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 "<u>Employees</u>" in **Top Tool Bar** Go down to "<u>Payroll Taxes and</u> <u>Liabilities</u>" and then go over to "<u>Pay Scheduled Liabilities</u>", click on that selection:

r Edition 2012 - [Ho	me]	
stomers Vendors	Employees Banking Reports On	line Services Window Help
Soline Banking 🔤 🛛	Employee Center Payroll Center	Seminders Feedback Order Checks Payroll
Receive Inventory	Enter Time Pay Employees Send to ViewMyPaycheck.com Add or Edit Payroll Schedules Edit/Void Paychecks	
	Employee Forms Payroll Taxes and Liabilities Payroll Tax Forms & W-2s	Pay Scheduled Liabilities Edit Payment Due Dates
	Labor Law Posters Intuit 401K Workers Compensation Intuit Health Benefits	Adjust Payroll Liabilities Deposit Refund of Liabilities Create Custom Liability Payments Receipts
	My Payroll Service Pay with Direct Deposit	
]	Payroll Setup Manage Payroll Cloud Services Manage Payroll Items Get Payroll Updates	IS OF

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:

	1	Due Date	Status	Payment	Method	Period	Amou
Pay Scheduled Liabilities	>	10/27/14 11/10/14 11/17/14 02/02/15 02/02/15	Upcoming Upcoming Upcoming Upcoming Upcoming	KS Withholding KS Withholding Federal 941/944/943 KS Unemployment Ins Federal 940	Check Check Check Check Check Check	10/1-10/1 10/16-10/ Oct 2014 Q4 2014 Q4 2014	
		Related Pay	ment Activities	▼ ✓ <u>Learn about</u>	Total Selected <u>e-pay</u>	I Items: 13	82.00 ew/Pay

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

Ho	me	Calendar	Snapshots	Customers	Vendors	Employees	Onli
Ċ	En	i <mark>ter Time •</mark> pose Bank A	CCOUNT	📑 My Pa	vroll Serv	ice ? Le	arnin <u>(</u>
	Ch	oose a bank	account for th	e tax and othe	er liability pa	ayments.	
51	En	ter or choose	an account.				
2			ОК	Car	icel		ees
		/					

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

🛃 Liability Payment -				×
Payment 1 of 1				🔿 <u>P</u> rint
Ban <u>k</u> Account		 Ending E 	Balance	
Prir Pay to the Order of	nt As: :	******	No Date \$	* Dollars
Address				
Memo (
Period: 01/01/14 - 01/15	/14	an an an an an		n, en e
Expenses	\$0.00 Pay	roll Liabilities		۲٥ be printe <u>d</u>
Payroll Item :	Amount	Memo	Class	
				· · · · · · · · · · · · · · · · · · ·

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.

7. Then **Click on Print on the Q.B. Tool Bar** and print out the "check" onto a blank sheet of white paper. For now, just use the default check # for the check.

Also, do a Screen Capture Shot and print this out too. Keep this and staple it to the Online Confirmation Print out from the Kansas Dept. of Revenue Website, and then file it in the file cabinet.

8. Then Click on Save & Close.

 Payer	Period	Amount	Method	Challing .	Withdraw On	Theoly(Q8 Tracking #
				T	-	1

9. Then the Payroll Liability Payment Summary Screen should appear

10. Click on the Close Button.

This should take the money out of our Tax Account in QuickBooks.

*** If there is not enough money in our Tax account, then you must Transfer <u>Funds using QuickBooks and Going online to</u> (See Transfer Funds Job Aide) ***

11. Once the "Blank EFT Check" printed out, go back to **QB Home Screen** and **Double Click on the Tax Account** in the Account Balance Box Section.



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.

10/15/2014	EFT	_
	LIAS CHK	
10/15/2014	8	
	LIAB OK	
10/24/2014	EFT	
	TAXPMT	_
A DOMESTIC OF		

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 Cus	tomer Service Center
Login Page	
Thank you for using Kansas Department of Revenue Customer Service box, along with your existing password, and Sign In . Otherwise, select	e Center to manage your Department of Revenue accounts. If yo the Register Now button below.
Email Address	The email address
Password	Between 6 and 12 characters. Pas
	Sign In Register Now Need Help? Contact Us.

User ID: Password:		

14. Once signed in, you will get a screen that looks like this. <u>Click on ''Accounts''</u> on the top menu bar.

Kansas Department of Revenue								Custor	ner S	ervice	Cente	er
	Home	News	Accounts	Exempt Cert	Tax Credit	Help				Messages 🕾	My Account •	Logout
Kansas Department o	f Revenue Custon	ner Se	rvice C	enter								
You have No Messages in your message	inbox.											
File an Electronic Funds Transfer Authoriza complete an EF-101 if you intend to use Ka	fion Form (EF-101) if you intend to nsas Department of Revenue Custo	initiate payr omer Servic	ments through e Center to file	your bank (ACH e and pay your ac	Credit) or make counts online.	payments o	over the telephone using	the automated EFT Payn	ent telephone s	ystem (1-877-60	0-5640). It is not r	necessary to
Click Accounts on the menu bar, to manage	your online accounts.											
To request and manage your exempt certain To request and manage your tax credits, cli	rates, click on <u>exemptions</u>											
Current News	Contract Contraction											
Aug 27, 2014	4th guarter rate changes											
Jun 23, 2014	3rd Quarter Tax Rate Changes											
Jun 01, 2014	New Kansas tax-exempt entity e	exemption	certificates to	be issued								
Feb 25, 2014	Tax Publications											
E-2 05 0011	And America Anton and they Terry											

nue				
Home News Accounts	Exempt Cert Tax Credit H	elp	Messaç	yes ≕ My Account + Log
w account to this login.			Se	arch:
Name	Secondary Name	Filing Frequency	Account Type	Manage
		Monthly	Sales (Multi-jurisdiction)	Manage Account
		Monthly	Withholding	Manage Account
		Quarterly	Consumers Comp	Manage Account
Name	Secondary Name	Filing Frequency	Account Type	Manage
	Home News Accounts w account to this login. Name Name	Home News Accounts Exempt Cert Tax Credit H	Huic Home News Accounts Exempt Cert Tax Credit Help # account to this login Name Secondary Name Filing Frequency Monthly Monthly Quarterly Name Secondary Name Filing Frequency	Hule Home News Accounts Exempt Cert Tax Credit Halp Message secount to this login Name Secondary Name Filing Frequency Account Type Account Type Monthly Sales (Mutb-jurisdiction) Monthly Withholding Kame Name Secondary Name Filing Frequency Account Type

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

Kansas Department of Revenue					Custome	er Service	e Cente	er
Но	me News Accou	nts Exempt Cert	Tax Credit	Help		Messages ≘	My Account+	Logout
Kansas Department of Revenue Cus Contact our Bectronic Services support staff at 1-800-825-3901 if you Account Information Account Number Business Name Account Type Filing Frequency Bank Account Information This hark information is saved for use by this account You may add.	stomer Servic	e Center Ac the information shown	count in	Iformation It. Click "Manage Acces	s to This Account" at the bottom of the scre	en to remove this accoun	it from your profile.	
Bank Name Account Type	Accourt	t Number]			
			Miew/	Remove				
			Views	Remove]			
Add Account Management	Additional Bank Account I	nformation						
Payment with KW-5	Coupon File and Pay V	fithholding Tax						
File your KW-3 Tax Information t	NECOR Process year-	end withholding KW-	-3					
Elle your W2 and 1099 Tax Information t	KDOR Process year-	end withholding W2/	10995		-			
Mew Account	History View On-line F	ayments and Filed R	teturns		_			
Manage Access to This	Account View/Remove	who has Access to t	his Account					

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

	epartment of Reve							Customer Service Center
			Home New	s Accounts	Exempt Cert	Tax Credit	Help	Messages = My Account + Lo
Тах Ассоц	int Information							
Disease aliab I	he Maka a Coursealt li	ak and in the films from a	that ains the	period for which ye	ou want to make	a payment.		
Account Nu	mbe							
Account Nu Business N Payment Ty	mbe ame pe							
Account Nu Business Ni Payment Ty Tax Type	pe	Effective Start Date	Effective End Dat	•				
Account Nu Business N Payment Ty Tax Type Withholding	Filing Frequency	Effective Start Date 12/31/2006	Effective End Dat	e Make a Pay	ment			
Account Nu Business N: Payment Ty Tax Type Withholding Withholding	Filing Frequency Ouarterly Monthly	Effective Start Date 12/31/2006 01/01/2012	Effective End Dat 12/31/2011 12/31/2012	e Make a Pay Make a Pay	ment			

17. <u>Click on the Last ''Make a Payment'' Monthly</u> option, it will take you to this screen:

Kansas Department of Revenue Cus	tomer Service Center - Payment
Account Number	
Business Name	
Tax Type	
Elling Frequency	
Plang Prequency	
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 Pa apply to your filing. See the "Help" option at the bottom of the screen for	yment & 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 r more information.
Payment Type	Withholding Payment & Return
Тах	5 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 <u>SEMI</u>-Monthly then select the following:
Select Week:
<u>16 - End</u> (is the <u>previous</u> month) and then select the <u>LAST MONTH</u>
<u>1 - 15</u> (is the <u>current</u> 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.

Settlement Date			
The "effective date" is the day that K CT cannot be effective for the followi effective date. Payments can be sch	ansas Department of Revenue actua ing business day. (Example: A paym eduled up to 60 days prior to the due	ally receives your payment, ient made Tuesday after 4 i e date.	Payments cannot be effective the same day they are initiated or on Saturdays, Sundays or Federal banking holidays. In addition, payments entered after 4:00 PM 0 PM would not settle with Kansas Department of Revenue until Thursday). Consider these business rules if you select "Other" and choose your own payment
	Due Date	Will Be Calculate	
	Next Business Day	9	
	Other Date	0	
		MMOD/YYYY	
		Must be at least one busin	ess day in the future
		Can not be a Saturday, S	inday or Federal Banking holiday.
		Payments after 4:00 PM 0	ST require two business days to settle.
Payment Funding Sc	urce		
This is the source bank account you KDOR to store this information for you	want the payment extracted from. Y-	ou can choose one of your in't save bank information"	existing bank accounts by selecting it from the list. You may also add a new bank account number to extract funds from by entering it below. If you don't want the bank account number to extract funds from by entering it below.
Use an existing bank acc	ount selected below		
Select Source	Bank Name	Account Type	Last 4 of Account
0			
0			
Add a new bank account			
	COA953009AC 001	1538	
	Number N	iumher Number	
	<06953009641536	3910 1096131	
	Routing Churk Number Number	Account or Number	
	Bank Routing Number		
	Bank Account Number	-	
	Bank Account Type		
		Don't save bank inform	alion 18 14 of 24 - Clev

20. Choose the Settlement Date (usually the Next Business Day) for the payment to be electronically taken out of our bank account.

- **21**. Choose the
- 22. Click <u>Continue</u> Button
- **23**. Make sure all information is correct !!
 - The Amount
 - •
- 24. Click Submit

25. <u>Click on "Click Here"</u> at the <u>Top</u> of the screen to print a page for our records

- 26. <u>Highlight the Confirmation Number !!!</u>
- **27.** File in the File Cabinet for the correct month

28. Scan Confirmation document and save the CutePDF File Format (Select in Printer Preference Screen that will pop-up) in the file loctaion: C:Drive - Users - MRSK - Year Payroll Taxes Folder