secure Web site ([www.revenue.ky.gov](http://www.revenue.ky.gov)) to make electronic payments over the Internet. Click on the **KY E-Tax** logo and select E-Payments-Credit Cards and ACH Debits link. If you do not have access to the Internet, you may call the Department of Revenue at (502) 564-4581.

To make a credit card payment, the following information is needed: credit card type, credit card number, expiration date, and the cardholder's address as it appears on the credit card billing statement. To make an ACH Debit payment, the following information is needed: bank name, bank account number and bank routing number.

- (3) **Pay by Direct Debit**—The taxpayer can choose to pay the amount due by completing Part II, Lines 6 through 10, and checking the box on Line 13. Taxpayers can choose direct debit for Kentucky regardless of the choice for federal purposes. The taxpayer must ensure that the following information relating to the financial institution account is provided in the tax preparation software: Routing Number, Account Number, Type of Account (Checking or Savings), Debit Amount, Debit Date (through April 17, 2012).

**Note:** Select any date until April 17 to have the payment withdrawn from your account. Actual withdrawal of funds may be later, but will be considered timely. Please allow up to two weeks for processing.

**Line 6**—The routing transit number must be nine digits and begin with 01 through 12 or 21 through 32.

**Line 7**—The depositor account number can be up to 17 characters (both numbers and

letters). Include hyphens but omit spaces and special characters. If fewer than 17 characters, enter the numbers from left to right and leave the unused boxes blank.

**Note:** Taxpayers should use a check, form, report or other statement generated by their financial institution to verify the routing transit number and depositor account number. Do not use a deposit slip as it may contain internal routing numbers. If there is any doubt about the correct routing transit number, the taxpayer should ask the financial institution for the routing transit number to use for direct deposit (Electronic Funds Transfer).

**Line 10**—Due to new federal electronic banking regulations, you must answer the following questions if you are requesting a direct deposit of your refund or are paying the amount you owe via direct debit. If you are requesting a direct deposit of your refund, answer question 10a. If you are paying the amount you owe on your return via direct debit, answer questions 10b.

#### Part III—Declaration of Taxpayer

An electronically transmitted return will not be considered true, accurate and complete unless Form 8879-K is signed by the taxpayer(s) prior to transmitting the electronic return.

The taxpayer must sign and date Form 8879-K after it has been completed to verify that the information is correct and that the taxpayer agrees with the information on the completed tax return.

EROs and tax preparers are prohibited from obtaining taxpayer signatures on blank or incomplete forms.

When an error is corrected after the taxpayer has signed Form 8879-K, and the corrected Kentucky taxable income varies more than \$50, or the corrected refund or balance due varies more than \$14, a new Form 8879-K must be completed for taxpayer signature.

#### PART IV—Declaration and Signature of ERO and Paid Preparer

This section must be completed and signed by the ERO.

If the ERO is also the paid preparer, the ERO must check the paid preparer box, but is not required to complete or sign the Paid Preparer Section.

A paid preparer who is not the ERO must complete, sign and date the Paid Preparer Declaration.

If the ERO cannot obtain the paid preparer's signature on Form 8879-K, a copy of the tax return with the paid preparer's signature should be attached to the 8879-K.

**Refund Information**—The Automated Refund and Tax Information System (ARTIS) is available to provide information by telephone on the receipt of your tax return. The automated system telephone number is (502) 564-1600. It is available 24 hours a day, 7 days a week.