

**Authorization to Submit Employees Annual  
W-2 Information in EFW2 Format via  
Kentucky Department of Revenue Web Site**



<p><b>1. Check appropriate box:</b></p> <p><input type="checkbox"/> Initial request for PIN (personal identification number).</p> <p><input type="checkbox"/> Misplaced PIN.</p> <p><input type="checkbox"/> Request to change PIN due to security issue, i.e., new employee responsible for submitting W-2 information or PIN security has been compromised.</p> <p><input type="checkbox"/> Update contact information.</p> <p><input type="checkbox"/> FEIN changed, new PIN required.</p>
<p><b>2. Name, address and federal employer identification number of person, organization or firm requesting Web filing:</b></p> <p>Business Name _____ FEIN* _____</p> <p>Street Address _____ City/State/ZIP _____</p>
<p><b>3. Name, title and telephone number of contact person:</b></p> <p>Contact Name _____ Phone Number _____</p> <p>Title _____ E-mail Address** _____</p>
<p><b>4. Estimated number of wage and tax statements to be reported:</b> _____</p>
<p>_____</p> <p style="text-align: center;">Signature of Person Completing Authorization</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>

Please submit the request to:  
Kentucky Department of Revenue  
Withholding Tax Branch  
P.O. Box 181, Station 57  
Frankfort, KY 40602-0181  
[www.revenue.ky.gov](http://www.revenue.ky.gov)

*\*If more than one FEIN is involved, please use the FEIN of the submitting/transmitting entity.*

*\*\*This gives Kentucky Department of Revenue permission to confirm the status to the employer using the confidential e-mail address provided on the form.*

**PIN NOT required to submit K-5.**

**Please Note: It is important to get your system/network administrator involved immediately to ensure that you have the proper capabilities. Kentucky Department of Revenue provides a secure Web site, but there are often limitations in your system or network. Please work with your system/network administrator early to ensure your success!**