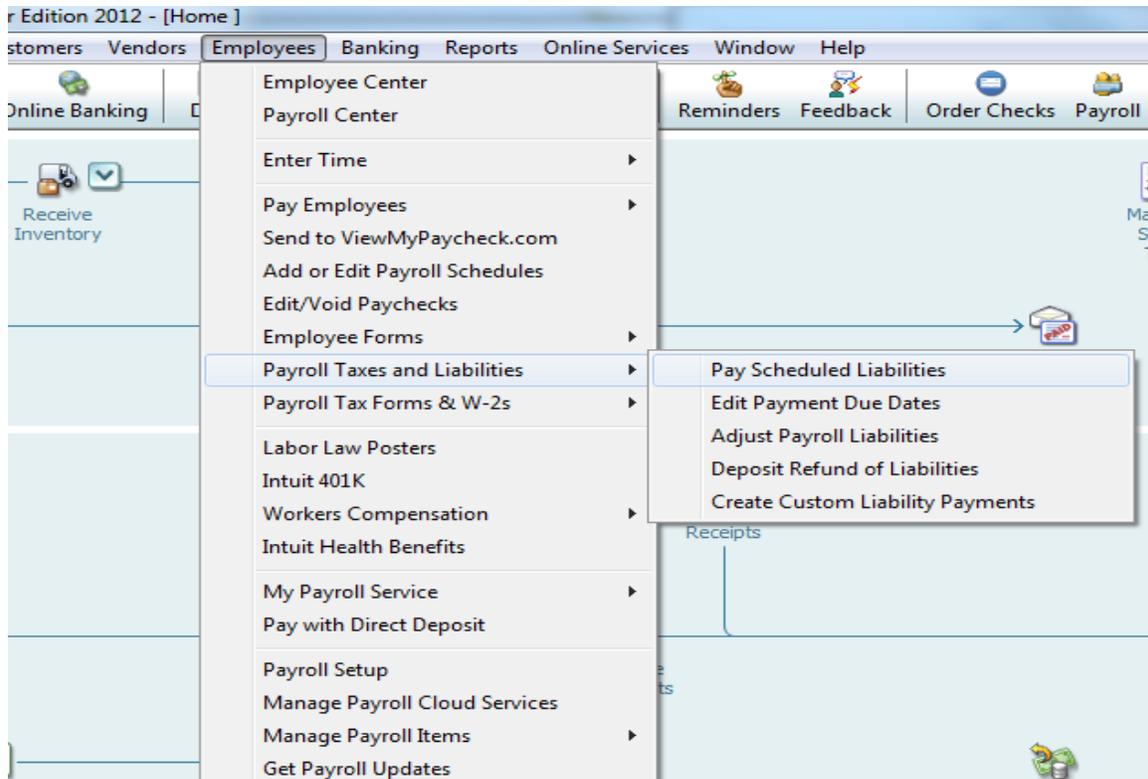


KS Withholding Taxes

Due: 14th of each month for the previous month
(Example - The Month of January Withholding Taxes are due on Feb 14)

1. In Quickbooks go to "**Employees**" in **Top Tool Bar** Go down to "**Payroll Taxes and Liabilities**" and then go over to "**Pay Scheduled Liabilities**", click on that selection:



2. It will take you to the next screen that will have the list of upcoming payments due and their due date. Pick correct payment from list:

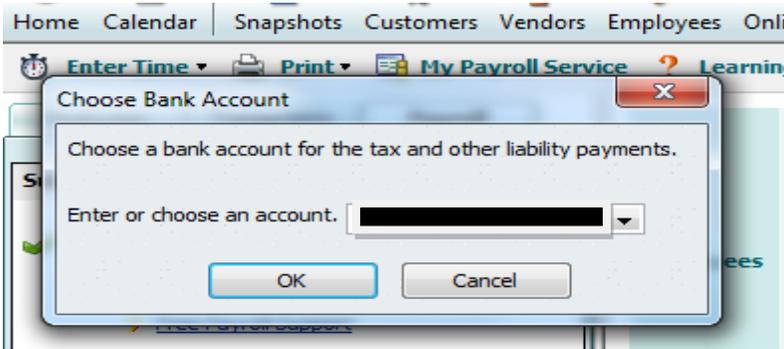
The screenshot shows the 'Pay Scheduled Liabilities' screen. A table lists upcoming payments with columns for Due Date, Status, Payment, Method, Period, and Amount. The first row is selected.

✓	Due Date	Status	Payment	Method	Period	Amou...
✓	10/27/14	Upcoming	KS Withholding	Check	10/1-10/1...	
	11/10/14	Upcoming	KS Withholding	Check	10/16-10/...	
	11/17/14	Upcoming	Federal 941/944/943	Check	Oct 2014	
	02/02/15	Upcoming	KS Unemployment Ins...	Check	Q4 2014	
	02/02/15	Upcoming	Federal 940	Check	Q4 2014	

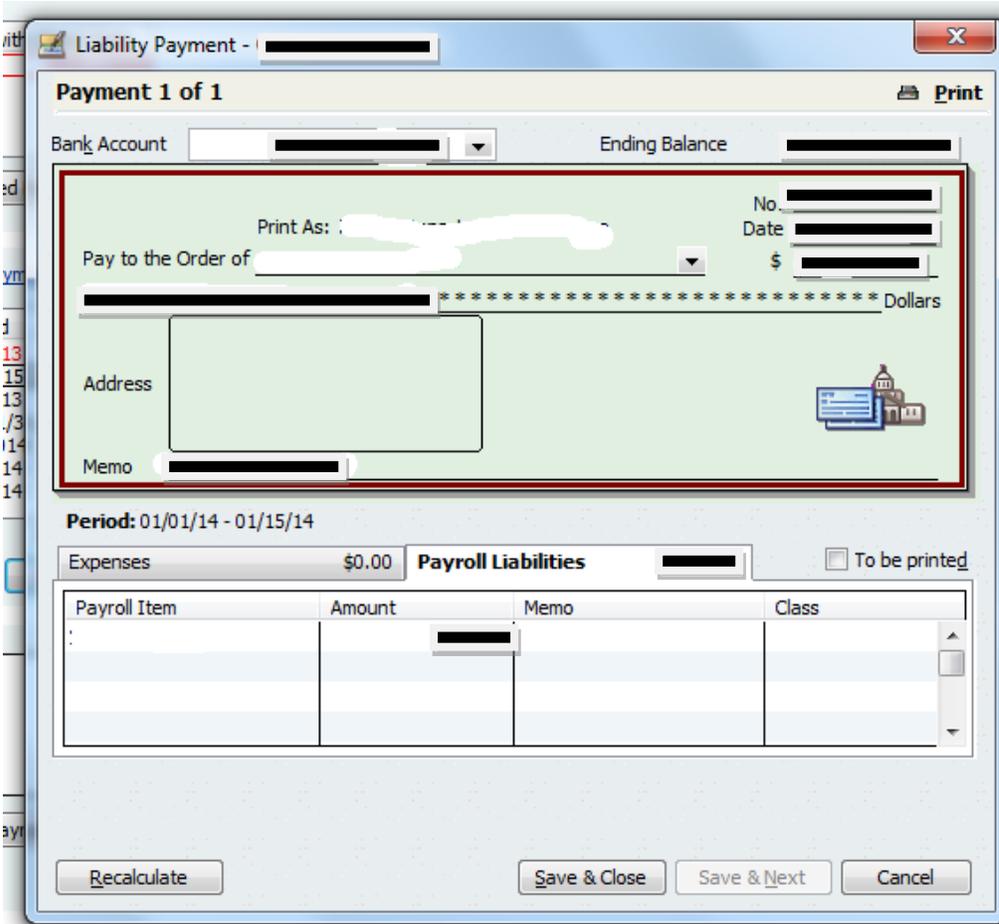
Total Selected Items: 132.00

Buttons: Related Payment Activities, Learn about e-pay, View/Pay

3. Click on the "View/Pay" button. You will then see a screen that looks like this:



4. You must select what account you wish to process this payment out of. You must click on the [redacted] account **SAVINGS / TAX account**. You will then get a screen that looks like this:



5. Write down the dollar amount on scratch paper, as you will need it to enter on the KS Dept of Rev website.

6. **Uncheck** the **"To be printed box"** and type in put **"EFT"** where the check number is.

Find the **Kansas Withholding Tax** and then **Type in the Check Number as "EFT"** where the numeric number is. **Click YES to the Popup box.**

01/15/2014	EFT	LAB CHK	
01/15/2014	E	LAB CHK	
01/24/2014	EFT	LAB CHK	
01/24/2014	EFT	LAB CHK	

12. **Click Record** to save. This is all you have to do in QuickBooks.

YOU ARE DONE with Kansas Withholding Tax in QuickBooks

13. Then go to the Kansas Department of Revenue website. It is bookmarked in the toolbar on Google. Should get a screen that looks like:

Kansas Department of Revenue Customer Service Center

Login Page

Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts. If you have a user ID and password, enter your user ID, along with your existing password, and **Sign In**. Otherwise, select the **Register Now** button below.

Email Address The email address must be a valid email address.

Password Between 6 and 12 characters. Password must contain at least one uppercase letter, one lowercase letter, and one number.

[Forgot your password?](#)

[Need Help? Contact Us.](#)



User ID:
Password:



14. Once signed in, you will get a screen that looks like this. **Click on "Accounts"** on the top menu bar.

The screenshot shows the homepage of the Kansas Department of Revenue Customer Service Center. The header includes the Kansas Department of Revenue logo and the text "Customer Service Center". A navigation bar contains links for Home, News, Accounts, Exempt Cert, Tax Credit, Help, Messages, My Account, and Logout. The main content area features a message stating "You have No Messages in your message inbox." Below this, there is a section for "Current News" with several links dated from August 27, 2014, to February 25, 2014, including "4th quarter rate changes", "3rd Quarter Tax Rate Changes", "New Kansas tax-exempt entity exemption certificates to be issued", "Tax Publications", and "2nd Quarter Sales and Use Tax Changes".

The screenshot displays the "Account Listing" page. It features a search bar and a table with columns for Account, Name, Secondary Name, Filing Frequency, Account Type, and Manage. The table contains three entries: "Sales (Multi-jurisdiction)", "Withholding", and "Consumers Comp". Each entry has a "Manage Account" link. Below the table, it indicates "Showing 1 to 3 of 3 entries" and includes a "Help" button.

15. **Click on "Manage Account"** for the **Monthly Withholding Taxes**. You will then get a screen that looks like this.

The screenshot shows the "Account Information" page. It includes a header with the Kansas Department of Revenue logo and "Customer Service Center". The main content area is titled "Kansas Department of Revenue Customer Service Center Account Information" and provides contact information for the Electronic Services support staff. Below this, there are sections for "Account Information" (with fields for Account Number, Business Name, Account Type, and Filing Frequency) and "Bank Account Information" (with a table for Bank Name, Account Type, and Account Number). At the bottom, there is an "Account Management" section with several links: "Payment with KW-5 Coupon", "File and Pay Withholding Tax", "File your KW-3 Tax Information to KDOR", "Process year-end withholding KW-3", "File your W2 and 1099 Tax Information to KDOR", "Process year-end withholding W2/1099s", "View Account History", "View On-line Payments and Filed Returns", and "Manage Access to This Account", "View/Remove who has Access to this Account".

16. **Click on "Payment with KW-5 Coupon"** option, it will then take you to this screen:

Tax Account Information

Please click the "Make a Payment" link next to the filing frequency that contains the period for which you want to make a payment.

Account Number: [Redacted]
 Business Name: [Redacted]
 Payment Type: [Redacted]

Tax Type	Filing Frequency	Effective Start Date	Effective End Date	
Withholding	Quarterly	12/31/2006	12/31/2011	Make a Payment
Withholding	Monthly	01/01/2012	12/31/2012	Make a Payment
Withholding	Semi-Monthly	01/01/2013	12/31/2014	Make a Payment
Withholding	Monthly	01/01/2015		Make a Payment

17. **Click on the Last "Make a Payment" Monthly** option, it will take you to this screen:

Kansas Department of Revenue Customer Service Center - Payment Account Information

Account Number: [Redacted]
 Business Name: [Redacted]
 Tax Type: [Redacted]
 Filing Frequency: [Redacted]

Inception/Filing Frequency Effective Date

Tax Period

Select Month: Month
 Select Year: Year

Payment Amount

To file and pay the Kansas withholding taxes select the "Withholding Payment & Return" option. If you need to make a payment for the annual KW3 filing select the "Year End Payment Only (KW3)" option. Enter the tax, penalty, and interest amounts that apply to your filing. See the "help" option at the bottom of the screen for more information.

Payment Type: Withholding Payment & Return
 Tax: \$ 0.00
 Dollars and/or cents only, no comma's or other punctuation
 Penalty: \$ 0.00
 Dollars and/or cents only, no comma's or other punctuation
 Interest: \$ 0.00

18. For Tax Period - **Select the Month** you are filing for **and the Year**

NOTE : If you are filing SEMI-Monthly then select the following:

Select Week:

16 - End (is the **previous** month) and then select the **LAST MONTH**

1 - 15 (is the **current** month we are in) and then select the **current month we are in !!**

19. For Payment Amount - **Select the TAX Box and Type in the Dollar Amount Figure that was in QuickBooks.**

