REGISTRATION INFORMATION
UTILITY GROSS RECEIPTS LICENSE TAX

Registration Process

Processing registration information and updating the DOR's systems can take one to three business days. Please allow for this processing time when filing your first return.

Required Information

Before registering, you must have the following account numbers available:

•   Federal Employer Identification Number (FEIN)

  And one of the following account numbers:

• Sales and Use Tax Permit Number,
• Withholding Tax Number, or
• Corporation Tax Number.

  If you are not currently registered with the DOR for one of these taxes, please contact the Financial Tax Section at (502) 564-4810, or by e-mail at DOR.WebResponseUtilityGrossReceiptsLicenseTax@ky.gov before proceeding.

Account Administrator

Select the name of the account administrator for your KY *E-Tax* account carefully. The person named as administrator must be a responsible officer or authorized designee of the company, and must be authorized to file and pay state taxes. Your administrator will be able to grant access to additional users within your business.

Access for Registration

There are two ways to access the registration segment for KY *E-Tax*.

• From the DOR's Web page http://revenue.ky.gov, select the E-File and Payment Options on the left-hand side. From the E-File & Payment Option Page, select "Utility Gross Receipts License Tax" under E-Registration to begin the registration process.

  OR

• From the UGRLT Web page http://revenue.ky.gov/Business/Utility-Gross-Receipts-License-Tax, select the link to the KY *E-Tax* registration in the Registration & Online Filing paragraph.

Confirmation for *E-Tax*

An e-mail confirmation will be sent when your *E-Tax* registration information is verified and accepted. To guarantee receipt of this e-mail, and to assure that your account has been set up before filing your first return, the e-mail address must be set up correctly.

Utility Gross Receipts License Tax System

After receipt of the confirmation e-mail, the new administrator should access the Utility Gross Receipts License Tax System. Additional information relative to this tax and your business account will be

requested the first time you log in to complete the registration process. However, filing a return and making payment can follow immediately after this process is complete. Each month the administrator or authorized user must access the system to file returns and make electronic payments.

To access the Utility Gross Receipts License Tax System, use the utility system link above or go to the DOR Web page, select "Business" from the menu at the top and from the drop-down menu select Utility Gross Receipts License Tax. Under Online UGRL System on the right-hand side, click on FILING LOGIN. You will need the tax account number assigned by the DOR to your business during the KY *E-Tax* registration process and forwarded to you in the confirmation e-mail and the user ID and password created by the administrator during the initial registration process.

You may want to add this site to your favorites for easy access each month when filing and paying your Utility Gross Receipts License Tax Return online.

Online Filing vs. FTP (File Transfer Protocol)

The Utility Gross Receipts License Tax System has been designed to capture the school district information based on your service area. If your service area is large, you may prefer to submit your return data in a specific file format compatible with our processing requirements rather than completing the online return. (A pre-test will be required to use this method.) Contact the Financial Tax Section at (502) 564-4810 to receive an information guide and file layout requirements for submitting return data via FTP.

Payment Options

- **Credit card** – A 2.75 percent convenience fee is charged for processing these payments (Visa, MasterCard).

- **Debit card** – A 1.5 percent convenience fee is charged for processing these payments.

- **E-check** – Banking information, such as the bank name and routing and transit number (RTN), your bank account number, and the account type (checking or savings) will be required.

Software Specifications

In order to use the DOR's KY *E-Tax* system for filing and paying taxes online, your computer system must have one of the following:

> Internet Explorer 11 or lower
> Another compatible Web browser

The system was designed at a screen resolution of 800 x 600 pixels or 1024 x 768 pixels. For best results, use these settings.

Online Help

The KY *E-Tax* system maintains an online help menu, which will answer questions about filing returns and making payment using this system. If you have additional questions, please contact the Financial Tax Section at (502) 564-4810 or by e-mail at DOR.WebResponseUtilityGrossReceiptsLicenseTax@ky.gov.