# <u>KS Withholding Taxes</u>

**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:
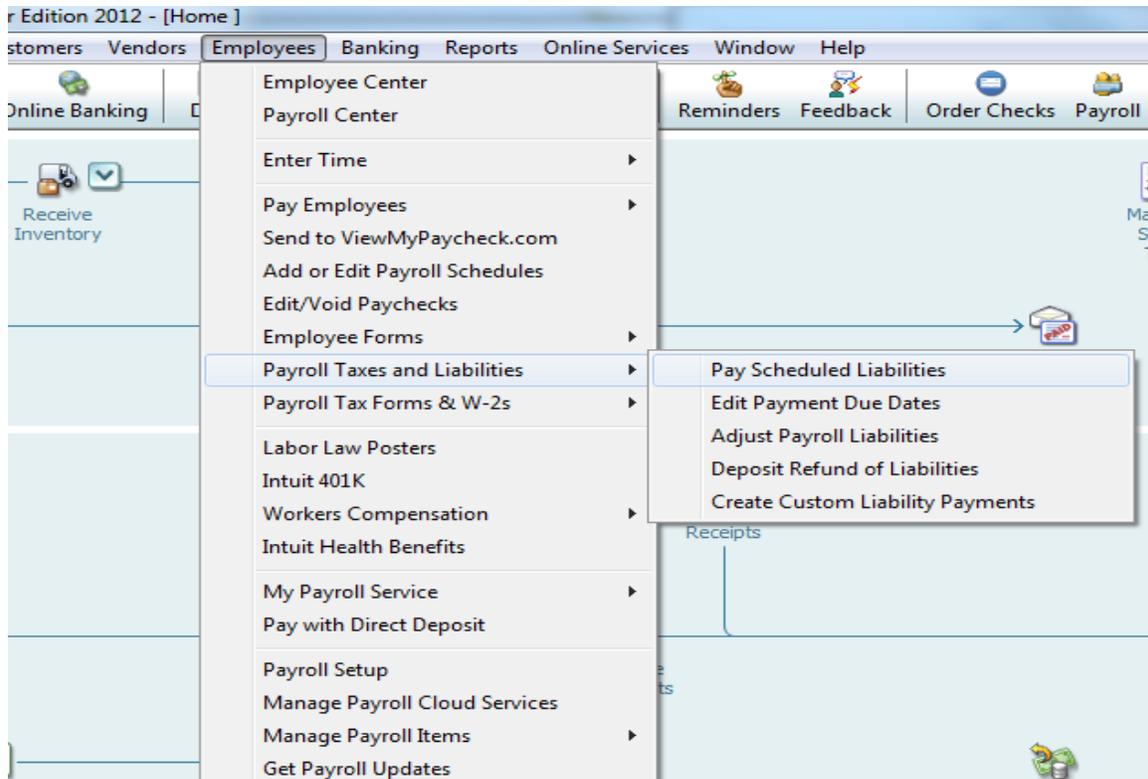


**2.** It will take you to the next screen that will have the list of upcoming payments due and their due date.  Pick correct payment from list:



**3. <u>Click on the "View/Pay"</u>** button.  You will then see a screen that looks like this:
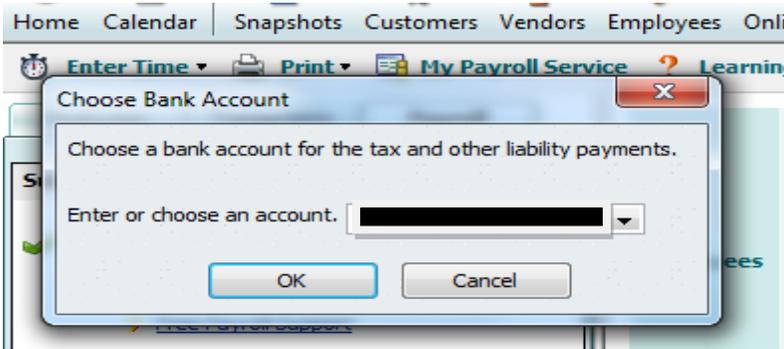
**4.** You must select what account you wish to process this payment out of.  You must click on the ▬▬▬▬▬▬ account **SAVINGS / TAX  account**. You will then get a screen that looks like this:
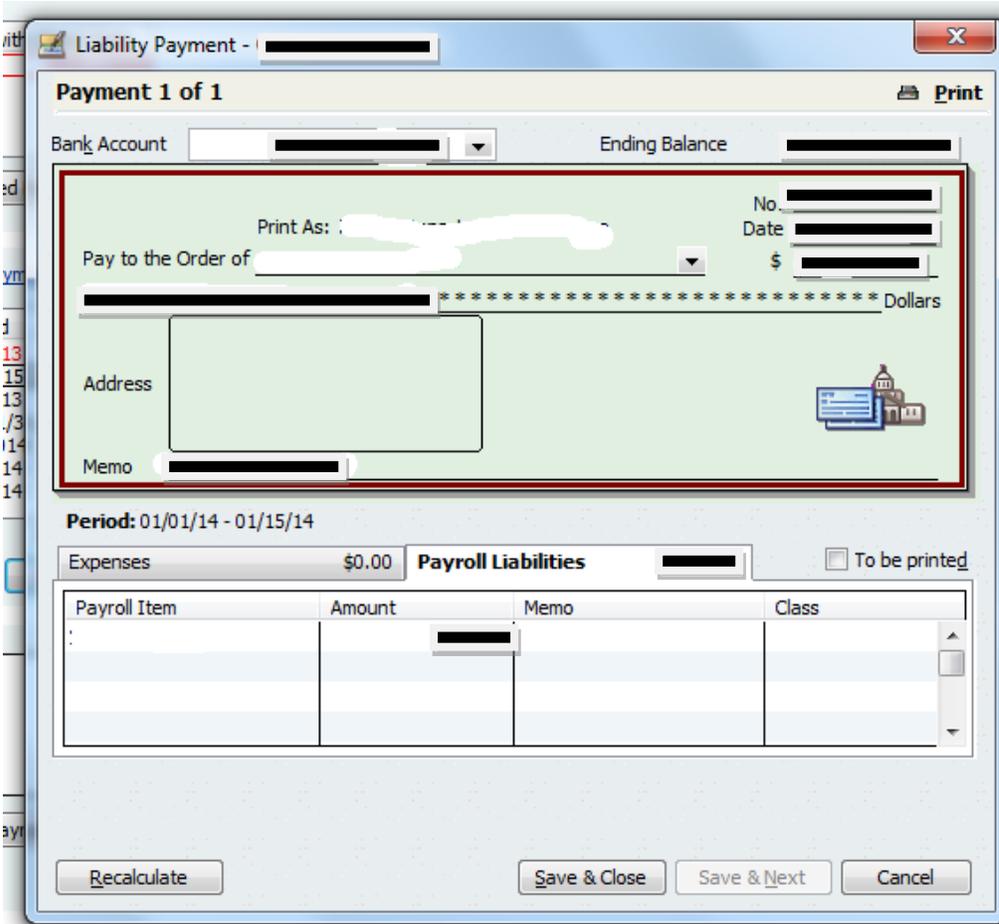


**5.** Write down the dollar amount on scratch paper, as you will need it to enter on the KS Dept of Rev website.

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

**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**.

**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 Funds using QuickBooks and Going online to ▬▬▬▬▬▬▬ (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.**



**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 y[...] box, along with your existing password, and **Sign In**. Otherwise, select the **Register Now** button below.

| | | |
|---|---|---|
| **Email Address** | ▮▮▮▮▮▮▮▮▮ | The email address |
| **Password** | | Between 6 and 12 characters. Pas |

Forgot your password?

Sign In     Register Now     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.

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



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

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



**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:**
> **16 - End** (is the **previous** month) and then select the **<u>LAST MONTH</u>**
> **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.**

**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 **<span style="color:red">Continue</span>** Button

**23**. Make sure all information is correct !!
- The Amount
- ▮▮▮▮▮▮▮▮▮▮▮▮▮▮

**24.** Click **Submit**

**25**. **<span style="color:red">Click on "Click Here"</span> at the <u>Top</u> of the screen to print a page for our records**

**26.** **<span style="color:red">Highlight the Confirmation Number !!!</span>**

**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