

KANSAS DEPARTMENT OF REVENUE

2021 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
			<i>(Repeat as Needed)</i>

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 2020. All 2021 KW-3Es must be filed by January 31, 2022.

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.gov/eservw2.html.