STATE OF KANSAS

DEPARTMENT OF LABOR

Form Specifications for Quarterly Wage Report and Unemployment Tax Return

For any questions regarding this document, contact:

Kansas Department of Labor
Attn: Joe T. Vining
Telephone: (785) 296-5023
E-mail: Joe.Vining@dol.ks.gov

Purpose of the Document

This document provides software vendors with the requirements for reproducing the following forms:

- K-CNS Form 100 (Rev. 6/2010) - *Quarter Wage Report And Unemployment Tax Return*; and

- K-CNS Form 101 (Rev. 6/2010) – *Schedule A - Employer's Report of Wages Paid Continuation Sheet for Employer's Quarterly Wage Report and Unemployment Tax Return*

General Guideline

1) Paper, Ink and Printing

- The paper size is 8.5 inches x 11 inches. Page orientation is landscape.

- Black ink should be used in printing the text on the form and the variable data.

- When printing using Adobe Acrobat Reader, it is recommended that "Page Scaling" option be set to "Fit To Printable Area" on the Print window, if not already set. This should be the default option in Adobe Acrobat Reader.
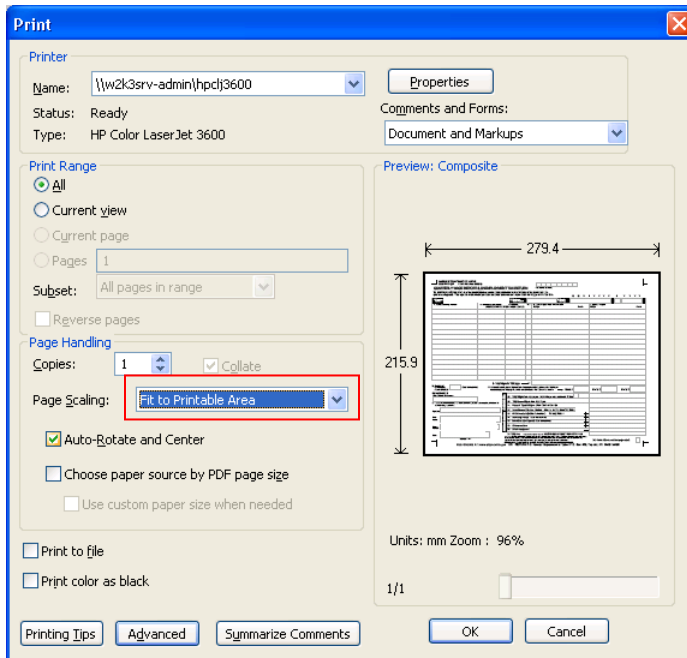
Variable Data

- All variable data fields must utilize 10 point Courier New font

- All variable text field data must be in upper case letters for non-dollar amount fields.

- Care must be taken so that the variable data text should not touch any lines on the form as this would cause the system to recognize the data incorrectly or inaccurately.

- Social Security Number field may or may not have dashes. The system is able to take out dashes when processing the field.

- Do not use commas and dollar signs on dollar amounts. The decimal point should be present.

- For new employers who have applied for but have not gotten an Employer Serial Number yet from the Department, blank can be used for the Employer Serial Number both on Field 2-employer Serial Number and on the bar code.

2) Testing and Approval of the Forms

- A review of the form will be done based on processing specifications.

- Sample printouts of generated forms must be submitted to the address below. They will need to be scanned and processed through the system to make sure that the variable data on the form can be read successfully. We may need to do this in multiple iterations until the third-party-generated form is processed successfully.


Kansas Department of Labor
Attn: Joe Vining
1309 SW Topeka Blvd
Topeka, KS 66612-1816

Specific Form Requirements

Form Layout

Samples for each form are presented in Sections **Sample Filled Forms** and **Sample Blank Forms.**

The sample blank forms can be used as templates for generating the forms. When viewing the blank documents using Adobe Acrobat Pro, you can turn on the Rulers (*View/Rulers* menu option) if you need actual coordinates of the fields. For better accuracy, you can use millimeters as the units used on the rulers by going to *Edit/Preferences/Units & Guides* as shown below. The Grid and Guides can be used as well to help with field coordinates. See sample screenshots below of the blank forms with the rulers/grid turned on (Section **Blank Forms with Rulers/Grid**)
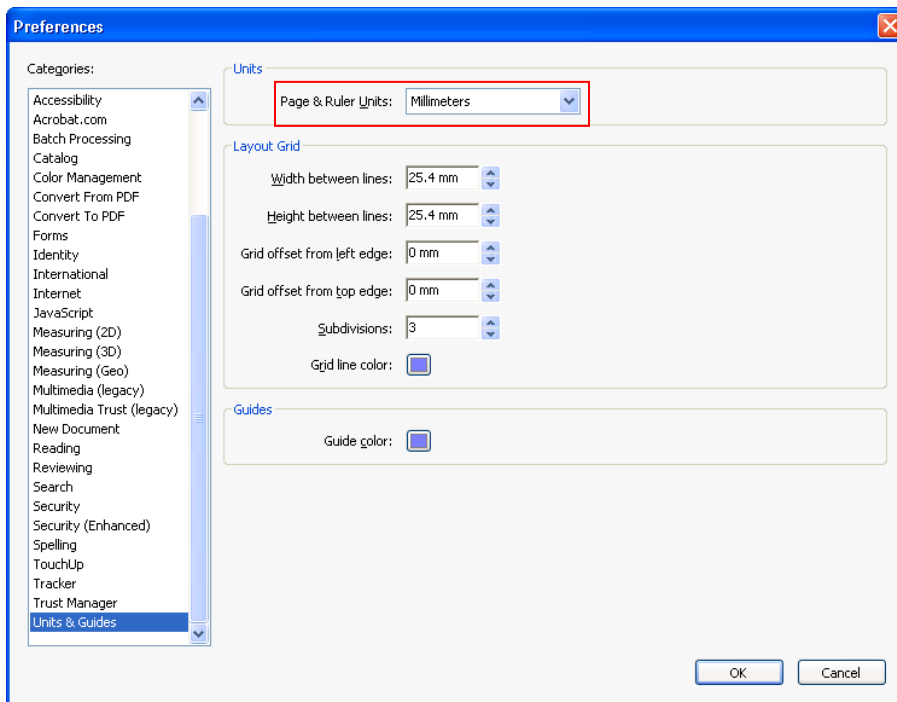
The field marked "Internal Use Only" on the center top portion of the K-CNS100 form, as you will see highlighted in Blue on the **Sample Filled Forms** section, needs to be printed with the form. This is being used by the Department staff as they process the form.

Form Registration Marks

Form registration marks, located at the corners of both the K-CNS100 and K-CNS101 forms, are being used by the OCR software to correct for document misalignment in the image, for example shift, skew and stretch.

The size, thickness and placement of the form registration marks are important. If not rendered or printed correctly, the other data elements on the form may not be read at all.

Captured Field Data

In **Sample Filled Forms**, the fields captured by the Optical Character Recognition (OCR) software are highlighted in red. The placements of the variable data for these fields are critical.

The following is the list of fields currently being read by the system:

1) Bar Code

   The OCR software is reading the form ID (K-CNS100 or KCNS101) and the employer serial number and quarter and year information off the barcode. See Section **Bar Code** below for more details.

2) Field 4 – Social Security Number

3) Field 5 – Employee Last Name, First Name, and MI

4) Field 6 – Total Wages Paid This Quarter

5) Field 11 – Number of workers for this quarter by month

6) Field 12 – No Wages

7) Field 13 – Total Excess Wages From All Pages

8) Field 23 – Final Wage Report

Bar Code

1) Format

With the latest revisions to K-CNS1001 and K-CNS101, a 2D bar code of type PDF417 is used.

It contains the following information and has the format below:

<FormID>-<Employer Serial Number><Quarter><Year>

Where *<FormID>* has valid values *KCNS100* and *KCNS101* ;

> *<Quarter>* is the quarter for this tax return *(valid values are 1-4)*; and

> *<Year>* is the Year for this tax return in *YYYY* format.

Sample barcode value is: KCNS100-12345621010, with '123456' as the Employer Serial Number.

2) Generating the 2D Barcode

There are several free tools you can use for generating the PDF417 2D barcode. One of the more popular toolkits is the IText PDF Library(http://api.itextpdf.com/) if you are using Java in your software. For those who use .Net, a port of the Java library is available called ITextSharp, http://sourceforge.net/projects/itextsharp/.

Sample code for generating a JPG image of the PDF417 barcode (that can be embedded on your form) is available in the Appendix.

Gray Lines

Gray lines on the form should use RGB(170, 170, 170) gray color. These are the lines that make up the boxes on the form and row lines on the employee information table. This color is used so that the lines drop out when the forms are scanned which makes for a cleaner OCR result.

Sample Filled Forms

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QUARTERLY WAGE REPORT & UNEMPLOYMENT TAX RETURN

For Internal Use Only

To **avoid a penalty** this return must be postmarked or electronically submitted by the last day of the month after the quarter ending date. This report must be filed if you have an active account, even if you have No Wages or No Tax Due.

1. Business Name:	ABC COMPANY	2. Employer Serial Number	123456	3. Quarter Ending	06/30/2010			2	2010

M M D D Y Y Y Y   Q   Y Y Y Y

4. Social Security Number	5. Employee Last Name (PLEASE PRINT UPPER CASE CLEARLY)	First Name	MI	6. Total Wages Paid This Quarter Dollars	Cents	7. Excess Wages Dollars	Cents
111222333	ONE	EMPLOYEE	M	7150.00			6280.00
222333444	TWO	EMPLOYEE	G	8190.00			8190.00
				8. Total Wages for THIS page	15340.00		14470.00

9. Number of continuation sheets attached	0	(See Instructions)

11. For each month, report the number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month. ➤ Month 1 **2**   Month 2 **2**   Month 3 **2**

10. NAICS CODE:
(For Internal Use Only)

22. I certify that the information on this return is true, correct and complete, to the best of my knowledge and belief.

Signature

Print Name

Phone Number (620) 111-2222

Date 6/21/2010

MM/DD/ YYYY

Calculate Tax		
12.	**Total Wages** from **ALL** pages If **NO** Wages were paid mark **X** Here	15340.00
13.	**Total Excess Wages** from **ALL** Pages	14470.00
14.	**Compute Taxable Wages**. (item 12 minus item 13)	870.00
15.	**Unemployment Tax Due**. Multiply (Item 14 by Tax Rate) Tax Rate = 3.89%	33.84

Additions/Deductions		
16.	**SUTA Penalty Rate** (See Instructions) Penalty Rate =	**+**
17.	**Late Filing Penalty** (See Instructions)	**+**
18.	**Interest on Late Payment** (See Instructions)	**+**
19.	**Prior amount due**	**+**
20.	**Prior Overpayment**	**−**
21.	**Total Due.** If tax is $5 or more, pay to **KANSAS EMPLOYMENT SECURITY FUND**	33.84

NOTICE: By submitting your payment by check, you are consenting to the department processing your check by using your routing numbers to initiate an electronic funds transfer. If you do not want to electronically transfer funds from your bank account, you must pay by money order or credit card.
(Please refer to Instructions on back for assistance with completing each item)

23. **Check if this is your final wage report.**

KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov
Schedule A - Employer's Report of Wages Paid Continuation Sheet
for Employer's Quarterly Wage Report and Unemployment Tax Return
K-CNS 101 (Rev. 06-2010)

| M M D D Y Y Y Y | Q Y Y Y |

| 1. Business Name: | ABC COMPANY | 2. Employer Serial Number | 123456 | 3. Quarter Ending | 06/30/2010 | 2 | 2010 |

4. Social Security Number	5. Employee Last Name (PLEASE PRINT UPPER CASE CLEARLY)	First Name	MI	6. Total Wages Paid This Quarter Dollars	Cents	7. Excess Wages Dollars	Cents
111222333	ONE	EMPLOYEE	M		7150.00		6280.00
222333444	TWO	EMPLOYEE	G		8190.00		8190.00
8. Total Wages for THIS page ➞					15340.00		14470.00

Quarterly Wage Report and Unemployment Tax Return, K-CNS 100, must accompany this continuation sheet

FILE ONLINE AT: www.uitax.dol.ks.gov   OR   RETURN TO: Kansas Department of Labor P.O. Box 400, Topeka, KS 66601-0400

Blank Forms With Rulers/Grid

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KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov   K-CNS 100 (Rev. 06-2010)

QUARTERLY WAGE REPORT & UNEMPLOYMENT TAX RETURN

To avoid a penalty this return must be postmarked or electronically submitted by the last day of the month after the quarter ending date. This report must be filed if you have an active account, even if you have No Wages or No Tax Due.

For Internal Use Only

M M D D Y Y Y Y Q Y Y Y Y

1. Business Name	2. Employer Serial Number	3. Quarter Ending

4. Social Security Number	5. Employee Last Name First Name MI (PLEASE PRINT UPPER CASE CLEARLY)	6. Total Wages Paid This Quarter Dollars Cents	7. Excess Wages Dollars Cents

8. Total Wages for THIS page ⟶

9. Number of continuation sheets attached _____ (See Instructions)

11. For each month, report the number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month. ⟶ Month 1 _____ Month 2 _____ Month 3 _____

10. NAICS CODE (For Internal Use Only) _____

22. I certify that the information on this return is true, correct and complete, to the best of my knowledge and belief.

Signature _____

Print Name _____

Phone Number _____

Date _____

MM/DD/ YYYY

Calculate Tax

12.	Total Wages from ALL pages. If NO Wages were paid mark X Here ☐
13.	Total Excess Wages from ALL Pages
14.	Compute Taxable Wages. (item 12 minus item 13)
15.	Unemployment Tax Due. Multiply (Item 14 by Tax Rate) Tax Rate =

Additions/Deductions

16.	SUTA Penalty Rate (See Instructions) Penalty Rate = ÷
17.	Late Filing Penalty (See Instructions) +
18.	Interest on Late Payment (See Instructions) +
19.	Prior amount due +
20.	Prior Overpayment −

21. Total Due.   If tax is $5 or more, pay to KANSAS EMPLOYMENT SECURITY FUND

NOTICE: By submitting your payment by check, you are consenting to the department processing your check by using your routing numbers to initiate an electronic funds transfer. If you do not want to electronically transfer funds from your bank account, you must pay by money order or credit card.

(Please refer to Instructions on back for assistance with completing each item)

23. Check if this is your final wage report. ☐

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KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov
Schedule A - Employer's Report of Wages Paid Continuation Sheet
for Employer's Quarterly Wage Report and Unemployment Tax Return
K-CNS 101 (Rev. 06-2010)

M M D D Y Y Y Y   Q Y Y Y Y

1. Business Name

2. Employer Serial Number

3. Quarter Ending

4. Social Security Number	5. Employee Last Name First Name MI (PLEASE PRINT UPPER CASE CLEARLY)	6. Total Wages Paid This Quarter Dollars Cents	7. Excess Wages Dollars Cents

8. Total Wages for THIS page   ⟶

Quarterly Wage Report and Unemployment Tax Return, K-CNS 100, must accompany this continuation sheet

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Sample Blank Forms

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KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov   K-CNS 100 (Rev. 06-2010)

For Internal Use Only

QUARTERLY WAGE REPORT & UNEMPLOYMENT TAX RETURN

To **avoid a penalty** this return must be postmarked or electronically submitted by the last day of the month after the quarter ending date. This report must be filed if you have an active account, even if you have No Wages or No Tax Due.

M M   D D Y Y Y Y   Q Y Y Y Y

1. Business Name:	2. Employer Serial Number	3. Quarter Ending

4. Social Security Number	5. Employee Last Name First Name MI (PLEASE PRINT UPPER CASE CLEARLY)	6. Total Wages Paid This Quarter Dollars Cents	7. Excess Wages Dollars Cents

8. Total Wages for THIS page ➔

9. Number of continuation sheets attached   (See Instructions)

11. For each month, report the number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month. ➔ Month 1 ____   Month 2 ____   Month 3 ____

10. NAICS CODE:
(For Internal Use Only)

22. **I certify** that the information on this return is true, correct and complete, to the best of my knowledge and belief.

Signature

Print Name

Phone Number

Date

MM/DD/ YYYY

Calculate Tax	12.	**Total Wages** from **ALL** pages If **NO** Wages were paid mark **X** Here	
	13.	**Total Excess Wages** from **ALL** Pages	
	14.	**Compute Taxable Wages**. (item 12 minus item 13)	
	15.	**Unemployment Tax Due**. Multiply (Item 14 by Tax Rate) Tax Rate =	
Additions/Deductions	16.	**SUTA Penalty Rate** (See Instructions) Penalty Rate =	**+**
	17.	**Late Filing Penalty** (See Instructions)	**+**
	18.	**Interest on Late Payment** (See Instructions)	**+**
	19.	**Prior amount due**	**+**
	20.	**Prior Overpayment**	**—**

21. **Total Due.**   If tax is $5 or more, pay to **KANSAS EMPLOYMENT SECURITY FUND**

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23. **Check if this is your final wage report.**

(Please refer to Instructions on back for assistance with completing each item)

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KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov
Schedule A - Employer's Report of Wages Paid Continuation Sheet
for Employer's Quarterly Wage Report and Unemployment Tax Return
K-CNS 101 (Rev. 06-2010)

| | | M | M | D | D | Y | Y | Y | Y | | Q | Y | Y | Y | Y | |

| 1. Business Name: | 2. Employer Serial Number | 3. Quarter Ending | | |

4. Social Security Number	5. Employee Last Name First Name MI (PLEASE PRINT UPPER CASE CLEARLY)	6. Total Wages Paid This Quarter Dollars Cents	7. Excess Wages Dollars Cents

8. Total Wages for THIS page ⟶

Quarterly Wage Report and Unemployment Tax Return, K-CNS 100, must accompany this continuation sheet

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Appendix

PDF417/2D Bar Code Generation Sample Code

For Java, download iText-5.0.2.jar from http://sourceforge.net/projects/itext/files/ and include in your CLASSPATH. For .Net, download itextsharp-5.0.2-dll.zip from http://sourceforge.net/projects/itextsharp/files/, extract and add a reference to itextsharp.dll in your .Net project/

Java Code Using IText Library

```java
import java.awt.Image;
import java.awt.Graphics;
import java.awt.image.BufferedImage;
import java.awt.Color;

import javax.imageio.ImageIO;

import java.io.ByteArrayOutputStream;
import java.io.File;

import com.itextpdf.text.pdf.BarcodePDF417;

public class MakeBarcode2D {

    /**
     * @param args
     */
    public static void main(String[] args) {
        // TODO Auto-generated method stub
        try {
            BarcodePDF417 bc = new BarcodePDF417();
            bc.setYHeight(2);
             bc.setText("KCNS100-12345622010");

            Image image = bc.createAwtImage(Color.black, Color.white);
             BufferedImage bffImg
                    = new BufferedImage(image.getWidth(null),image.getHeight(null),
                    BufferedImage.TYPE_3BYTE_BGR);

             Graphics offg = bffImg.createGraphics();
            offg.drawImage(image, 0, 0, null);

            //write barcode to a JPG file
            ImageIO.write(bffImg, "jpeg", new File("c:\\temp\\test-2d.jpg"));
            System.out.println("Done");

            //Alternatively, you can write the graphic to memory, depending on how
            your main application works

             //ByteArrayOutputStream baos = new ByteArrayOutputStream();
            //ImageIO.write(bffImg, "jpeg", baos);
            //byte[] bytesOut = baos.toByteArray();

        } catch (Exception ex) {
            ex.printStackTrace();
        }
    }

}
```

VB.Net Code Using ITextSharp Library

```vbnet
Imports iTextSharp.text.pdf
Imports System.Drawing


Module VBNetSample
    Sub Main()
        Try
            Dim bc As BarcodePDF417 = New BarcodePDF417()

            bc.YHeight = 2
            bc.SetText("KCNS100-12345622010")
            Dim img As Image = bc.CreateDrawingImage(Color.Black, Color.White)
            img.Save("c:\temp\test-2d.jpg", Imaging.ImageFormat.Jpeg)
            Console.WriteLine("Done")
        Catch ex As Exception
            Console.WriteLine(ex.Message)
        End Try

    End Sub
End Module
```