



**CHANGE OF  
BUSINESS NAME**

New Business Name	Effective Date
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**CHANGE OF  
ADDRESS**

New Street Address		
New P.O. Box		
City	State	Zip Code

- Close all accounts
- Close only  
withholding account

## INSTRUCTIONS FOR FORM KW-5, KANSAS WITHHOLDING TAX DEPOSIT REPORT

Use this form to report the Kansas income tax withheld from wages and/or other taxable payments as required by law.

- LINE 1: Enter the amount which has been withheld for this tax period. If no tax was withheld, enter a zero "0", sign and mail the report. You must file a deposit report for each filing period even if no tax has been withheld.
- LINE 2: Enter the amount of any credit or overpayment available from a prior period and the date of the filing period generating the credit. Enclose a copy of your credit memo (if one has been issued to you).
- LINE 3: Subtract line 2 from line 1 and enter the result on line 3.
- LINE 4: A 15% penalty is due if this report is filed or the tax is paid after the due date. Additional penalty is due if the report is filed and/or paid on or after March 1 of the following year. Information about additional penalty rates is on our web site: [www.ksrevenue.org](http://www.ksrevenue.org)
- LINE 5: If filing this report after March 1 of the following year, interest is due. The interest rate changes each year. A chart of the current and prior interest rates is on our web site: [www.ksrevenue.org](http://www.ksrevenue.org)
- LINE 6: Add lines 3, 4 and 5 and enter the total on line 6.

*Tired of paper & postage?*  
File and pay electronically.  
Call us at 1-800-525-3901  
or visit [www.webtax.org](http://www.webtax.org).

Sign and date the deposit report and include your telephone number. Make remittance payable to "Kansas Withholding Tax," and mail to: Withholding Tax, Kansas Department of Revenue, 915 SW Harrison St., Topeka, KS 66625-1000. If there has been a change in your business address and/or name (not ownership), mark an "X" in the box on the front and enter the NEW information on the back of the KW-5.

If you have paid less than the actual taxes withheld in a period, you will need to file an additional KW-5 for that period. If you have an overpayment that cannot be recaptured or used in subsequent periods of the same calendar year, file an amended KW-5. To file either type of return, use a blank KW-5. Mark an "X" in the applicable box on the front of Form KW-5 and report the additional or amended amount on line 1. If this is the final withholding deposit for this ownership, enter the effective date of the change of ownership (as mmddyy) in the "Withholding Account Closed On" boxes. New owners must re-register.

(Rev. 9/05)