
KENTUCKY DEPARTMENT OF REVENUE

VENDOR MANUAL UPLOAD GUIDE



KENTUCKY DEPARTMENT OF
REVENUE

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INTRODUCTION

The purpose of this guide is to detail both the registration and file upload processes for third party payroll providers (Vendors), including requirements, file formats, acknowledgements, and error handling.

FUNCTIONS OF THE VENDOR GATEWAY

The Vendor Gateway (Gateway) is available to registered and approved Vendors, as well as their authorized agents or subsidiaries. The Gateway is not available for individual business taxpayers. Business taxpayers may visit the Kentucky One Stop Business Portal (KYOSBP) at <https://onestop.ky.gov> for available electronic filing options.

At this time, the Gateway may only be used to file the electronic equivalents of Kentucky Employer's Return of Income Tax Withheld: Forms K-1, K-3, and their amendments. Announcements will be made on the Kentucky Department of Revenue (DOR) Software Developer Webpage, and updates will be made to this registration guide, as additional tax types are made available.

For more information on navigation and use of the Gateway, see [Using the Gateway](#).

GATEWAY ADMINISTRATION & CONTACT INFORMATION

The Gateway is a service created and maintained by DOR. The purpose of the Gateway is to increase the ease and efficiency of compliance with Kentucky's tax filing requirements. While electronic return information is submitted to the Gateway for processing, all issues surrounding compliance, including return timeliness and payments, are handled by the respective taxing areas within DOR. Please visit <https://revenue.ky.gov> for specific contact information.

Questions regarding this guide, registration and use of the Gateway, the status of submissions, errors, or other technical questions regarding the Gateway may be directed to the Gateway Liaison:

Caitlin Branco
Division of Operations, E-Commerce Branch
501 High Street, STA 22
Frankfort, KY 40601-2103
Phone: 502-564-5370; Option 4
Caitlin.Branco@ky.gov

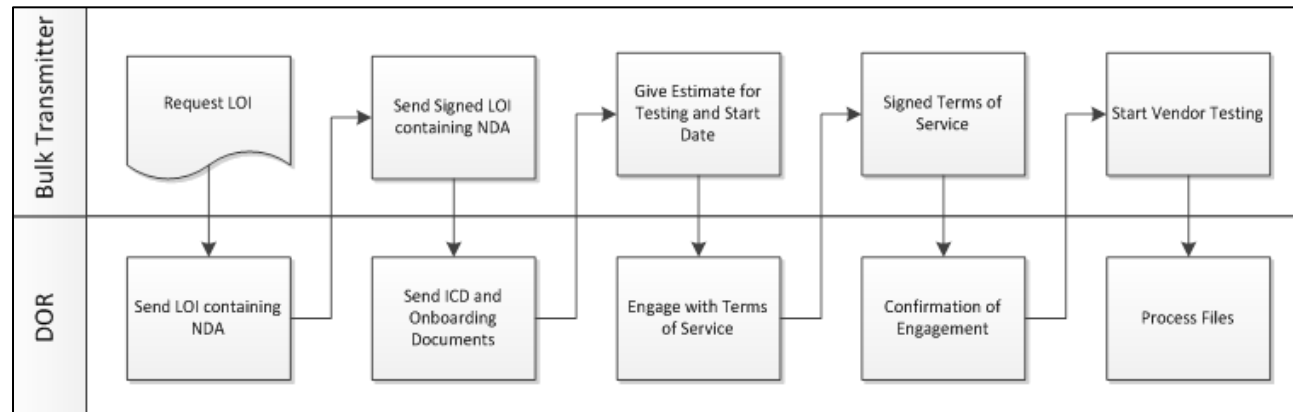
REGISTRATION REQUIREMENTS

INSTRUCTIONS FOR VENDORS

LIAISON CONTACT

Vendors wishing to begin the initial registration process will contact the Gateway Liaison, and request a Letter of Intent (LOI). From there, the process will flow as depicted in Figure 1.

Figure 1 - Vendor Gateway Onboarding Process



Once the confirmation of engagement is established, the Vendor must exchange communication credentials with DOR as described within the Interface Communications Document (ICD) and receive an assigned Software ID.

»IMPORTANT: The Software ID is a key piece of information which will only be distributed to the Vendor's point of contact, as designated within the LOI. All subsequent registrants for a specific Vendor will request the Software ID from the point of contact. A Vendor may have multiple Software IDs at its discretion. The above registration process will need to be completed for each Software ID requested.

CREDENTIALS EXCHANGE

Certain credentials must be provided to the Gateway Liaison at this time, so that they may be associated with your Transmitter ID. These include the AppSysID, IP Address range, and Certificate Public Key. Please see the ICD for details on these requirements.

KENTUCKY ONLINE GATEWAY (KOG) COMPONENT

Your KOG profile is used to log into the Gateway Portal. To begin, visit <https://ssoexternal.chfs.ky.gov> and click “Citizen or Business Partner.” Then, click “Create Account.” Complete the required fields (and optional information, if desired), then click “Sign Up.” Next, wait for an email from KOG_DoNotReply@ky.gov¹, which will provide a link to activate the account. When the account is activated, continue to the Gateway.

»IMPORTANT: If you have difficulty creating an account, or have other login issues, please contact the KOG Security Help Desk at KOGHelpdesk@ky.gov.

Figure 2 - KOG Registration Page

The screenshot shows a web browser window with the URL <https://ssoexternal.chfs.ky.gov/public/requestaccount/>. The page title is "Please complete your Kentucky Online Gateway Profile". A blue information box contains the text: "If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the Cancel button below to log into your account." Below this, it says "Please fill out the form below and click Sign Up when finished. All fields with * are required." The form fields are: First Name, Middle Name, Last Name, E-Mail Address, Password, Mobile Phone, Street Address 1, City, Question, Verify E-Mail Address, Verify Password, Language Preference (dropdown menu showing English), Street Address 2, State (dropdown menu showing Kentucky), and Zip Code. A "Sign Up" button is located at the bottom right of the form.

¹ Do not attempt to send mail to this email address. It is an automated notification account and is unable to receive replies.

GATEWAY COMPONENT

The Gateway Portal URLs for test and production will be provided by the liaison contact upon approval.

Once you log into the Gateway Portal, you will be brought to the “My Registrations” page by default. At this time, you should not have any registrations and the screen will look like Figure 3 below. Select the “Register for Bulk Transmissions” button to begin the registration process.

Figure 3 - Gateway Portal "My Registrations" Page

REVENUE Registration ▾ Transmissions ▾ Help ▾ Caitlin Branco ▾

! Payroll providers wishing to register their business as a Bulk Transmitter must be assigned a Bulk Transmitter Id by completing the registration process. Please click the Registration button to complete the registration process and receive a Bulk Transmitter Id.

My Registrations

[Register for Bulk Transmissions](#)

Bulk Filing Type ▾	Transmitter Name ▾	Transmitter Id ▾	Software Id ▾	Approval Status ▾
◀ 0 ▶				
No items to display				

At this point, you will be rerouted to the “Your Detail” screen below. Your contact information will be pre-populated from your KOG account information, which you used to log in to the Gateway. You may be prompted to complete some additional information. Once complete, click next.

Figure 4 – Your Detail Registration Screen

REVENUE Registration ▾ Transmissions ▾ Help ▾ Branco, Caitlin ▾

Your Detail

First Name :

Last Name :

Middle Name :

Contact Detail

Email Address :

Day Time Phone Number : *

Address Detail

Address Line 1 :

Address Line 2 :

City :

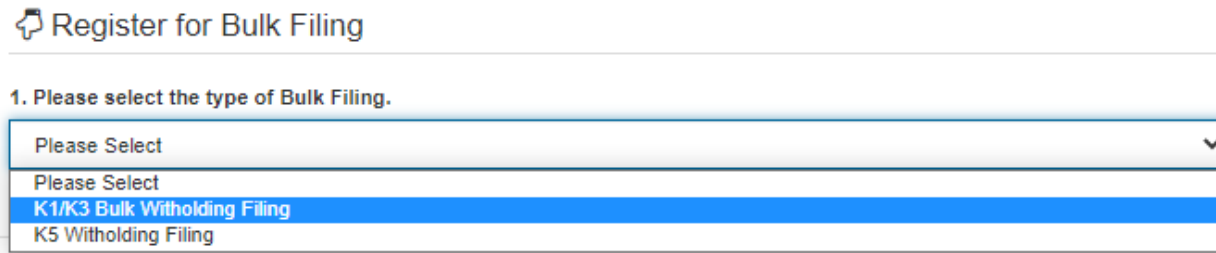
State :

Zip :

NEXT →

A drop down box will populate below. From this box, you will have the option to select the tax type that you would like to bulk file. Please note that **only the K-1 and K-3 forms** can be bulk filed at this time.

Figure 5 - "Register for Bulk Filing" Dropdown Menu



Register for Bulk Filing

1. Please select the type of Bulk Filing.

Please Select

Please Select

K1/K3 Bulk Withholding Filing

K5 Withholding Filing

Once you have selected the filing type, more fields will populate below. While your specific contact information will pre-populate once again, there will be two pieces of information that you will need to provide:

1. **Identify your agency.** Your agency name is the same as the Vendor Name and will be provided by the Gateway Liaison. The agency name must be typed into the field exactly how the liaison has typed it without any preceding or subsequent spaces.
2. **Provide the Software ID.** You will have received this information from the Gateway Liaison.

Figure 6 - "Register for Bulk Filing" Part 2 of Dropdown Menu



2. Please fill all details below

a. Who are you bulk filing on behalf of? *

DORTEST

Software ID : *

DOR_TEST20

Once the form is complete, review and check the Terms and Conditions box, electronically sign the form, and click the "Register" button. Contact the Gateway Liaison with your newly generated Transmitter ID and your AppSysID for review and approval. The Gateway Liaison will associate the credentials you have provided with your Transmitter ID upon approval.

REGARDING CLIENTS

Vendor clients (clients) must be registered for an active and applicable tax account before bulk filers can successfully submit returns on their behalf. Clients can register with the Secretary of State and for tax accounts through the Kentucky One Stop Business Portal (KYOSBP). Additionally, clients can view and amend bulk filed return information through the KYOSBP when supported. Clients with questions or concerns can use the contact information available at DOR's Business Registration page, <https://revenue.ky.gov/Business/Pages/Register-Business.aspx>, to get help.

Clients do not need to have a KYOSBP account in order for Vendors to submit information on their behalf, and can create a KYOSBP account at any time without interfering with the bulk filing process. For more information on the creation of a KYOSBP account, visit <http://onestop.ky.gov> and choose the "One Stop Overview" guide for details.

»IMPORTANT: Uploading an XML file gives you the option to send clients a confirmation that you've filed a return on their behalf by including the client's email address within the ReturnHeaderState → AckAddress portion of the XML schema.

TRANSMISSION OF BULK FILES

SECURITY

The transport protocol used for the Gateway is Secure Web Services. The encryption methods allowed for the transport of XML submissions to DOR are Secure Sockets Layer (SSL) and WS-Federation.

The DOR website, KOG, and Gateway are encrypted by SSL. Visit our Security Policy page at <http://kentucky.gov/policies/Pages/security.aspx> for more information.

OVERVIEW

Once your agency has become an approved Vendor, the specifications outlined in the ICD have been accommodated by your agency, and your agency has provided DOR with your communication details, you may seek approval for testing. Please review the ICD, sample code, edits list and schema, for technical specifications and information.

Questions regarding any of these materials or processes can be addressed to the Gateway Liaison.

TESTING

Before Vendors can begin to transmit production data, they must successfully complete testing with DOR using fictitious data. DOR and the Vendor will work together to specify a time frame to begin testing. When testing begins, DOR will provide the range of test account numbers and FEINs. Any submissions transmitted to DOR using account numbers or FEINs outside this range will be rejected.

DOR requires that the Vendor should test the following scenarios, and any other scenarios that the Vendor may wish to test:

- All return types for a specified tax, including amended returns.
 - **»IMPORTANT: When filing an amendment, make sure to include any payments made PRIOR to the amendment date in the PeriodPayments section.**
 - **For example, you file an original return that shows \$100 in tax due. You pay the \$100 in tax. Later, you file an amended return. You will include the \$100 that you paid in the PeriodPayments section of the amended return.**
- File an amended return when no original return has been filed.
- Account number and FEIN mismatches.
- All tax periods and filing frequencies. This includes, but is not limited to: past due returns, incorrect period end dates, and future periods which are not available to file.
 - **»IMPORTANT: When filing past due returns, you have the option to manually calculate penalty and interest, and include that in the return. However, if the amount which your agency calculates and pays is less than what DOR determines is owed, a bill will be generated for the difference. You can contact the relevant taxing area for assistance calculating penalties and interest on past due returns.**
- Invalid period end dates.
- Refund and credit requests.
- Payments made prior to today for this period.
- Invalid Transmitter ID / ETIN and Software ID combination.

BEFORE YOU FILE

Before you begin to transmit production return data to DOR, review the following to minimize return rejects:

1. Ensure that the client has the applicable Kentucky tax account number.
 - a. “Applied For” is not an acceptable account number for bulk filed returns.
 - b. If your client has an “Applied For” account number, his or her return may be paper filed.
2. Ensure that you have the correct FEIN on file.
3. Verify that you have the filing frequency and FEIN / Kentucky tax account number combination that DOR has on file.
 - a. The FEIN / Kentucky tax account number / Filing Frequency can be verified using the “Get Tax Account Details” feature under the “Transmissions” tab at the top right of the Vendor Gateway webpage.
 - b. If your combination is invalid, or your frequency is incorrect, instruct the taxpayer to contact the relevant tax area or the Registration Branch for guidance.
4. Once you have verified the FEIN / Kentucky tax account number combination and filing frequency, you’re ready to file for that client.

TAX TYPES AND CORRESPONDING RETURNS

This section contains a brief overview of return information for specified tax types. At this time, only withholding tax data may be filed via XML submission. As more tax types are added to the Gateway, this section will be updated.

WITHHOLDING TAX

RETURN TYPES:

- **Employer’s Return of Income Tax Withheld, K-1:** Return for all periods not ending in 12/31.
- **Amended Employer’s Return of Income Tax Withheld, 42A801:** The corresponding amended return to the K-1.
- **Employer’s Return of Income Tax Withheld K-3:** Return for all periods ending in 12/31. This return includes the K-1 fields for the period ending 12/31, as well as the annual reconciliation. The annual reconciliation is a list of all payments made throughout the tax year, as well as the total number of employees, wages, and tax withheld for the year.
- **Amended Employer’s Return of Income Tax Withheld, 42A803:** The corresponding amended return to the K-3.

TIPS:

- Kentucky has a regulation change that will require twice-monthly and monthly filers to file and pay electronically by assigned frequency for periods beginning on or after January 1, 2021 and all filing frequencies will be required to file and pay electronically by assigned frequency for periods beginning on or after January 1, 2022. More information regarding 103 KAR 18:150 Section 2.6 can be located at <https://apps.legislature.ky.gov/law/kar/103/018/150.pdf>.
- Clients who switch from E returns (K-1E, K-3E, also known as “EFT filers”) to bulk filing before January 1, 2021 will need to file a quarterly return for the 10/1/2020-12/31/2020 period before switching to their correct, state assigned filing frequency. Clients who switch from E returns to electronic filing after January 1, 2021 must begin filing at the correct, state assigned filing frequency immediately.
 - **»IMPORTANT: Make sure to verify the filing frequency 6 business days after the first bulk return for former EFT filers is submitted. This will allow you to see if your clients’ frequency has updated.**
- Filing frequencies are annual, quarterly, twice monthly, and monthly. For filing frequencies and due dates, reference the Withholding Kentucky Income Tax Instructions for Employers here: <https://revenue.ky.gov/Forms/42A003515.pdf>.
 - **»IMPORTANT: Twice monthly filers submit one return for Jan 1 – Jan 31, and submit twice monthly for the remainder of the year.**
- Filing frequencies for all tax accounts are updated in January. Make sure to verify your clients’ filing frequencies mid-January each year to keep records up to date.
- Gross Kentucky wages should be reported in the wage fields for returns.
- Returns must be completed for all tax periods in which the withholding account is active, even if there is no tax due.
- Amended returns (42A801, 42A803) can be filed by XML submission if the original return was also filed electronically (via XML or through WRAPS). A maximum of five amended returns can be submitted electronically for any particular period. After that, paper amended returns should be filed.

ACKNOWLEDGEMENTS

- Initial Acceptance or Error Acknowledgements will be transmitted to the Vendor within 60-80 seconds. Acceptance only means that the submission has been accepted for processing by DOR, not that processing has completed.
- GetSubmissionStatusRequest can be queried 48 hours from the time of submission. DOR does not provide Acknowledgements outside of the initial Acceptance or Error Acknowledgements mentioned above. Submission Statuses include Pending, Completed and Rejected (with errors or alerts). **»IMPORTANT: Submission status is provided at the submission level, not the Group Submission / Transmission ID level.**
- After 48 hours, the Vendor may query up to 100 submission IDs at a time using the Gateway Portal. The Vendor may also use the Gateway to download an Excel report showing Status, Alerts and Errors for each submission ID.

TIMING & DEADLINES

- XML submissions can be transmitted “24/7,” unless otherwise stated on the Software Developer webpage.
- Submission status may be checked in the Gateway 48 hours from the time of submission.
- Submissions may be transmitted for a specific period at any time on the due date. The due date is in accordance with Eastern Time. This means that a California transmitter would need to submit by 8:59pm on the due date to be timely by DOR standards.
- In the XML submission, Transmission → TransmissionHeader → Timestamp should be shown in Eastern Time.
- The due dates of returns are determined in accordance with the standards set forth by each tax area. Please contact the relevant tax area with any additional questions regarding timeliness.

STATE HOLIDAYS

DOR agents will not be available on the following holidays. KOG and Gateway services will remain available.

- Martin Luther King, Jr.'s Birthday
- Good Friday – unavailable after 12:00pm EST
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas
- New Year's

USING THE GATEWAY PORTAL

At this point, you've used the Gateway Portal to register. However, you can also use the portal to check your submission status, upload an Excel spreadsheet to verify the FEIN / Account / Filing Frequency combination, and generate status reports for specified time periods.

MY REGISTRATIONS

Choose Registration → My Registrations to view the Transmitter IDs associated with your KOG profile. You can see here whether your registration has been approved, denied, or is pending review. If your registration has been denied, that means two things:

1. You cannot submit XML return data using that Transmitter ID.
2. You cannot attempt to register again using the Software ID associated with the denied registration.

Contact the Gateway Liaison with questions regarding the status of your registration.

XML MANUAL UPLOAD

Clicking Transmissions → XML Manual Upload will bring you to the screen depicted in Figure X. Some of the fields will be pre-populated with your user information, however, you will need to provide your KOG password and App Sys ID, select the XML file that you want to submit, and agree to the Terms and Conditions. Once you have confirmed the information is correct, select “Submit submission xml.”

Figure 7 - XML Manual Upload

Instructions

- Please enter the password used to log in to the Vendor Gateway. The email address cannot be edited.
- Please use the App Sys ID previously shared to the KYDOR during registration. This is a forty-character alpha numeric identifier created by the software vendor.
- User may upload approved third party software XML files only.
- XML file may contain up to 1000 returns.
- XML file sizes should be less than 7MB.

By selecting the checkbox, I indicate that I understand and agree to the terms and conditions listed above.

K1/K3 Bulk Filing - Send Submissions

FormType	<input type="text" value="KY Employer's Return of Income Tax Withheld/Worksheet (K-1/K-3)"/>
User e-Mail	<input type="text" value="CAMBTest501@gmail.com"/>
Password	<input type="password" value="....."/>
App Sys Id	<input type="text"/>
Submissions XML	<input type="button" value="Select submission xml"/>

If the file uploads successfully, you will be redirected to the following screen. The Transmission ID, sometimes referred to as the Group Submission ID, will pre-populate in the “Search Submissions with Submission IDs” textbox. The Submission IDs for individual K-1 and K-3 Withholding returns will be displayed underneath in the “Submissions” section.

Figure 8 - Successful XML Upload

XML file is uploaded successfully. Please check submission details below

Search Submissions With Submission Ids

Enter up to 100 Submission Ids. Each line must contain one Submission Id.

Note : If Submission Id is not 20 characters long it will be ignored.

00074320172480000100

Search

Submissions

Export to Excel

Sub Id	Transmission Id	Category	Date Rec...	Proc. Sta...	Updated ...	Acpt. Stat...
▶ 00074320172480000132	00074320172480000100	K1/K3	8/14/2020 2:48:49 PM	Pending	8/14/2020 2:48:49 PM	Pending
▶ 00074320172480000131	00074320172480000100	K1/K3	8/14/2020 2:48:49 PM	Pending	8/14/2020 2:48:49 PM	Pending
▶ 00074320172480000130	00074320172480000100	K1/K3	8/14/2020 2:48:49 PM	Pending	8/14/2020 2:48:49 PM	Pending
▶ 00074320172480000129	00074320172480000100	K1/K3	8/14/2020 2:48:49 PM	Pending	8/14/2020 2:48:49 PM	Pending
▶ 00074320172480000128	00074320172480000100	K1/K3	8/14/2020 2:48:49 PM	Pending	8/14/2020 2:48:49 PM	Pending

The status of each submission, or return, can be viewed by clicking on the arrow to the left of the specific Submission ID or you can create an Excel report by clicking the “Export to Excel” button in the top left corner of the “Submissions” section.

Figure 9 - Submission ID Status

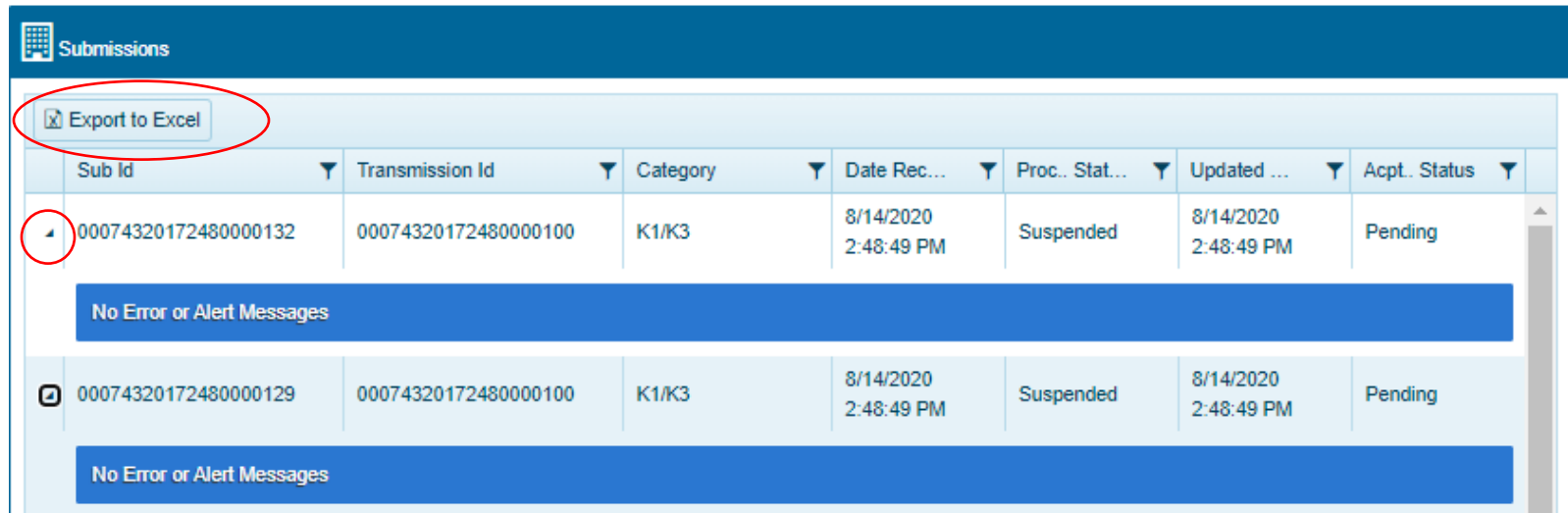


Figure 10 - Submission Status Report

A	B	C	D	E	F	G	H
	Sub Id	Transmission Id	Category	Date Received	Proc.. Status	Updated Date	Acpt.. Status
	00074320202480000177	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000173	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000176	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000175	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000182	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000181	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000180	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000179	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000178	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending
	00074320202480000174	00074320202480000108	K1/K3	9/10/2020 12:01:42 PM	Suspended	9/10/2020 12:01:42 PM	Pending

Note: The Acceptance Status will always show as “Pending” and the Processing Status will always show as “Suspended” in the test environment since these returns cannot be processed and posted to the filing system.

If the XML file cannot be uploaded successfully, then you will receive an error message in red with a specific error code and description. The message will also include the DOR Contact information if you need additional assistance. In this scenario, a separate email will not be sent. For a list of the possible error codes, please refer to the [Schema Validation](#) section of the Appendix.

Figure 11 - XML Submission with Error

Instructions

- Please enter the password used to log in to the Vendor Gateway. The email address cannot be edited.
- Please use the App Sys ID previously shared to the KYDOR during registration. This is a forty-character alpha numeric identifier created by the software vendor.
- User may upload approved third party software XML files only.
- XML file may contain up to 1000 returns.
- XML file sizes should be less than 7MB.

By selecting the checkbox, I indicate that I understand and agree to the terms and conditions listed above.

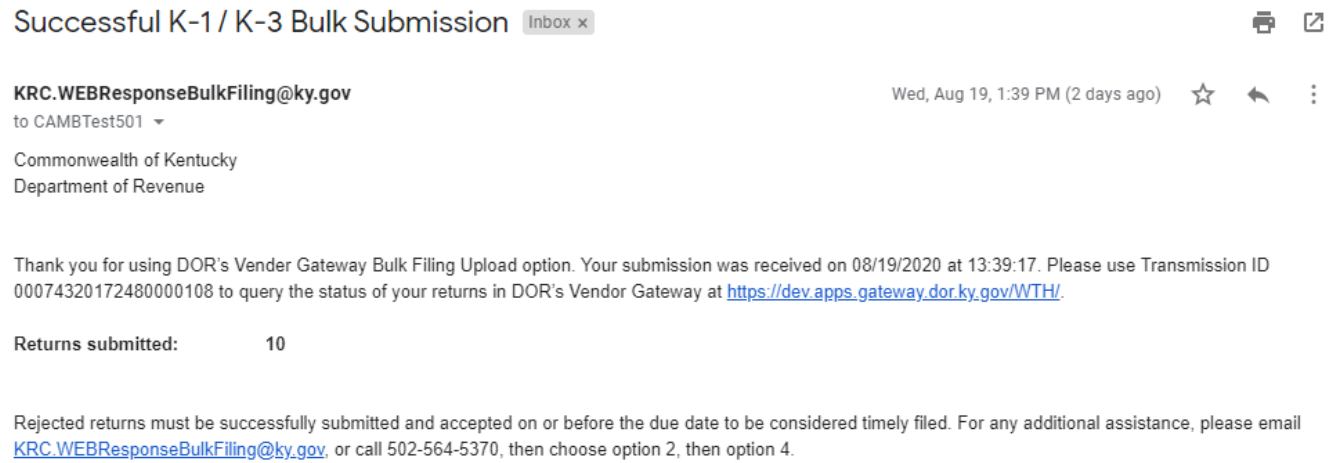
K1/K3 Bulk Filing - Send Submissions

FormType	<input type="text" value="KY Employer's Return of Income Tax Withheld/Worksheet (K-1/K-3)"/>
User e-Mail	<input type="text" value="CAMBTest501@gmail.com"/>
Password	<input type="password"/>
App Sys Id	<input type="text" value="DORTEST2"/>
Submissions XML	<input type="button" value="Select submission xml"/> <div style="border: 1px solid red; background-color: #ffe6e6; padding: 5px;"><p>Error: Please check the Application System Identifier being used to upload the file. Error Code: 0000019. Please call 502-564-7879 or email KRC.WEBResponseBulkFiling@ky.gov for further assistance.</p></div>
<input type="button" value="SUBMIT SUBMISSION"/>	

ACKNOWLEDGEMENT EMAIL

You will receive an acknowledgement email for successful transmission uploads that includes the Transmission ID and the number of returns that were included in the upload. You can search the Transmission ID for specific return statuses by clicking [Transmissions](#) → [My Bulk Transmissions](#).

Figure 12 - Acknowledgement Email



MY BULK TRANSMISSIONS

Clicking on Transmissions → My Bulk Transmissions will take you to the page shown in Figure 6. Here you can enter up to 100 Submission IDs (the maximum number of Submission IDs which can be included in a bulk file) or Transmission IDs and search.

Figure 13 - "My Bulk Transmissions"

Enter up to 100 Submission ids. Each line must contain one Submission id.

Note : If Submission id is not 20 characters long it will be ignored.

```
00039120172480000133
00039120172480000134
00039120172480000135
00039120172480000136
00038920172480000153
00039120172480000137
```

Search Clear Search

Submissions

Export to Excel

Sub id	Category	Date Received	Proc. Status	Updated Date	Acpt. Status
00039120172480000133	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
00039120172480000134	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
00039120172480000135	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
00039120172480000136	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
00038920172480000153	None	None	Not Found	None	None
00039120172480000137	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted

»**IMPORTANT:** There must be one Submission ID per line. Additionally, any Submission ID which is not your own will show up with no details provided. Submission IDs which are 20 characters in length but are invalid will show the same result.

»**IMPORTANT:** Both Submission IDs and Transmission IDs may be used in this search feature.

You may click on the drop down arrow to the left of the Submission ID to view any error or alert messages available. Additionally, you may download the results into an Excel spreadsheet by clicking Export to Excel.

Figure 14 - "SubmissionsSearchReport.xlsx"

	A	B	C	D	E	F	G
1		Sub Id	Category	Date Received	Proc. Status	Updated Date	Acpt. Status
2		00039120172480000133	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
3		00039120172480000134	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
4		00039120172480000135	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
5		00039120172480000136	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted
6		00039120172480000153	None	None	Not Found	None	None
7		00039120172480000137	K1/K3	10/17/2017 11:12:28 AM	Completed	10/17/2017 11:12:28 AM	Accepted

TRANSMITTAL DETAILS

Clicking Transmissions → Transmittal Details brings you to a Submission Status Report page. Choose the period that you'd like to generate a report for, and click Search. You may click on any of the hyperlinked numbers on the report to download a detailed Excel spreadsheet of the particular results.

Figure 15 - "Transmittal Details"

The screenshot shows a web interface titled "Submission Status Report". At the top, there are two date input fields: "Start Date: 10/17/2017" and "End Date: 10/17/2017", each with a calendar icon. To the right of these fields is a blue "SEARCH" button. Below the search area is a section titled "Submission Counts" with a sub-section "Gateway Submissions". This section contains a table with the following data:

Gateway Submissions	
Total Transmissions Received	1
Total Submissions Received	0
Total Submissions Submitted	0
Total Submissions Processing In Progress	0
Total Submissions Processed With Errors	0
Total Submissions Processed Without Errors	5
Total Submissions Waiting For Acknowledgement	5
Total Submissions Acknowledged	0

GET TAX ACCOUNT DETAILS

The Get Tax Account Details screen can be used to confirm that the correct filing frequency is being filed. To access the screen, click the Transmissions Tab → Get Tax Account Details. Once you are redirected, you will have the ability to query a single account or query up to 250 filing frequencies records (not to exceed 7MB) by uploading an Excel file.

Figure 16 - Get Tax Account Details

The screenshot shows the 'REVENUE' header with navigation links for 'Registration', 'Transmissions', 'Help', and 'Caitlin Branco'. The main heading is 'Tax Account Details'. Below it is a section for 'Instructions and additional conditions' with a list of seven bullet points regarding password requirements, App Sys ID, file upload specifications, and permissions. A checkbox is present for agreeing to the terms. The 'K1/K3 Bulk Filing - Get Tax Account Details' section contains four input fields: 'Username' (CAMBTest501@gmail.com), 'Password' (masked with dots), 'Transmitter Id', and 'AppSysid'. At the bottom, there is a 'Request Type' section with radio buttons for 'Single' (selected) and 'Multiple'.

REVENUE Registration Transmissions Help Caitlin Branco

Tax Account Details

Instructions and additional conditions

- Please enter the password used to log in to the Vendor Gateway. The email address cannot be edited.
- Please use the App Sys ID previously shared to the KYDOR during registration. This is a forty-character alpha numeric identifier created by the software vendor.
- User may upload excel file (.xlsx) containing data matching the prescribed specification only. If the specification is not followed, the program will reject the excel file. The prescribed specification can be found by clicking here.
- Excel file may contain up to 250 records for retrieving the status.
- Excel file sizes should be less than 7MB.
- It is assumed by Kentucky Department of Revenue that the individual and/or the organization querying the tax information has the explicit permission of the tax payer to query the tax payer information using this service provided by Kentucky Department of Revenue.

By selecting the checkbox, I indicate that I understand and agree to the terms and conditions listed above.

K1/K3 Bulk Filing - Get Tax Account Details

Username

Password

Transmitter Id

AppSysid

Request Type Single Multiple

SINGLE ACCOUNT FILING FREQUENCY SEARCH

Before conducting the search, you will be asked to provide the Password, Transmitter ID, and App Sys ID. If you only need to query a single or a few account filing frequencies, then select the “Single” account search option. After completing the FEIN, Tax ID, and Filing Frequency fields, select “Submit”. If all fields provided are correct, a green “Valid” message will display to the right of each field. If any of the information provided is incorrect, then a red “Invalid” message will be displayed. In Figure 17, the FEIN and Tax ID provided are an incorrect combination resulting in error message “FEIN/Account combination is invalid” to the right of the FEIN field.

Figure 17 - Invalid FEIN/Account Combination

Request Type Single Multiple

Single Entity

FEIN	<input type="text" value="123456789"/>	FEIN/Account combination is invalid
Tax Id	<input type="text" value="123456"/>	
Filing Frequency	<input type="text" value="Quarterly"/>	Frequency is not valid

MULTIPLE ACCOUNTS FILING FREQUENCY SEARCH

To search several accounts, select the “Multiple” request type option. You may either download the GetTaxAccountDetails template provided at the top of the Get Tax Account Details page or create an Excel file with the following column headers: FEIN, Account, and Filing Frequency.

GET TAX ACCOUNT DETAILS EXCEL FILE REQUIREMENTS

- The Excel file must be in .xlsx format.
- Each row will contain one FEIN / Account combination with the Filing Frequency.
- The Excel file may have up to 250 withholding account filing frequencies.
- If more than one Excel file needs to be submitted within a session, the file names should be unique so that the file is processed correctly.
- Encrypted files cannot be uploaded. Please unencrypt the file or create a new unencrypted file using the below requirements.

Get Tax Account Details Excel Column Requirements			
Column Letter	Field Name	Field Description	Required
A	FEIN	<ul style="list-style-type: none">• Provide the business' 9 digit Federal Employer Identification Number (FEIN).• Example 1: 619999999• Example 2: 000555555	Yes.
B	Account	<ul style="list-style-type: none">• Provide the business' 6 digit KY Withholding Account Number. Please include any zeroes.• Example 1: 123456• Example 2: 000555	Yes.
C	Filing Frequency	<ul style="list-style-type: none">• Must type TwiceMonthly, Monthly, Quarterly, or Annual.	Yes.

The excel template can be accessed below. There are no file name requirements other than files that are submitted within the same session need to have different file names to ensure they are processed correctly.



ExampleFileGetTaxA
ccountStatus.xlsx

Once you have added the account filing frequencies that you would like to confirm and have saved the file, click “Choose File” to locate the Excel file and click “Submit”. Depending on the number of accounts included in the return, it may take several minutes for results to show. The results will be begin listing in the “Results” section at the bottom of the screen.

Figure 18 - Multiple Get Tax Account Details

The screenshot shows two parts of a web interface. The top part is titled "Multiple Entities" and contains the text "Please upload an excel file meeting specifications" followed by a "Choose File" button and the filename "GetTaxAccou...mplate.xlsx". Below this is a blue "SUBMIT" button and a link: "Click here to download an example Excel file. The example Excel will file contain the required specifications and sample data." The bottom part is titled "Results" and shows the message "Completed Retrieving status of 24records out of 24 records submitted." Below this is a table with the following data:

FEIN	Tax Id	Filing Frequency	Account Valid	Frequency Valid
123456789	123456	Monthly	false	false

Once the results are complete, you can select the “Create Excel” button located beneath the results to download an Excel report with the results. The report can be downloaded at the bottom of the webpage and will look as follows:

Figure 19 - Get Tax Account Details Excel Report

	A	B	C	D	E
1	FEIN	Tax Id	Filing Frequency	Account Valid	Frequency Valid
2	123456789	123456	Monthly	false	false

FAQS

Q. CAN PAYMENTS BE MADE VIA XML SUBMISSION?

A. Not at this time. Payments can be made by Electronic Funds Transfer (EFT). DOR accepts both ACH Credit and Debit.

Q. DO PAYMENT VOUCHERS NEED TO ACCOMPANY THE RETURNS?

A. No. If you've made payments prior to the due date for a specific period, list the total in the WHPeriodPayments section of the XML.

Q. DO I NEED TO PROVIDE A TRANSMITTAL OR CLIENT LISTING FOR CLIENTS INCLUDED IN THE XML SUBMISSION?

A. No.

Q. DO I NEED TO FILE ZERO TAX DUE RETURNS?

A. Yes.

Q. WHEN IS THE EARLIEST THAT A BULK RETURN CAN BE SUBMITTED?

A. Returns can be submitted as early as the 20th of the period end month, though it is not advised. "Return obligations" are created by DOR on the 20th. The only unique circumstance would be for twice monthly filers. Take a look at the following example:

A return needs to be submitted for a withholding tax account. The filing frequency is twice monthly. Returns for period end 3/15 are due on 3/25. Returns for period end 3/31 are due on 4/10. The return for period end 3/15 was generated on 2/20, alongside the return for 2/28. The return for 3/31 was generated on 3/20, along with the return for 4/15. So, you can file the return for 3/15 as soon as 2/20. You can file the return for 3/31 as soon as 3/20.

Q. WHAT HAPPENS IF I FILE A DUPLICATE RETURN FOR A SPECIFIC PERIOD?

A. If the second return that you file is paper, it will post to the taxpayer's account and it may cause the taxpayer to receive no-pay bills. If your second return is a bulk return, your bulk filed return will be rejected. Depending on the circumstances, you may want to file an amended bulk return, amended paper return, or not file anything. You or the taxpayer should contact the relevant tax area for guidance.

Q. WILL MY CLIENT'S RETURN POST TO HIS / HER ACCOUNT IF THE ACCOUNT IS CLOSED?

A. If the period was due prior to account closure, or is the year end return for the year of closure, then the return will post. However, if the period was not available prior to account closure, then the return will not post.

Sometimes, an account will not be closed in time to prevent a return obligation from generating for the following period. A zero tax due return will still need to be filed for that period. All unfiled periods, whether the account is closed or not, may generate delinquencies. The client should contact the appropriate tax area for guidance.

Q. WHAT DO I NEED TO DO IF MY CLIENT'S TAX ACCOUNT IS CLOSED, BUT I NEED TO FILE FOR HIM / HER AFTER THEIR "CLOSED" DATE?

A. The client should refer to the Registration branch's webpage at <https://revenue.ky.gov/Business/Pages/Register-Business.aspx> for guidance on reopening their tax account, or applying for a new tax account.

»IMPORTANT: If the client has gotten a new FEIN, then he or she needs a new Kentucky tax account number, and should file under the new tax account number. If your client updates their FEIN, make sure that you receive new Kentucky tax account numbers as well. Old, unused account numbers should be closed. Once the new number is acquired, contact the applicable tax area for filing guidance.

Q. WILL MY CLIENT BE ABLE TO SEE THE RETURNS THAT I FILE ON HIS / HER BEHALF?

A. Withholding Tax: Yes! Taxpayers must first register for the WRAPS system by visiting <https://wraps.ky.gov>. Once they have requested access to their business and become the administrator, they can view any returns that you have filed on their behalf. Once the return has completed processing, the taxpayer may also amend returns that you've bulk filed.

Q. WHAT HAPPENS IF I SUBMIT A CLIENT'S RETURN FOR THE INCORRECT TAX PERIOD?

A1: You submit a return at a lower frequency than required. Your client has a twice monthly frequency for withholding tax, but you submit a quarterly return on their behalf for period end 3/31/18. The return posts to the period 3/16 – 3/31/18 as if it is a twice monthly return. Your client will accrue delinquencies for all periods which would've been included in the quarterly return (1/01 – 3/15/18). Your agency would need to submit original late returns for all missing twice monthly periods, and amend the quarterly return to reflect the correct figures for the period 3/16 – 3/31/18.

A2: You submit a return at a higher frequency than required. Your client is a quarterly filer for withholding tax, but you submit a monthly return for period 1/01 – 1/31/18. The return is rejected immediately as 1/31 is not a valid period end date for this taxpayer.

A2, continued: Your client is a quarterly filer, but you submit a return for 3/01 – 3/31/18. The return is accepted and posted as if it represents the period 1/01 – 3/31/18. Depending on whether any paper returns were filed for 1/01 – 2/28/18, the account may show underpaid at year end, and your client may receive an underpay bill.

A3: Make sure to amend the incorrect return and submit originals for any missing periods! Originals submitted after the due date will be considered late and billed accordingly. The taxpayer may protest penalties for late filed returns. Interest is mandatory.

Q. WHAT SHOULD I DO IF I HAVE THE INCORRECT FREQUENCY ON FILE FOR MY CLIENT?

A. The taxpayer must contact DOR to verify their filing frequency, and then provide this information to you.

Q. WHAT SHOULD I DO IF I USE GETSUBMISSIONSTATUS AND DON'T RECEIVE A RESPONSE?

A. First, make sure that you've waited the appropriate 48 hours before using GetSubmissionStatus. If you have, manually check the status through the Gateway Portal. If you are still unable to get the status of your Submission ID, contact the Gateway Liaison or check the Software Developer Page to see if there have been any service outages.

Q. WHAT SHOULD I DO IF I HAVE SUBMITTED BULK RETURN INFORMATION FOR THE INCORRECT CLIENT?

A. Contact the Gateway Liaison or relevant tax area. The resolution should be determined on a case by case basis.

APPENDIX

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SCHEMA VALIDATIONS

These rejection codes will display if there is a schema failure during the upload. If this occurs, then the upload failed and the returns have not been processed. A message will display in red indicating the error code and reason.

Reject Code	Reject Code Description
KYWHSUB-00044	Refund cannot be claimed when tax due is greater than zero.
KYWHSUB-00043	Credit reason is required.
KYWHSUB-00042	Refund reason is required.
KYWHSUB-00041	AmountOfOverpayment MUST MATCH negative WHTotalDue.
KYWHSUB-00040	AmountOfOverpayment MUST NOT be negative.
KYWHSUB-00039	WHTotalDue does not equal to (WHTaxDue + WHPenalty + WHInterest)
KYWHSUB-00038	WHTaxDue does not equal to (TotalIncomeTaxWithheld - WHPeriodPayments - CreditAmount)
KYWHSUB-00037	Vendor must have permission from taxpayer to file the return
KYWHSUB-00035	Annual monthly payments can not be greater than 9999999999.99.
KYWHSUB-00034	Annual total wages can not be greater than 9999999999.99.
KYWHSUB-00033	Annual employee count can not be greater than 9999999999.99.
KYWHSUB-00032	Annual employee count can not be greater than 999999.
KYWHSUB-00031	The credit amount is greater than zero. You must apply the credit to another period.
KYWHSUB-00030	An explanation of the adjustment is required.
KYWHSUB-00029	The bank name cannot exceed 50 characters.
KYWHSUB-00028	The bank name is required.
KYWHSUB-00027	The bank account number must be numeric.
KYWHSUB-00026	The bank account number cannot exceed 17 characters in length.
KYWHSUB-00024	The bank routing number is a 9-digit number.
KYWHSUB-00025	The bank account number is required.
KYWHSUB-00023	The bank routing number is a 9-digit number.
KYWHSUB-00022	The bank routing number is required.
KYWHSUB-00021	The bank account type is required.
KYWHSUB-00020	Bank information is required for electronic refunds.

KYWHSUB-00019	Refund request invalid. Refund amount must be greater than zero.
KYWHSUB-00018	Refund comment is required.
KYWHSUB-00017	Credit Forward Period must be greater than Period End Date.
KYWHSUB-00016	You have elected to apply your overpayment to a future period. Please choose the period to which your credit forward should be applied.
KYWHSUB-00015	You have elected to apply your overpayment to a future period. Please complete the credit forward reason to continue.
KYWHSUB-00014	You have selected to apply a credit from a prior period. Please enter the period from which the credit will be taken.
KYWHSUB-00013	The total amount due is not equal to (CreditForward Amount + Refund Amount).
KYWHSUB-00012	The total amount due is not equal to (total tax + penalty + interest).
KYWHSUB-00011	The total tax due is invalid.
KYWHSUB-00010	The income tax withheld cannot be greater than the wages paid this period.
KYWHSUB-00009	You have no employees but have income tax withheld greater than 0.
KYWHSUB-00008	You have no employees but have wages greater than 0.
KYWHSUB-00004	Annual return information must be available for K3 returns.
KYSUB-0100	Schema Failed Validation. See details
KYSUB-0063	Duplicate submission record.
KYSUB-0106	Packaging of data and transmission payload must be in the proper format.
KYSUB-0103	Invalid Processing Year
KYSUB-0102	State Return Data Missing
KYSUB-0101	Manifest Data Missing

WRAPS FILING VALIDATIONS

The following rejection codes will display if the file was uploaded successfully but a particular return was rejected.

Reject Code	Reject Code Description
KYSUB-0105	We are unable to process your submission due to technical difficulties. Please contact KY DOR at (502)-564-5370, option 4.
KYWHSUB-00003	Period Disabled. Please contact KY DOR at (502)-564-5370, option 4.
KYWHSUB-00002	A paper return has been filed for this period.
KYWHSUB-00001	Filing Period does not exist.
KYWHSUB-00007	The amendment is not yet available for this return.
KYWHSUB-00006	The maximum of 5 electronic amendments have been submitted. To amend your K1, mail Form 42A801. To amend your K3, mail Form 42A803. Forms should be mailed to the Department of Revenue, Frankfort, KY 40619.
KYWHSUB-00005	The original return for this period has been already filed. Please wait until the amendment is available.
KYWHSUB-00036	Invalid FEIN or withholding account number

HELPFUL LINKS

- DOR Website: <https://revenue.ky.gov>
- Software Developer Webpage: <https://revenue.ky.gov/Software-Developer/Pages/default.aspx>
- Tax Area Contact List: <https://revenue.ky.gov/Get-Help/Pages/Tax-Area-Contact-Information.aspx>
- Registration Branch Help & Contact: <https://revenue.ky.gov/Business/Pages/Register-Business.aspx>