

K-5 FILING IN MYTAXES PORTAL

Log into the MyTaxes portal at MyTaxes.ky.gov

Account Type Select: “**Employers Withholding Tax/Withholding Reconciliation**” hyperlink.

Click “**Transactions**” in the page header and click “**File a Form**” from the drop-down box.

The “**File A Form**” page displays with the **Account Name** pre-filled; make the following selections from the drop-down boxes:

- Account: Select “**Employers Withholding Tax/Withholding Reconciliation**”
- Account ID: Verify the correct account number and name are system populated.
- Form Type: Select “**42A805 (K-5)**”.
- Return Type: Select “**Informational Return**”.
- Filing Method: “**Data Entry. Quickest form of data entry**” is system populated.
- Period End Date: Select the “1/1/xxxx through 12/31/xxxx” for the tax year you are reporting.

Click the “**Next**” button in the bottom, right corner of the page.

The “**Enter Tax Return—Tabular Form**” page displays prompted to the **Withholding Statements** tab.

Click the “**Add Row**” button.

Complete the 5 withholding statement boxes:

- Employee or Payee SSN or FEIN: Enter the 9-digit number.
- Employee or Payee Last Name: Enter the employee’s last name.
- Kentucky Wages or Payments: Enter the amount of Wages or Payments.
- Kentucky Income Tax Withheld: Enter the amount of Kentucky tax withheld.
- Confirm Statement Checkbox: Verify the information is entered correctly and click the checkbox.

(Repeat these steps for each withholding statement you need to report beginning with the “Add Row” button.)

When all withholding statements have been entered and verified, click ‘Next’.

The “**Totals**” tab will display.

- Withholding Statement Form Type: Select the appropriate Form you are reporting. i.e. W-2
- Number of Withholding Statements: Enter the number of statements entered.
- Total Kentucky Wages or Payments: Enter the Total KY Wages or Payments from the withholding statements entered.
- Total Kentucky Income Tax Withheld: Enter the Total of the KY Tax Withheld from the withholding statements entered.

Click **Calculate**.

Click **Submit**.

Summary Information is displayed. Verify all information is correct and click ‘**Next**’.

Enter **Tax Return Signature**

Read: 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.

Click the ‘**Yes**’ button if you agree. Click the ‘**No**’ button to *cancel the submission* and go back to the return.

Enter Tax Return—Confirmation is displayed.

Select ‘**Print**’—It is very important to retain the **Confirmation Number** provided for the K-5 submission.

After printing the Confirmation information, you may select the ‘**Return Home**’ button.