**KANSAS DEPARTMENT OF REVENUE**

# 2020 KW-3/KW-3E SPECIFICATIONS FOR ELECTRONIC FILING

The Kansas Department of Revenue no longer accepts W-2s filed on magnetic media. Entities reporting for 51 or more employees or payees must file by electronic means.

**In instances when it is determined it is *not* feasible to file using the Department's online web application, withholding information will be accepted on CD-ROM. *Approval must be received from the Department* in order to file on CD-ROM.** Regardless of the submission method, records must meet the specifications outlined in the K-2MT and K-99MT documents for W-2 and 1099 electronic filing or the Department-defined comma separated value (CSV) file formats.

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

Filers uploading withholding information for ***individual*** companies on the Department's website should complete the online KW-3 Annual Withholding Tax Return supplying applicable W-2 and 1099 information for those reports submitted. ***Bulk filers*** can upload multiple KW-3's using this format.

| State of Kansas KW-3/KW-3E CSV Record Layout | | | |
|---|---|---|---|
| 1 | Form_Type | 13 | (A)_Total_Tax_Withheld |
| 2 | KS_Withholding_Tax_Num | 14 | (B)_Total_Pmts |
| 3 | SSN_FEIN | 15 | (C)_Overpayment |
| 4 | Year_Ending | 16 | (D)_Total_Withholding |
| 5 | Bus_Name | 17 | (E)_Net_Amt |
| 6 | Street1 | 18 | (F)_Penalty |
| 7 | Street2 | 19 | (G)_Interest |
| 8 | City | 20 | (H)_Total |
| 9 | State | 21 | (I)_Number_W2s |
| 10 | Zip | 22 | Change_of_Address |
| 11 | Withholding_Acct_Clsd_Date | *23* | *Period_End_Dt* |
| 12 | Return_Indicator | *24* | *Amt* |
| | | | *(Repeat as Needed)* |

All information must be submitted as required by appropriate federal guidelines and modified by this document. Questions concerning filing requirements should be directed to Customer Relations at 785-368-8222 or email KDOR_tac@ks.gov.

**MAILING ADDRESS:**

KDOR - ELECTRONIC SERVICES
PO BOX 3506
TOPEKA, KS 66625-3506

**Note:** There are no changes in the KW-3 CSV layout from tax year 2019. **All 2020 KW-3Es** must be filed by February 28, 2021.

| KW-3/KW-3E CSV Record Layout – State of Kansas (Detail) | | | |
|---|---|---|---|
| ***Column #*** | ***Field Name*** | ***Field Type*** | ***Description*** |
| 1 | Form_Type | Alphanumeric | Form type should be "KW3" |
| 2 | KS_Withholding_Tax_Num | Alphanumeric | Company's tax account number. |
| 3 | SSN_FEIN | Alphanumeric | Company's Employer Identification Number |
| 4 | Year_Ending | Date | yyyy |
| 5 | Bus_Name | Alphanumeric | Maximum of 50 characters |
| 6 | Street1 | Alphanumeric | Maximum of 40 characters |
| 7 | Street2 | Alphanumeric | Maximum of 40 characters |
| 8 | City | Alphanumeric | Maximum of 40 characters |
| 9 | State | Alphanumeric | Must be 2 characters |
| 10 | Zip | Alphanumeric | 9 digit zip, if known, with or without hyphen. #####-#### or ######### |
| 11 | Withholding_Acct_Clsd_Date | Date | mmddyyyy |
| 12 | Return_Indicator | Numeric | "0" for original, "1" for amended, and "2" for additional. |
| 13 | (A)_Total_Tax_Withheld | Numeric | => 0 (###.##) |
| 14 | (B)_Total_Pmts | Numeric or Null | Informational (###.##) |
| 15 | (C)_Overpayment | Numeric or Null | Informational (###.##) |
| 16 | (D)_Total_Withholding | Numeric or Null | Informational (###.##) |
| 17 | (E)_Net_Amt | Numeric or Null | Informational (###.##) |
| 18 | (F)_Penalty | Numeric or Null | Informational (###.##) |
| 19 | (G)_Interest | Numeric or Null | Informational (###.##) |
| 20 | (H)_Total | Numeric | Calculated Total A – G, >=0 (###.##) |
| 21 | (I)_Number_W2s | Numeric | Informational |
| 22 | Change_of_Address | Alphanumeric | "Y" = Yes, "N" or Space = No |
| *23* | *Period_End_Dt* | *Date* | *mmddyyyy* |
| *24* | *Amt* | *Numeric* | *=>0 (###.##)* |
| | *(Repeat as Needed)* | | *Repeat Period_End_Dt and Amt for the appropriate number of periods to be submitted with the KW-3E Report.* |

**Note:** A Microsoft Excel template for creating an uploadable KW-3 file has been developed and is available on the Kansas Department of Revenue website at www.ksrevenue.org/eservw2.html.