

Electronic Services
915 SW Harrison St.
Topeka, KS 66612-1588



phone: 785-296-6993
fax: 785-525-3901
www.webtax.org

Nick Jordan, Secretary
Steve Stotts, Director of Taxation

Sam Brownback, Governor

2011 INFORMATION RETURNS SPECIFICATIONS FOR ELECTRONIC FILING

The Kansas Department of Revenue no longer accepts 1099s reports filed on magnetic media. Kansas requires, however, that filers with 51 or more records per type of information return file by electronic means. Most will be able to file through a Department developed, web-based application. Filers with less than 51 records can also benefit from using the application. All 1099s must be filed by the last day of February for the reporting year. Additional information regarding the Kansas electronic filing process with the state of Kansas is available on our website: <http://www.ksrevenue.org/forms-btwh.html>.

The State of Kansas follows the IRS guidelines in regard to the filing of Information Returns per K.S.A. 79-3222. The most common of these returns are 1099s. Refer to IRS Publication 1220 for file layouts which are available on the IRS website: <http://www.irs.gov/pub/irs-pdf/p1220.pdf>.

The following information provides a brief overview of specifications for those employers who are either required or to submit information returns by electronic means in lieu of paper returns.

**ELECTRONIC RECORDS THAT DO NOT CONFORM TO THE
SPECIFICATIONS DEFINED IN THESE INSTRUCTIONS WILL NOT BE ACCEPTED.**

RECORD FORMAT AND RECORD LAYOUT SPECIFICATIONS: Refer to IRS Publication 1220 for detailed descriptions of record formats and layout specifications. Using the same format, employers are required to file the informational returns with the Department of Revenue for all Kansas records.

STATE OF KANSAS AND IRS FORMAT
Transmitter Record
Payer Record
Record according to specific 1099
Payee Totals Record
State Totals Record

All information must be submitted as required by appropriate federal guidelines and modified by this document. For **technical questions** concerning electronic filing, call **Electronic Services** at 1-800-525-3901 or e-mail w2efile@kdor.ks.gov. Questions concerning **filing requirements** should be directed to **Customer Relations** at 785-368-8222.