

STATE OF KANSAS DEPARTMENT OF REVENUE



Division of Tax Operations



Design & Development Unit Forms & Publications Section Docking State Office Building 915 SW Harrison St, Rm 351 Topeka, KS 66625-1712 Telephone: (785) 296-2460 Fax: (785) 296-2736

What's Inside?

Contact and Mailing Information	3
Contact Information for Taxpayers	
Most Common Errors	
What's New?	
Form Vendors, Software Developers & Tax Practitioners Responsibilities	5
Initial Form Requirements	6
Letter of Intent Requirements	6
Response Time	
Paper, Ink, & Data Design	
Filing Requirements	
Decedent Check Field	9
Dependent Information – K-40, K-40H, & K-40PT	
Process Times	9
Software Developer Code Number	
Form Identification Number (Kansas Form ID)	9
Reference/Tag Marks	
Full Fields – Test Forms	
Money Fields on Test / Actual Returns	10
Taxpayer / Preparer Signature Area & Information	11
Scanline Requirements and Placement	11
Data Requirement for Tax Account numbers and Dates	
Tax Account Numbers	12
Format for Date Fields	12
Form Requirement for Actual Filings	
Testing Requirements	
Specifications and Grids	
Form Release and Changes	
Obsolete Forms	
Letter of Intent	23

The criteria for reproducing Kansas forms is the same as it has been in the past few years but this publication is getting a bit out of control. I am trimming it down to the most critical areas and/or areas that seem to have the biggest issues with testing and the filing of returns. The areas that have been removed are still effective, so don't change what you have been doing unless I have notified you differently.

If any changes are made to the areas that have been removed, they will be reinserted and you will receive notification of the update.

CONTACT & MAILING INFORMATION FOR DEVELOPERS

Paper

If you have paper forms needing approval or have **ANY** questions regarding this publication, form layout or other technical issues with regards to paper form they should be directed to:

Faye Streeter

Software Vendors/Developers – Paper Forms

Program Consultant

Kansas Department of Revenue 915 SW Harrison Street, Rm. 351

Topeka, KS 66625-1712 Phone: 785-296-2460

Fax: 785-296-2736 (nonscannable forms only)
E-mail: faye.streeter@kdor.ks.gov (nonscannable forms only)
Software Developer: https://www.kdor.org/developers/subhome.html
Sales Tax History: https://www.kdor.org/developers/taxhistory.html

Kansas Department of Revenue: www.ksrevenue.org

The web addresses listed here are not for the general public's use, they are strictly provided for software developers' use only:

https://www.kdor.org/developers/subhome.html

https://www.kdor.org/developers/taxhistory.html

Electronic Filing / E Commerce / WebTax

If you have electronic "forms" needing approval or have **ANY** questions regarding the specifications, form layout or other technical issues they should be directed to:

Terry Hunt

Software Vendors/Developers - E-File / Mef

E-File Manager

Kansas Department of Revenue 915 SW Harrison Street, Rm. 251

Topeka, KS 66625-4066 Phone: 785-296-4066 Fax: 785-296-0153

E-mail: terry.hunt@kdor.ks.gov

E-File: https://www.kdor.org/developers/elfhome.html E-File: http://www.ksrevenue.org/eservefile.html Kansas Department of Revenue: www.ksrevenue.org

If you have **ANY** questions regarding electronic media specifications and other filing requirements and/or technical issues they should be directed to:

Andy Coultis

Electronic Media (W-2, 1099) – WebTax/WebFile

E-Commerce Systems Manager Kansas Department of Revenue 915 SW Harrison Street, Rm. 251 Topeka, KS 66625-4066

Phone: 785-296-8841 Fax: 785-296-0153

E-mail: andy.coultis@kdor.ks.gov

Electronic Media: www.ksrevenue.org/eservw2.html Kansas Department of Revenue: www.ksrevenue.org

CONTACT INFORMATION FOR TAXPAYERS

Need help completing return: Taxpayer Assistance Center (KDOR)

Docking State Office Building 915 SW Harrison St., 1st flr

Phone: 785-368-8222, option 4 (Income Tax)
Phone: 785-368-8222, option 6 (Spanish)
Hours: 8:00 a.m. to 4:45 p.m. (M-F)

VITA (IRS) – to locate a site near: Phone: 1-800-906-9887

Internet: http://irs.treasury.gov/freetaxprep/

AARP-Tax Aide and TCE Phone: 1-888-227-7669

Internet:

http://www.aarp.org/applications/VMISLocator/searchTaxAideLocations.action

Items you need to bring to the VITA/TCE sites to have your tax returns prepared:

- Proof of identification Picture ID
- Social Security Cards for you, your spouse and dependents or a Social Security Number verification letter issued by the Social Security Administration or
- Individual Taxpayer Identification Number (ITIN) assignment letter for you, your spouse and dependents
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, 1099-Misc from all employers
- Interest and dividend statements from banks (Forms 1099)
- A copy of last year's federal and state returns if available
- Proof of bank account routing numbers and account numbers for Direct Deposit, such as a blank check
- Total paid for daycare provider and the daycare provider's tax identifying number (the provider's Social Security Number or the provider's business Employer Identification Number) if appropriate
- To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms.

It is extremely important that each person use the correct Social Security Number. The most accurate information is usually located on your original Social Security card. If you do not have an SSN for you or a dependent, you should complete Form SS-5, Social Security Number Application. This form should be submitted to the nearest Social Security Administration Office.

If you or your dependent is not eligible to get a Social Security Number, you may need an <u>Individual Taxpayer</u> Identification Number (ITIN).

Checking on refund: Phone: 1-800-894-0318

Phone: 785-368-8222, option 2

Internet: https://www.kdor.org/refundstatus/default.asp

Making a tax payment: Direct Payment: https://www.kdor.org/personaltax/Login.aspx

By Credit Card: http://www.ksrevenue.org/fags-credit.html

or Mail to:

Individual Income Tax/Food Sales Tax

Kansas Department of Revenue 915 SW Harrison St Topeka, KS 66699-1000

Fiduciary Income Tax

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66699-3000

Privilege Tax

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66699-4000 **Individual Estimated Income Tax**

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66625-2000

Corporate Income Tax

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66699-4000

Privilege Estimated Tax

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66625-2000 **Homestead Claim**

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66699-2000

Corporate Estimated Income Tax

Kansas Department of Revenue

915 SW Harrison Topeka, KS 66625-2000

Partnership or S Corporation Tax

Kansas Department of Revenue 915 SW Harrison Street Topeka, KS 66699-4000

2011 MOST COMMON ERRORS

It is the responsibility of the Vendors, Developers and/or Practitioners to see that correct information is located on the form before distribution and/or filing. If the information is not found, the returns are not to be filed, submitted in for testing, or distributed to end users. Specific information is required to be printed on the form in order to process the return through our scanning equipment and software.

Without this information the returns will not process and will be sent back to the taxpayer. Also without this information the system is unable to link page 1 with page 2 to indicate a complete return is filed.

- Filing only one page of Form K-40 (2 page return)
 - Page 2 most likely to be filed
 - 9 out of 10 not filed with both pages was missing page 1
- Missing information on page 2
 - Software developer code not printing on page 2 (but would be found on page 1)
 - o Form Id not printing on page 2 (but would be found on page 1)
 - Software did not carryover taxpayer name to pg 2 (but would be found on page 1)
 - Software did not carryover taxpayer SSN to pg 2 (but would be found on page 1)
- Having message "Self-Prepared" print in tax preparer signature area
 - o If return is not completed by a preparer leave field blank
 - o Do not pre-fill with message
- Filing an amended return
 - o If you filed your federal return electronically on Monday
 - Received an additional W-2 in the mail on Tuesday
 - Filed an amended federal return on Thursday
 - Filed your Kansas return for the first time on Thursday
 - DO NOT MARK THE KANSAS RETURN AS "AMENDED"

WHAT'S NEW

Anyone can reproduce the Kansas tax forms (scannable & non-scannable) but all must go through an approval

New Contribution/Donation Program

Kansas Hometown Heroes Fund (K-40, line 40)

New Fields Captured

K-40 For 2012 tax returns will be capturing County abbreviations and School District numbers (Kansas Residents only)

Credit Schedule - Worksheet Only

K-89 Rural Opportunity Zone (Sch CR, line 36)

(ELECTRONIC ONLY - no paper form)

Credit Schedules

K-64 Business Machinery and Equipment Credit - (OBSOLETE)

K-41

Money fields can only be entered as whole dollars. Example: 3470.00

Tax Rates – Withholding & Estimated

New rates start 1/1/13. Will be revising any and all documents that reference rates, post new rates to web, notify Taxpayers, Developers and Vendors.

New Line(s) and Schedule – K-120EX Expense Deduction

➤ Kansas expense deduction for certain qualifying machinery and equipment (Sch S Part A – 2 lines, K-120, K-120S, K-121, K-121S)

FORMS VENDORS, SOFTWARE DEVELOPER & TAX PRACTITIONER RESPONSIBILITIES

Anyone can reproduce the Kansas tax forms (scannable & non-scannable) but all must go through an approval process before any form can be used for filing purposes whether by an individual, software developer, or practitioner. If you are a developer/customer/client using the forms, software, services or products provided by another company or even your own, please verify Kansas' approval to use the tax forms by accessing our web site.

- Personal Taxes http://www.ksrevenue.org/forms-perstax.html
- Business Taxes http://www.ksrevenue.org/forms-bustax.html

If you have the same forms being reproduced within different areas of the company (due to different software, etc.), each area must complete a "Letter of Intent". When you are submitting forms for different areas within the company include this information on the cover sheet identifying that area. If you have more than one contact person, complete the "Contact Information" section in the Letter of Intent for each contact.

<u>Forms can be submitted for approval, as they become available,</u> not held until all are complete. Any information found in this document, and on the individual grid(s), is to be used for designing paper versions of the Departments' forms, and not to be used in association with the requirements for designing electronic versions of those same forms.

Any deviation from this document and the grid(s) for filed or test documents:

- · could have your approval status changed; or
- by the software/payroll companies cause a delay the approval of forms; or
- by your customers/clients cause a delay in processing
- a return cannot be used for a prior year or a future tax year. Income tax forms are tax year specific. Example: 2011 cannot be used for a 2009 or 2010 for 2012, etc

The Department may decline to process them and the return will be sent back to the taxpayer for correcting and resubmittal. All first submittals for <u>scannable</u> forms are to be received by the Department no later than <u>December</u> 3, 2012. No first submittals of scannable forms will be accepted after <u>March</u> 18, 2013.

INITIAL FORM REQUIREMENTS

The page information after the title of the form indicates how many pages the Department considers each one of these. Only one or 2 pages maybe scannable but the form length is what the whole document is.

- Individual Income Tax and/or Food Sales Tax Refund Return/Amended (K-40) 2 pages both pages required
- Supplemental Schedule (Schedule S) 2 pages both pages not required
- Tax Credit Schedule (Sch CR) vendor/developer only 2 pages both pages required
- Individual Income Payment Voucher (K-40V)
- Homestead Claim/Amended (K-40H) 1 page
- Property Tax Relief Claim for Low Income Seniors (K-40PT) 2 pages both pages required
- Fiduciary Income Tax Return (K-41) 4 pages all pages required
- Corporate Income Tax Return/Amended (K-120) 6 pages all pages required
- Expense Deduction (K-120EX) 3 pages all pages required
- Corporate Income Payment Voucher (K-120V)
- Partnership and/or S Corporation Income Tax Return/Amended (K-120S) 4 pages all pages required
- Privilege Tax Return/Amended (K-130) 6 pages all pages required
- Privilege Payment Voucher (K-130V)
- Individual Estimated Income Tax Voucher (K-40ES)
- Corporate Estimated Tax Voucher (K-120ES)
- Privilege Estimated Tax Voucher (K-130ES)
- Nonresident Owner Withholding Tax Return (KW-7) 3 pages all pages required

All scannable substitute computer-generated or downloaded forms:

- must not have pre-filled zeros or nines when submitting for testing or filing purposes
- must not have zeros or nines when submitting for testing or filing purposes
- must carry name, 4-char (K-40), and SSN/EIN over to 2nd page if shown on pdf received. See grid for placement.
- must contain tagmarks. See grid for placement and page 13 for tagmark styles.
- **must contain** the assigned <u>software developer code</u> (SDC). This is a three-digit numerical code assigned by the Department. See grid for placement. **Example**: 500, 706, 857
- **must contain** the form <u>id</u>entification number in the correct location and in the correct format as the KDOR official form. See grid for placement. **Example**: 122809
- **must contain** the form number, revision date in the correct location and in the correct format as the KDOR official form. See grid for placement. **Example**: K-40, Sch S, K-120
- must contain accurate formatted data per Pub. KS-1648 and corresponding grid(s). (testing and original filing)
- must be originals. Photocopies and faxes <u>are not</u> acceptable for filing or testing purposes. (Directly downloaded forms from the web are considered as an original return/voucher, any copies made of them are not originals.)
- are required to be used for the tax year that is on the return

LETTER OF INTENT REQUIREMENTS

A **NEW** "Letter of Intent" must be completed at the start of each tax season. The Letter of Intent (3 pages) is part of Publication KS-1648. Publication KS-1648 will be emailed to you in July and will be posted to the Developer's site at roughly same time. Please fax (785-296-2736) or email faye.streeter@kdor.ks.gov your completed "Letter" to the attention of Faye Streeter no later than **September 4, 2012**.

The Letter of Intent must be received prior to, or with the first group of tax forms, being submitted for testing. If forms are submitted prior to receiving it, they will not be tested until it has been received by the Department. The "Letter of Intent" for 2010-2011 tax filing can be found at the end of this publication. This publication will be emailed to each company in June (through the NACTP ListServe) or it can be downloaded at: www.kdor.org/developers/subhome.html.

Do not use a prior year Letter of Intent; only use the current version found within this Publication If you are a secondary company, provide a list of those companies with your Letter of Intent.

RESPONSE TIME

We will review the form(s) as quickly as possible and return your Substitute Form Developer Submission Summary / Approval Status form indicating our approval/denial within <u>ten</u> (10) business days of receiving the test sample(s). The ten business days are for anytime during the calendar year forms are being submitted in. <u>DO NOT</u> contact until the 10 days has passed.

If a scannable form is not approved, the status form will list the deficiencies. Whether approved or not this information will be relayed back to the company by way of a fax or e-mail. Approvals are valid for the calendar year of the forms only. If adding any prior year form to your software, it must be submitted for approval even if previously approved.

If you do not submit your forms (1st submittals) until the 1st of the year do not expect them back sooner than the 10 days. At that time we are competing for use of the processing equipment as real returns are being filed.

PAPER, INK, & DATA DESIGN

Paper Color White

Paper Size 8 ½ inches x 11 inches

Paper Weight 20-pound bond

Paper Orientation Portrait (Scannable Forms)

Portrait and Landscape (Non-Scannable Forms)

Paper Printing Single-sided, Scannable forms

Single-sided or Duplexing acceptable for Non-scannable forms

Printing Options "Paper Scaling" must be set to "None"

Ink (Test and live returns)

Black non-Micr (hardcoded text and variable data)

Signature Ink Black or Blue

PDF Ink Black - areas with no changes

Blue - changes made to the form

Red – new on form (text, data fields, etc)

IF COLORS ARE LEFT ON FORMS,

FORMS WILL NO LONGER BE CONSIDERED APPROVED

Fonts - Helvetica is not allowed

Hardcoded Text Arial, even sizes between 6 and 14 point, Left Justify

Data (Alpha / Alphanumeric / Courier 12 point, Uppercase

Numeric) Alpha / Alphanumeric - Left Justify

Numeric – Right Justify

Scanline OCR-A Extended, 12 point

Hardcoded	Vouchers	Arial	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
Text	Returns	Arial	(K-40, Sch S, Sch CR, K-40H, K-40PT, K-41, K-120, K-120S, K-130)
Data	Vouchers	Courier	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
	Returns	Courier	(K-40, Sch S, Sch CR, K-40H, K-41, K-40PT, K-120, K-120S, K-130)
SDC / Form ID	Returns	Courier	(K-40, Sch S, Sch CR, K-40H, K-40PT, K-41, K-120, K-120S, K-130)
Scanline	Vouchers	OCR-A Extended*	(The operating system is unable to read any other font at the same time. One font style can be programmed into the system. Once ran through the Unisys it goes through its own edits and if scanline cannot be read it is rejected and someone will manually need to see why it was rejected.)
\$ Symbol	Vouchers	Courier Bold	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)

^{*}This font must be included in your software to allow for processing of all vouchers.

Hardcoded	Vouchers	6pt	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
Text	Returns	6pt	(K-40, K-40H, K-120, K-120S, K-130)
	Returns	7pt	(Sch S, K-41, K-130)
	Returns	8pt	(Sch CR, K-40PT)
Data	Vouchers	12pt	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
	Returns	12pt	(K-40, Sch S, Sch CR, K-40H, K-40PT, K-41, K-120, K-120S, K-130)
SDC / Form ID	Returns	12pt	(K-40, Sch S, Sch CR, K-40H, K-40PT, K-41, K-120, K-120S, K-130)

S		Vouchers	12pt	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
Syn	nbol	Vouchers	14pt	(K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7)
			0 (4 (0)	

Lines per vertical inch 6 (1/6 inch) vertically

Wrapped Text (returns/vouchers) all wrapped text; the line spacing should be set at 8.50.

Characters per horizontal inch 10 (1/10 inch) horizontally Margin ½ inch margin on all sides

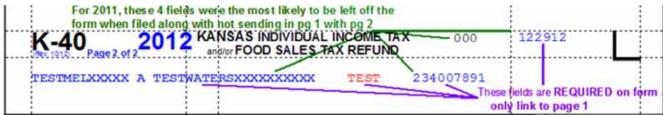
Vertical printable area: First line, row 4
Last line, row 63

Horizontal printable area: First printable space, column 6
Last printable space, column 80

- Graphics or special characters cannot be used as part of the data when entered. Any characters needed with data will be hardcoded on the form itself. No leading zeros unless requested.
- Registration marks and form identification: Registration marks and the form identification, which are printed on each page that is scanned, cannot deviate from the ones used in the design of the form.

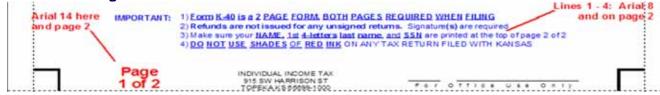
FILING REQUIREMENTS – K-40 & K-40H

Certain number of pages must be sent in when filing a tax return. On page 6 is a list of scannable tax returns and at the end of the name is the number of pages that make up that form. That is also the number of pages that must be submitted when filing that form. Each form requires all applicable data to be completed on it. Most importantly is the name of the individual(s), businesses, SSN or EIN and their signature(s). If this information is not completed that tax return cannot be processed. Please make sure that within the software there is a statement that stresses this.



On the bottom of form **K-40**, on both pages 1 and 2 are four (4) important items for the Preparer and the Taxpayer to make sure of. See examples below.

K-40 - Bottom Page 1 -



- 1) Form K-40 is a 2 PAGE FORM, BOTH PAGES REQUIRED WHEN FILING
- 2) Refunds are not issued for any unsigned returns. Signature(s) are required
- 3) Make sure your NAME and SSN are printed at the top of page 2 of 2
- 4) DO NOT USE SHADES RED INK ON ANY TAX RETURN BEING FILED WITH KANSAS

K-40 - Bottom Page 2 -



- 1) Form K-40 is a 2 PAGE FORM. BOTH PAGES REQUIRED WHEN FILING
- 2) Refunds are not issued for any unsigned returns. Signature(s) are required
- 3) Make sure your NAME and SSN are printed at the top of page 2 of 2
- 4) DO NOT USE SHADES RED INK ON ANY TAX RETURN BEING FILED WITH KANSAS

For the form **K-40H**, if being filed by a Renter form RNT is required to be filed for each location that was lived in during the tax year the return is being filed for. If the Renter lived at only one address in Kansas for 12 months (must have lived in Kansas for all of 12 months to file a Homestead Claim), only 1 RNT is required to be filed. However, if they lived in 9 locations during the full 12 months they will be required to file 9 RNT's, one for each location. If not, it will greatly slow down the processing of their return.

DECEDENT CHECK FIELD

When completing any of the 3 forms (K-40, K-40H, or K-40PT) for a Decedent, the check field on these forms must be marked along with the death date completed. Returns are being received that may or may not include Form RF-9.

They will be received with the field marked along with a death date but no RF-9 or receive a RF-9 but the field is not checked or death date is missing. Form RF-9 is required to be filed whenever either of these fields is completed.

The returns and this form need to be linked together when this information is completed on the returns. If the RF-9 is completed first it should automatically mark the fields on either of the forms matching with the date entered on the RF-9.

DEPENDENT INFORMATION – K-40, K-40H, & K-40PT

No "Dependent Information" is to be placed on a separate sheet until the number of fields on page 1 of Form K-40, K-40H, or K-40PT have been filled. A listing of dependents on a separate sheet can only be created if the seven (7) lines on the K-40, K-40H, or K-40PT have been filled.

Our system is set up to verify the dependent information, to insure they are entitled to the number of exemptions and credits claimed. If this is not completed on the return the validation process cannot be completed. Instead of having the system valid the information, an associate will now be required to manually touch each return and dependent information to verify their SSN. **This can/will add an additional 8 – 12 weeks to the process time.**

PROCESS TIMES

Individual Income (K-40, Sch S, Sch CR, K-120EX)

Normal process time is:

Homestead (K-40H, K-40PT)

Normal process time is:

Electronically 7 davs Error free 20-24 weeks Paper 16 weeks Renters 28 weeks Refund Set-Off Program 10-12 weeks* Refund Set-Off Program 10-12 weeks* Manual Validation 8-12 weeks* Manual Validation 8-12 weeks*

SOFTWARE DEVELOPER CODE NUMBER Refrain from placing text anywhere within open areas.

The software developer identification code (SDC) is a three-digit number that will be assigned to each developer (one per company) by KDOR. If you developed Kansas forms last tax season, the same code will continue to apply. If you are new to producing Kansas forms, one will be assigned and you will receive a fax or an email indicating the number. All scannable forms must have your Kansas assigned vendor number. See grid for placement. A ½" of open space must be maintained on all four sides of the code. Not showing companies that only do sales, use or withholding taxes as they are required by Kansas law to file electronically.

Developer	SDC
2nd Story Software	072
Block Financial	046
CCH Small Firms Srvs (ATX)	020
CCH Small Firm Srvs (TaxWise)	017
CCH Tax & Accounting (Wolters Kluwer)	037
CorpTax LLC	202
CS Professional Suite	043
Drake Software	051
H & R Block	049
Intuit	005
Jackson Hewitt Technology Srvs LLC	085
Liberty Tax Service / WeFile Inc	030

Developer	SDC
On-Line Taxes Inc	007
PDP Tax Service	012
Petz Enterprises Inc	101
RCS / TaxSlayer Pro	102
Solutions for Progress	039
STF	055
TaxHawk Inc	006
Tax\$imple Inc	100
TaxWare Systems Inc	004
TaxWorks	201
Thomson Reuters (Tax & Accounting) Inc	021
Vertex Inc	214

FORM IDENTIFICATION NUMBER (FORM ID) Refrain from placing text anywhere within open areas.

A form ID is assigned to each scannable return, scannable page of a return, and voucher that has required software and data placement. This form ID is required to be printed on all scannable forms for identification in the system.

- 1. form ID is missing, system will reject the form
- staff member required to manually identify form.
- 3. staff member resends through to complete system process

We understand that it is costly to send out fixes but it is also costly for users who could incur P & I or at the Dept's end to have extra manpower brought in to manually fix forms that could have easily gone through the system.

^{*}in addition to regular process times

This can also apply to not sending in the correct pages for processing or having the name and SSN missing and mailing them all back to the taxpayers, you incur added cost of manpower and postage.

The form ID can change from one year to the next. A $\frac{1}{2}$ " of open space must be maintained on all four sides of the form ID. The actual locations of the form ID's are shown on the grid(s) for that particular form type. The form identification number is a six-digit number that identifies the type of form and which tax year it is for. The following form ID's are used for 2012-2013.

Full Size Return - Form ID's

	Page 1 Form ID's	Page 2 Form ID's
K-40 Individual Income Tax and/or Food Sales Tax	"122812"	"122912"
Schedule S – Supplemental Schedule	"122612"	"122712"
Schedule CR – Tax Credit Schedule	"115012"	"115112"
K-40H Homestead Claim	"135012"	
K-40PT Property Tax Relief Claim for Low Income Seniors	"135112"	"135212"
K-41 Fiduciary Income Tax	"142012"	
K-120 Corporate Income Tax	"151012"	"151112"
K-120EX Expense Deduction	"156412"	"156512"
K-120S Partnership or S Corporation Income Tax	"154012"	
K-130 Privilege Tax	"172012"	"172112"

Voucher Size - Form ID's*

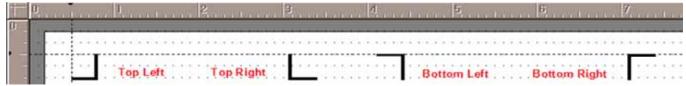
K-40V Individual Income Tax	"112212"	K-40ES Individual Estimated Income Tax	"182513"
K-120V Corporate Income Tax	"159212"	K-120ES Corporation Estimated Tax	"184513"
K-130V Privilege Tax	"179212"	K-130ES Privilege Estimated Tax	"186513"
KW-7 Nonresident Owner Withholding Tax	"532013"		

Please note that the form identifier is built into the scanline on the vouchers and includes the last two digits of the year from the period ending date. These forms will be passing through a separate processing system, and the equipment used within this system does not recognize the identifiers as used on the other forms but does recognize the two-digit tax year.

REFERENCE/TAG MARKS

Refrain from placing text anywhere within open areas.

2009 and current - The tagmarks changed starting on the 2009 tax forms. The height of the tagmarks is 2 print lines and 3 print positions wide. The tagmarks will now look like -



FULL FIELDS – TEST FORMS

A full field is not a form completed with all 0's, X's and/or all 9's, a combination of both or any other single letter or number. If the form is only completed with one single character or digit, the equipment and software used to process the form(s) will not be able to acknowledge any of the fields. Nor can the equipment acknowledge any of the fields when alpha is used in numeric fields and numeric used in alpha fields. If test samples are submitted in either format the system will reject the forms.

All scannable forms provided by the Department for reproducing are completed with full data fields. Each field is completed with the maximum length of data for that field and shows how the format for the data should appear, including whether a money field can be a negative or not, commas, dollar signs, etc. When submitting a full field return / voucher, use the data that is provided within the pdfs.

MONEY FIELDS ON TEST /ACTUAL RETURNS

NON-APPLICABLE MONEY FIELDS MUST BE LEFT BLANK.

DO NOT PROGRAM SOFTWARE TO FILL NON-APPLICABLE FIELDS WITH ZEROS.

Test Forms – Money fields are not tested to validate the calculations but to make sure the placement of that data is in the correct location. For testing of placement all fields that your company supports are required to be populated.

Actual Returns/Forms – Money fields on the actual returns/forms must be validated (internally by the Software Developers prior to the release of their software) to make sure each field is calculating correctly. The validation is not only on the return itself but also when figures must be carried over from other forms. Scannable and nonscannable forms must have their calculations validated. If a nonscannable form has calculations that need to be carried over to the scannable return, that data must be validated so that the correct figures are brought over. The Department cannot conduct this test as the software is not submitted for review.

Non-Applicable Fields -

When your software is used to complete a return, not every field will apply to that particular individual, in those cases **DO NOT ALLOW THE SOFTWARE** to pre-fill fields that do not apply. The software should NOT be designed to allow it. **Leave those fields blank** unless otherwise instructed. This applies whether you are filing paper or electronically.

TAXPAYER/PREPARER SIGNATURE AREA & INFORMATION

Refrain from placing text anywhere within open areas.

No red, orange, yellows, purples or shades of red ink are not to be used when signing the return, whether the taxpayer(s) or the preparer. ALL signatures should be legible.

Taxpayer Area

Located on each return is an area for the taxpayer or claimant's signature, as well as the signature of the spouse and tax preparer, if applicable. The locations of the signature lines are shown on the grid(s) for the income, corporate, and privilege tax forms. The grid(s) show the placement of all areas read and not read by the system. If filing a joint return both signatures are required. If only one signature on the return it will be sent back.

Paid Preparer Area

If the return has been completed by the taxpayer and NO preparer was involved there should be no signature or comment printed (Self-Prepared) in this area. This field/line should only be populated if a preparer completes the return otherwise it is **required** to be left blank. If not left blank, ICR reads that there is a signature, when really there was no paid preparer. Manual intervention is required to change all of these to "N" (no).

Paid Preparer Information

If the return has been completed by someone other than the taxpayer then the preparer must complete the tax preparer information. Enter the preparers' phone number, EIN, SSN, or PTIN number. The phone number and one of the 3 identification numbers must be entered on the return. DO NOT add the preparers' address. This information is not needed nor has space been allowed for.

SCANLINE REQUIREMENTS AND PLACEMENT Refrain from placing text anywhere within open areas.

For clearance on the left and right edges of scanline it will vary depending on form or tax type. The measurements provided are from the left and right edge of the voucher:

	Print position left side	Left edge of scanline to left edge of voucher	Right edge of scanline to right edge of voucher	Print position right side
K-40V	63	6 ¼"	1 21/32"	68
K-120V	33	3 5/32"	1 21/32"	68
K-130V	33	3 5/32"	1 21/32"	68
K-40ES	37	3 9/16"	1 21/32"	68
K-120ES	33	3 5/32"	1 21/32"	68
K-130ES	33	3 5/32"	1 21/32"	68
KW-7	21	2"	1 21/32"	68

All scanlines must be printed ½" from the bottom edge of the voucher. From bottom edge of scanline to edge of paper must be a ½" no more, no less. All scanlines are required to be placed on line 63.

62			Ш	Ш	П				Ш		Ш				Ш				Ш			Ш	Ш							Ш			Ш	П		Ħ	П	42
0		П	Ш	П	П	П		П	П		10																						Ш	П	П	П	П	63
3 6	s	10	12	14	14	18	20	22	24	26	25	30	V	54	34	35	+0	+2	**	++	+5	:0	52	74	26	15	10	62		44	45	70	72	74	74	70	50	\$3
62		II	II	П	П	Ш			Ш		1/	2"		f	ro	m k	oot	tor	n e	da	e c	of	sh	eet	t	o k	ot	to	n o	Í.	sca	nl	ine		Ш	Ш	П	45

This measurement equals 2 line positions. On vouchers no additional text should be placed on lines 61-66.

No text of any kind should be printed anywhere in the area shown above or below print line 63 to the edge of the voucher (left, right or bottom edge).

DATA REQUIREMENT FOR TAX ACCOUNT NUMBERS AND DATES

Applied For Accounts

The following rule applies to all documents – full, ¾ and voucher size being filed:

"There is no reason for these fields to be blank when a return and/or voucher are filed."

Full and 3/4 Size Forms

For the data fields within the full and \(^4\) size documents -

- 1. 99% of all filers should have an SSN and/or EIN number. For those filers that field should <u>never</u> be blank. For the other 1% "APPLIED FOR" should be entered in this field.
- For income, corporate, privilege, franchise, fiduciary, and retailers' sales tax the example for the "Account" number, "EIN" and "SSN" fields the following text can be used: "APPLIED FOR"

Voucher Size Forms

For the data fields within the voucher size documents (not scanline) -

If the account number is an "Applied For" or not known, the data below is all that should appear on the voucher.

- 1. 99% of all filers should have an SSN or EIN number. For those filers that field should never be blank. For the other 1% "APPLIED FOR" should be entered in this field.
- 2. For income, corporate, privilege, franchise, estimated, retailers' sales, and non-residential owner withholding tax the example for the "Account" number, "EIN" or "SSN" fields, the following text can be used: "APPLIED FOR"

For the data fields within the scanline -

If the account number is an "Applied For" or not known, the data below is all that should appear in the scanline.

- 1. The scanline on income, corporate and privilege the following example should be used for the SSN and EIN: 000000000
- Nonresident owner withholding tax the example for the <u>scanline</u> is: 0370000000000F01
 Do not use or allow 00000000000F01 in the scanline (for testing or filing)

TAX ACCOUNT NUMBERS

A software developer cannot arbitrary assigned a Kansas tax account number. Returns and payment vouchers are being received with account numbers that have not been assigned by the Kansas Department of Revenue. Tax account numbers can only be assigned after completing the Business Tax Application CR-16 or completing the online application at: http://www.ksrevenue.org/forms-btreg.html

Non-Applied For Accounts – Single Filers

For the data fields within the voucher size documents (not the scanline) – K-40V and K-40ES –

If there is no spouse - Leave blank

Spouse Name field Spouse Name control Spouse SSN

For the data fields within the scanline - K-40V and K-40ES -

- "Spouse Name Control" "XXXX" should be used in the four-character name field and in the scanline if filing individual
- "Spouse SSN" "000000000" should be used in the social security field and in the scanline if filing individual

FORMAT FOR DATE FIELDS

The following are examples of how dates can be entered on the returns and vouchers. There are two standard formats that are commonly used:

6 digit format 090913 8 digit format 09012013

ONLY use the format shown in the PDF sample provided. Other options can be:

Semi-monthly – SEPT 1-15 2013 Monthly – APRIL 1-30 2013 Quarterly – OCT DEC 2013

Annual – JAN DEC 2013

FORM REQUIREMENTS FOR ACTUAL FILINGS Refrain from placing text anywhere within open areas.

The information provided on pages 13 - 15 and throughout this publication are to be used along with the grid(s) for accurate placement and format. The forms/vouchers, data/text placement grid(s) can be obtained on KDOR's Developer web site at: https://www.kdor.org/developers/subhome.html

All data examples in this publication and on the grid are just that, an example of how the data should look. Data shown on the grid(s) are samples of full fields and should be used when creating full field test samples. If any monetary amount can be a **negative** each sample tax return and or tax voucher pdf posted on the Developers web site will show which fields can be a negative. Not all monetary fields allow for a negative. If it is a negative a "-" will be indicated in front of the amount.

All grid(s) will show the placement for literally everything that appears on the forms: the text, data, and the amount of open space that must be left between them. A column of text will all end in the same print position. (See section "Open Space" found on page 16.) For example if the grid shows 4 open spaces between the text and where the data starts then the sample submitted for approval must also have 4 open print positions between text and data.

This space must be adhered to. Any return or voucher that is filed by your customer/client that does not follow the requirements can and should expect a delay in the processing of their documents. When returns or vouchers are actually being filed by you or your clients, fields that do not apply are NOT to be prefilled with data. Fields that do not apply are to be left blank.

FORM K-40 IS A 2-PAGE RETURN & IS REQUIRED TO BE FILED AS SUCH

Individual Tax Forms - K-40, Schedule S, Schedule CR, K-40H, and K-40PT - Variable and Hardcoded Data

- K-40 if only filing for Food Sales Tax refund, lines 1-39 do not need to be completed <u>but</u> taxpayer(s) signature is still required on page 2
- K-40 Page 1 & 2 are required to be filed whether completing page 1 or page 2. Signature(s) is required for both
- K-40 Primary Taxpayer name, 4 char, and SSN are required to appear top of page 2. This is the only information to link the 2 pages together
- K-40 SSN information is captured on K-40. All dependent information is required to start on the page 1 of the
 return before going to an additional sheet. The additional sheet is only for those that will not fit on page 1 of K-40.
- K-40 Kansas will be asking for and capturing County abbreviation and School District Code (Kansas Residents Only), SSN, dependent date-of-birth and relationship
- K-40 No credit will be provided under the Kansas income tax act if any individual fails to provide a valid social security number for themselves, spouse and or dependents
- K-40 Page 1, line D an amount is required here if not more than 35,400. If left blank claim will be denied
- K-40 SSN and/or Temporary ID numbers for dependents is required in order to claim most Kansas tax credits
- K-40 SSN for dependents is required in order to claim a Food Sales Tax refund, Credit for Dependent Care and the EIC
- K-40 SSN requirement does not apply to credit for taxes paid to another state
- K-40 SSN requirement effective starting tax years 2011 and after
- Sch S is the only form that can have either or both pages submitted for filing. All other returns require every page when filed
- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form Example: 04152011
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form
- If monetary amount is a **negative**, insert a "-" in the first field to the left of the first number on the line. **Example**: -25. Not all money fields will or can have a negative field. The form sample will show which fields this is allowed in and how the negative should be shown.
- Money fields No dollar signs, decimals, commas, cents or imbedded spaces, whole amounts only. Make sure that
 the software is set to show the correct format when entered and when printed. Example: 34567
- Money fields Do not prefill money fields with zeros in those fields that are not applicable.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

IMPORTANT INFORMATION: All returns requesting a Food Sales Tax refund MUST BE RECEIVED by the department NOT LATER THAN April 15th or, within the federal extension period. Failure to file for a food sales tax refund before October 15th will result in a denial of the refund. The Director of Taxation may extend the time for filing any claim when good cause exists; or accept a claim filed after the deadline for filing in the case of sickness, absence or disability of the claimant if such claim has been filed within four years of such deadline.

Below is a listing of relationship names that will be acceptable for Form K-40 and any other form that requests relationship title. This listing matches what the IRS, our E-File and Web Tax programs will accept.

AUNT CHILD FOSTERCHILD GRANDPARENT NIECE PARENT SON OTHER BROTHER DAUGHTER GRANDCHILD NEPHEW NONE SISTER UNCLE

Business Tax Forms - K-120, K-120EX, K-120S, and K-130

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form. Example: 04152011.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- If monetary amount is a **negative**, insert a "-" in the first field to the left of the first number on the line. **Example**: -25. Not all money fields will or can have a negative field. The form sample will show which fields this is allowed in and how the negative should be shown.
- Money fields are required to show decimal and cents, and no commas or dollar symbols "\$", whether rounding or not. No "imbedded spaces". Make sure that the software is set to show the correct format when entered and when printed. Example: 34567.00 or 34567.23. If the line does not pertain leave it blank.
- Money fields Do not prefill money fields with zeros in those fields that are not applicable.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

Fiduciary Tax Form - K-41

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form. Example: 04152011.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- If monetary amount is a **negative**, insert a "-" in the first field to the left of the first number on the line. **Example**: -25. Not all money fields will or can have a negative field. The form sample will show which fields this is allowed in and how the negative should be shown.
- Money fields must be entered as whole dollars.
- Money fields are required to show decimal and cents, and **no** commas or dollar symbols "\$", whether rounding or not. No "imbedded spaces". Make sure that the software is set to show the correct format when entered and when printed. **Example**: 34567.00 or 34567.00. If the line does not pertain leave it blank.
- Money fields Do not prefill money fields with zeros in those fields that are not applicable.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

Individual and Business Tax Vouchers - K-40V, K-120V, K-130V, K-40ES, K-120ES, and K-130ES

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form. Example: 04152011.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- Four-character name control is left justified with <u>no</u> embedded spaces. If last name is less than 3 characters or hyphenated, leave the space and remove hyphen. Example: Robert Fox 'FOX' = Last space left blank Mary Fox-Jones 'FOXJ' = No hyphen, dash or space
- Include a **solid/dotted line** at the top of the voucher to indicate where the form should be cut from the page before submission. Should be positioned 3 11/16" from bottom edge of voucher or at the bottom of print line 44.
- K-40V is a payment voucher for Form K-40 and any "Prior Year K-40X" return.
- Money fields are required to show decimal and cents, and **no** commas or dollar symbols "\$", whether rounding or not. No "imbedded spaces". Make sure that the software is set to show the correct format when entered and when printed. **Example**: 34567.00 or 34567.23. If the line does not pertain leave it blank.
- Money fields Do not prefill money fields with zeros in those fields that are not applicable.
- On the blank portion above voucher, include the following statement: DO NOT SEND A PHOTOCOPY OF THIS VOUCHER or you risk the chance of our automated system not capturing your data correctly. SEND ORIGINAL ONLY. Statement should be printed in 10pt Courier, Bold.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- Two "XX" are required in the check fields on the following vouchers for testing and on customer/client submitted forms.
 K-40V
 K-120V
 K-130V
 K-40ES
 K-120ES
 K-130ES
- Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

KW-7

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form. Example: 04152011.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- All other amount fields should be printed in the same font as the "Total" but not include a dollar symbol.
- Include a **solid/dotted line** at the top of the voucher to indicate where the form should be cut from the page before submission. Should be positioned 3 11/16" from bottom edge of voucher or at the bottom of print line 44.
- **Money fields** are required to show decimal and cents, and **no** commas or dollar symbols "\$", whether rounding or not. No "imbedded spaces". Make sure that the software is set to show the correct format when entered and when printed. **Example**: 34567.00 or 34567.23. If the line does not pertain leave it blank.
- Money fields Do not prefill money fields with zeros in those fields that are not applicable.
- On the blank portion above voucher, include the following statement: DO NOT SEND A PHOTOCOPY OF THIS VOUCHER or you risk the chance of our automated system not capturing your data correctly.
 SEND ORIGINAL ONLY. Statement should be printed in 10pt Courier, Bold.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- Taxpayer account number must be populated with valid characters in the scanline.
 - Characters 1 3 = 037 Numeric only (See page 17 of this document)
 - Characters 4 12 = FEIN Alphanumeric (Character 4 could be a "K" or "A" if a temporary number has been assigned)
 - Character 13 = 'F' Alpha only
 - Characters 14 15 = Business location number Numeric only (usually '01', never '00')
- The only "box" is found on the withholding tax voucher size documents. This is the "For Office Use Only" box or "FOUO".
- Two "XX" are required in check fields on the following voucher for testing and on customer/client submitted forms. KW-7
- Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

TESTING REQUIREMENTS

All scannable forms are to be sent in by either USPS, Fed-Ex, Express Mail, UPS, etc.

No pdf or fax version will be accepted for scannable forms.

Scannable Forms

One sample must be submitted of each form to the Department for approval prior to use.

- 1) NO blank samples are to be submitted;
- 2) Returns/vouchers must contain full fields.
 - a) NO full fields can be submitted with only X's, 0's or 9's or all. Data within pdf form(s) provided can be used in test samples;
 - b) NO full fields can be submitted with alpha in numeric fields;
 - c) NO full fields can be submitted with numeric in alpha fields;
- 3) Make sure when printing scannable forms that the option for "scaling" is turned off.

If a sample is not received this way, one will be requested and the form will not be tested until then. This is required for testing purposes on the chance the form(s) will come in with this field populated. The sample **MUST** contain variable data printed on the form to insure proper testing of the forms. All data examples in this publication are just that, an example of how the data would look not actual data.

When submitting test samples, <u>all</u> test samples (full fields or valid/realistic) are <u>required</u> to contain the correct data format as <u>required</u> in the data specifications. This means no alpha in a numeric field or numeric in an alpha field.

When submitting a full field form please use the data on the pdf samples supplied to you.

When submitting test forms for approval, all fields must be completed (not all 0's, X's or 9's) **AND** for filing original returns, fields that do not apply are not to be pre-filled with 0's. Original forms are being sent in with fields populated with 0's. This bullet is listed with each tax type on the previous pages:

Money fields – Do not prefill money fields with zeros in those fields that are not applicable.

Please follow the specifications found within this publication.

On all spec'd forms, the amount of open space around the "data" entered, in relation to the text, must be maintained throughout the forms. All grid(s) show the placement for the text, data, and the amount of open space that must be left between them. If the grid(s) shows 4 open spaces between the text and where the

data starts then the sample submitted for approval must also have 4 open print positions between text and data. See grids on the amount of "Open Space" there is per form type. **Example** shown below:



If any monetary amount can be a **negative** each sample tax return and or tax voucher pdf posted on the Developers' web site will show which fields can be a negative. Not all monetary amounts are a negative. If it is a negative a "—" will be indicated in front of the amount.

Any return or voucher that is filed by your customer/client that does not follow the requirements can and should expect a delay in the processing of their documents.

On the Developers website click on "Substitute Forms/Tax Packages", then "Tax Form Specifications" for each form data specification containing forms and grid(s) to know how much open/clean space must be allowed. Even though the text is not read, the open space between it and the data is required for the system to read the data accurately and consistently.

Refrain from placing text anywhere within open areas.

Voucher Size Forms -

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- All fields on test forms must be completed. The data can be used from the samples provided.
- All other amount fields should be printed in the same font as the "Total" but not include a dollar symbol.
- Alpha characters must be in upper case.
- If monetary amount is a **negative**, insert a "-" in the first field to the left of the first number on the line. **Example**: -25. Not all money fields will or can have a negative field. The form sample will show which fields this is allowed in and how the negative should be shown.
- Include a **solid/dotted line** at the top of the voucher to indicate where the form should be cut from the page before submission. Should be positioned 3 11/16" from bottom edge of voucher or at the bottom of print line 44.
- Money fields are required to show decimal and cents, no imbedded spaces and no commas or dollar symbols
 "\$", whether rounding or not. Make sure that the software is set to show the correct format when entered and
 when printed. Example: 34567.00 or 34567.23.
- On the blank portion above voucher, include the following statement: DO NOT SEND A PHOTOCOPY OF THIS VOUCHER or you risk the chance of our automated system not capturing your data correctly. SEND ORIGINAL ONLY. Statement should be printed in 10pt Courier, Bold.
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.
- "Total" field/payment amount should be submitted with actual amounts. **DO NOT USE** "0.00" for any of the money fields on the voucher **test** submissions. This is required for testing purposes.
- Two "XX" are required in the check fields on the following vouchers for testing and on customer/client submitted forms. K-40V, K-120V, K-130V, K-40ES, K-120ES, K-130ES, KW-7
- **Valid** data **MUST** be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

Full and ¾ Size Forms -

- All date fields (must be eight digits) will not contain: -, / or () unless otherwise shown on form.
- All SSN's, and EIN's (must be nine digits) will not contain: -, / or () unless otherwise shown on form.
- All phone numbers (must be ten digits) will not contain: -, / or () unless otherwise shown on form.
- All fields on test forms must be completed. The data can be used from the samples provided.
- All other amount fields should be printed in the same font as the "Total" but not include a dollar symbol.
- If monetary amount is a **negative**, insert a "-" in the first field to the left of the first number on the line. **Example**: -25. Not all money fields will or can have a negative field. The form sample will show which fields this is allowed in and how the negative should be shown.
- Money fields (K-40, Sch S, Sch CR, K-40H, and K-40PT) are required to show no dollar signs, decimals, commas, and cents or imbedded spaces whole amounts only. No "imbedded spaces. Make sure that the software is set to show the correct format when entered and when printed. Example: 34567
- Money fields (K-41, K-120, K-120S, K-130) are required to show decimal and cents, BUT no commas or dollar symbols "\$", whether rounding or not. No "imbedded spaces. Make sure that the software is set to show the correct format when entered and when printed. Example: 34567.00 or 34567.23
- Open space around required fields must be adhered to. Do not place any additional information in these areas. Follow the open space shown on the grid(s). Refrain from placing text anywhere within open areas.

 Valid data MUST be on all returns. The data <u>must</u> follow the information required in this publication for test purposes and as a customer completed return.

FORMS MUST BE SUBMITTED TO KDOR FOR WRITTEN APPROVAL BEFORE PUBLISHED AND / OR RELEASED FOR USE. NON-APPROVED FORMS FILED BY YOUR CLIENTS WILL BE SENT BACK.

SPECIFICATIONS AND GRIDS

Specifications and Grid(s) are required on the following scannable forms. If you are reproducing the following forms, you **must** use the specifications (found within this publication) and the grid(s) provided by the Department. Only scannable forms require exact placement.

Individual Income Tax

K-40 Individual Income Tax and/or Food Sales Tax Refund/Amended Return – 2 page form

Schedule S Supplemental Schedule – 2 page form
Schedule CR Tax Credit Schedule – 2 page form
K-40V Individual Income Payment Voucher
K-40H Homestead Claim/Amended – 1 page form

K-40PT Property Tax Relief Claim for Low Income Seniors – 2 page form

Fiduciary Tax

K-41 Fiduciary Income Tax Return/Amended – 4 page form

Corporate Income Tax

K-120 Corporation Income Tax Return/Amended – 6 page form

K-120EX Expense Deduction – 2 page form
K-120V Corporate Income Payment Voucher

K-120S Partnership and/or S Corporation Income Tax Return/Amended – 4 page form

Privilege Tax

K-130 Privilege Tax Return/Amended – 6 page form

K-130V Privilege Tax Payment Voucher

Estimated Tax

K-40ES Individual Estimated Income Tax Voucher
K-120ES Corporate Estimated Income Tax Voucher

K-130ES Privilege Estimated Tax Voucher

Withholding Tax

KW-7 Non-Resident Owner Withholding Return – 2 page form

FORM RELEASE AND CHANGES

Form Release Timeline - Updated

Scannable Forms will start being released around the end of August. No drafts forms will be released. Due to system, legislation changes, or an oversight on the Departments side, the forms can change and will be resent out at that time. The order they will be released is shown below (these are estimated dates).

Week of August 6, 2012 - Returns and Vouchers

K-40V K-120V K-130V KW-7 K-41 K-130 K-40ES K-120ES K-130ES

Week of September 17, 2012 - Returns

K-40 Sch S Sch CR K-120 K-120EX K-120S K-40H K-40PT

Nonscannable forms can be released at any time from August through February. Miscellaneous nonscannable forms can be released anytime during the year.

Form Changes

Scannable Forms:

CHANGES WILL BE IN BLUE

NEW FIELDS/TEXT WILL BE IN RED

COLORS ON FORM ARE FOR YOUR INFORMATION ONLY, USED WHEN PROGRAMMING.

Individual Income Tax

K-40 Rev. 6/12

- New Contribution / Donation Program line
 - Kansas Hometown Heroes Fund
- Requirements
 - New Requirements
 - New Fields Capturing Kansas Residents Only
 - County Abbreviations
 - School District codes
 - Page 1 will capture
 - Header information
 - Dependent Information
 - Food Sales Tax filing only
 - Page 2 will capture
 - Name, 4-char, and SSN
 - All standard financial information (lines 1-39) that used to be on single page form
 - Signature fields
 - Filing Requirements
 - At all times both pages 1 & 2 are required to be filed together even if
 - Only filing for food Sales Tax Refund
 - Only completing the standard financial lines 1 40
 - ❖ Taxpayer(s) are required to sign page 2 no matter what they are filing for
 - Whether self-prepared or by preparer, Primary Taxpayer name, 4-char, and SSN are to appear at top of page 2. Software required to carry from page 1 to page 2 automatically
 - SSN requirement
 - effective starting tax years 2011 and after
 - o does not apply to the credit for taxes paid to another state
 - o and/or Temporary ID # for dependent(s) is required in order to claim most Kansas tax credits.
 - for dependent(s) is required in order to claim a Food Sales Tax refund, Credit for Dependent Care and the EIC
 - information is captured on K-40. Kansas will also be asking for dependent(s) name, dateof-birth and relationship
 - No credit will be provided under the Kansas income tax act if any individual fails to provide a valid social security number for themselves, spouse and / or dependents
 - · Will be asking for and capturing dependent date-of-birth and relationship information
 - This will not carry over to another sheet unless K-40 fields have been completed first
 - Line D an amount is required here if not more than 35,400. If left blank claim will be denied
 - The same information that is required to electronic file is also required on this paper version
 - Filing an amended return, the check field must be indicated for the reason
 - Completed by someone other than taxpayer, Preparer information must be completed
 - Completed by a Tax Preparer, enter one of the 3 (EIN, SSN or PTIN)
 - Married filing joint both signatures required
 - only one signature, return will be sent back
 - If taxpayer died during filing period
 - o deceased field must be checked
 - death date must be entered, and
 - Form RF-9 must be completed. Death date on this return and on RF-9 must match. Link these two forms together. If field is checked on K-40, this form can be automatically completed and submitted with Form K-40.
- Change to tax year within form
 - Form ID
 - Revision date

Schedule S Rev. 6/12

- Adding 2 expensing deduction lines to Part A
- Change to tax year within form
 - Form ID
 - Revision date
- No data placement changes to Part B
- Capturing both state and federal data on Part B. Had been only capturing state.

Schedule CR Rev. 6/12

Added new credit – K-89 Rural Opportunity Zone Credit (ROZ) – Electronic Only

- Added nonrefundable fields for K-32, K-36, K-56, and K-57
- Removed K-64, Business Machinery and Equipment Credit line
- Both pages are required to be filed
- ➤ K-84, K-85, K-88, and K-89 only filed "Electronically" No paper forms can be filed claiming these credits. The instructions are all that is available on the Dept.'s website at: http://ksrevenue.org/formsii.html#credit
- Requirements
 - Can only be filed with Vendor K-40, when claiming credits
 - MUST enclose completed credit schedule(s) being claimed
 - This form cannot be filed with the Departments' Form K-40 (orange drop out ink)
 - Negative amounts ARE NOT allowed on this form
- Format change due to the elimination and addition of credit schedule(s)
- Change to tax year within form
 - Form ID
 - Revision date

K-40V Rev. 6/12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 12
- No data placement changes

K-40H Rev. 6/12

- Requirements
 - Money fields located in Line 4 requires exact placement as the amounts will be captured
 - If completed by someone other than the taxpayer, the Preparer information must be completed
 - If taxpayer (filing single) died during filing period, the deceased field must be checked, death date must be entered, and Form RF-9 must be completed. Death date on this return and on RF-9 must match. Link these two forms together. If field is checked on K-40H, this form can be automatically completed and submitted with Form K-40H.
 - Data fields located within line 4 will be captured starting with 2010 forms. (Data required)
- Change to line 4, lined up all 3 money fields
- Change to tax year within form
 - Form ID
 - Revision date

K-40PT Rev. 6/12

- Requirements
 - Money fields located in Line 4 requires exact placement as the amounts will be captured
 - If completed by someone other than the taxpayer, the Preparer information must be completed
 - If taxpayer (filing single) died during filing period, the deceased field must be checked, death date must be entered, and Form RF-9 must be completed. Death date on this return and on RF-9 must match. Link these two forms together. If field is checked on K-40PT, this form can be automatically completed and submitted with Form K-40PT.
 - Data fields located within line 4 will be captured starting with 2010 forms.
- Change to tax year within form
 - Form ID
 - Revision date
- No data placement changes

Fiduciary Tax

K-41 Rev. 6/12

- Requirements
 - Money fields can only be entered as whole dollars. Example: 3470.00
 - If completed by someone other than the taxpayer, the Preparer information must be completed
- Change to tax year within form
 - Form ID
 - Revision date
- No data placement changes

Corporate Income Tax

K-120 Rev. 6/12

- Adding expensing deduction line to K-120
- Adding expensing deduction line to K-121
- Removed K-64, Business Machinery and Equipment Credit line

- ➤ K-84 and K-85 only filed "Electronically" No paper forms can be filed claiming these credits. The instructions are all that is available on the Dept.'s website at: http://ksrevenue.org/forms-btcinc.html#credit
- Requirements
 - If filing an amended return, the initial check field must be indicated along with the reason
 - If completed by someone other than the taxpayer, the Preparer information is required
 - If completed by a Tax Preparer required to enter one of the following: EIN, SSN or PTIN
- Change to tax year within form
 - Form ID
 - Revision date
- No data placement changes

K-120EX 6/12 – **NEW FORM**

- Requirement Will be capturing the following fields
 - SDC code pg 1 -3
 - Form ID pg 1 3
 - Beginning and Ending Dates
 - Taxpayer name pg 1 3
 - Taxpayer SSN or EIN pg 1 3
 - Name of Business
 - Business EIN
 - Data in lines 1 17 on pg 1
 - o Line 7 all 3 fields will be captured
 - Entity name
 - Entity EIN
 - Amount Used
 - Page 2, Columns
 - o Method
 - Basis for Depreciation
 - o Bonus Depreciation
 - o Net Basis
 - Kansas Expensing
 - Page 3, Columns, cont.
 - o Line 18
 - Basis for Depreciation
 - Bonus Depreciation
 - Net Basis
 - Kansas Expensing
 - IRC 168 Recover Period Hardcoded

K-120V Rev. 6-12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 12
- No data placement changes

Small Business Corporation

K-120S Rev. 6/12

- Adding expensing deduction line to K-120S
- Adding expensing deduction line to K-121S
- Requirements
 - If completed by someone other than the taxpayer, the Preparer information is required
 - If completed by a Tax Preparer required to enter one of the following: EIN, SSN or PTIN
- Change to tax year within form
 - Form ID
 - Revision date

Privilege Tax

K-130 Rev. 6/12

- ➤ K-84 and K-85 only filed "Electronically" No paper forms can be filed claiming these credits. The instructions are all that is available on the Dept.'s website at: http://ksrevenue.org/forms-btpriv.html#credit
- Removed K-64, Business Machinery and Equipment Credit line
- Requirements
 - If filing an amended return, the initial check field must be indicated along with the reason
 - If completed by someone other than the taxpayer, the Preparer information is required
 - If completed by a Tax Preparer required to enter one of the following: EIN, SSN or PTIN

- Change to tax year within form
 - Form ID
 - Revision date
- No data placement changes
- This form cannot be filed with the Departments' K-130 form (purple drop out ink)

K-130V Rev. 6/12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 12
- No data placement changes

Estimated Tax

K-40ES Rev. 6/12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 13
- No data placement changes

K-120ES Rev. 6/12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 13
- No data placement changes

K-130ES Rev. 6/12

- Change to tax year within form
 - Revision date
 - Tax year in scanline to 13
- No data placement changes

Withholding Tax

KW-7/7S Rev. 7-08

- No data placement changes
- No change to the tax year in scanline for tax year 2012
 - Form is processed differently than KW-3 & 5 which is why date is not changing

Nonscannable Forms - If a nonscannable form is not listed, this indicates no changes made to it.

Credit Schedule Changes – Credit schedule(s) being filed along with an income tax return, must enclose a Schedule CR and a copy of the credit schedule(s) being claimed with their return.

Rev. 6-11 - Net Operating Loss Carry Forward Form **CRF** K-30 Rev. 8-11 - Angel Investor Credit K-33 Rev. 8-11 - Agritourism Liability Insurance Credit Rev. 8-11 – Rev. 8-11 – **Business and Job Development Credit** K-34 K-35 Historic Preservation Credit Rev. 8-11 - Telecommunications and Railroad Credit K-36 Rev. 8-11 -Disabled Access Credit K-37 Swine Facility Improvement Credit Rev. 8-11 -K-38 Rev. 8-11 -Oil and Gas Well Plugging Credit K-39 K-42 Rev. 8-11 - Assistive Technology Contribution Credit K-47 Rev. 8-11 - Adoption Credit K-53 Rev. 8-11 - Research and Development Credit K-55 Rev. 8-11 - Venture and Local Seed Capital Credit K-56 Rev. 8-11 - Child Day Care Assistance Credit Rev. 8-11 -Small Employer Healthcare Credit K-57 K-59 Rev. 8-11 - High Performance Incentive Program Credit K-60 Rev. 8-11 - Community Service Contribution Credit Rev. 8-11 - Alternative-Fuel Motor Vehicle Property Credit K-62 Rev. 8-11 - Individual Development Account Credit K-68 K-72 Rev. 8-11 - Law Enforcement Training Center Credit Rev. 8-11 - Historic Site Contribution Credit K-75 Rev. 8-11 - Single City Port Authority Credit K-76 K-81 Rev. 8-11 - Environmental Compliance Credit

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Rev. 8-11 -
       K-82
                                Storage and blending equipment Credit
       K-83
                                Electric Cogeneration Facility Credit
                  Rev. 8-11
       K-86
                  Rev. 8-11 -
                                Film Production Credit
                  Rev. 8-11 - Declared Disaster Capital Investment Credit
       K-87
       K-139
                  Rev. 8-11
                                Corporation Application For Refund From Carry Back Of Net Operating Loss
       K-139F
                  Rev. 8-11
                                Corporate Schedule for Refund From Carry Back of Farm Net Operating Loss
Miscellaneous Forms
       CR-108
                  Rev. 8-11

    Notice of Discontinuation of Business

       DC-1
                  Rev. 6-11
                                Environmental Surcharge and Solvent Fee Return
       DIS
                  Rev. 8-11

    Certificate of Disability

                  Rev. 5-11 - Name or Address Change Form
       DO-5
                  Rev. 5-11 - Tax Records Request for Copies or Access
       DO-41
                  Rev. 7-11 - Authorization Form for Electronic Funds Transfer
       EF-101
       Form 200 Rev. 8-11 – Local Intangibles Tax Return
                  Rev. 5-11 - Claim to Support Withholding Tax Credit
       IA-81
                  Rev. 5-11 - Withholding Form Unemployment Insurance Benefits
       K-4U
       K-19
                  Rev. 9-11 - Report of Nonresident Owner Tax Withheld
                  Rev. 7-12 - Combined Income Method of Reporting
       K-121
       K-121S
                  Rev. 7-12 -
                                Combined Income Method of Reporting
                  Rev. 8-11 - Individual Underpayment of Estimated Tax Schedule
       K-210
       K-220
                  Rev. 8-11
                                Corporate Underpayment of Estimated Tax Schedule
```

Rev. 8-11 – Privilege Underpayment of Rev. 6-11 – Servicemember Civil Relia Rev. 6-11 – Nonresident Owner Withh Rev. 8-11 – Certification of Rent Paid K-230 Privilege Underpayment of Estimated Tax Schedule KS-2848 Servicemember Civil Relief Act

Nonresident Owner Withholding Schedule KW-7S

RNT

Obsolete Forms

If you are reproducing the following forms*, they will no longer be used for new claims beginning January 1, 2011. Prior year forms starting with tax year 2010 are still good for their appropriate tax year. The following forms have expired per applicable statutes.

Credit Schedule

K-64 **Business Machinery and Equipment Credit**

2010 is the last year to file a claim NO CARRY FORWARDS

K-78 Nitrogen Fertilizer Plant

K-80 Integrated Coal Gasification Power Plant

2010 is the last year to file a new claim but carry forwards can still be processed

- Business and Job Development (Metropolitan Counties) Douglas, Johnson, K-34 Leavenworth, Sedgwick, Shawnee, and Wyandotte
- K-73 **Petroleum Refinery**
- **Qualifying Pipeline** K-77
- K-79 BioMass-to-Energy Plant
- K-87 **Declared Disaster Capital Investment**

2011 is the last year to file a new claim but carry forwards can still be processed

- Business and Job Development (All Counties) K-34
- K-82 Storage & Blending Equipment
- K-83 **Electric Cogeneration Facility**

2012 is the last year to file a new claim but carry forwards can still be processed

- **Regional Foundation** K-32
- Historic Site Contribution K-75
- K-84 Technical and Community College Deferred Maintenance (Electronic Only)
- K-85 University Deferred Maintenance (Electronic Only)

2016 is the last year to file a new claim but carry forwards can still be processed

K-30 Angel Investment Design and Developmen Division of Taxation 915 SW Harrison St. Topeka, KS 66625-2007

Signature

Kansas

Department of Revenue

Phone: 785-296-2460 Fax: 785-296-2736 www.kdor.org/developers/subhome.html

agrees to abide by the policies, procedures, and

Nick Jordan, Secretary Steve Stotts, Director of Tax Operations Sam Brownback, Governor

2013 LETTER OF INTENT TO PRODUCE SUBSTITUTE OR REPRODUCED FORMS

	(Company Name)
	delines published by the Kansas Department of Revenue concerning the development of substitute or reproduced ms. The requirements include but are not limited to the following:
•	First submittals of scannable forms must be received by December 3 , 2012 , in order to be used by the first of the year. (Income, Homestead, Fiduciary, Corporate, S-Corp, and Privilege)
•	No first submittals of scannable forms will be accepted after March 15, 2013.
•	Companies or individuals who develop substitute tax forms or products must meet the placement and data requirements in accordance with the guidelines "Specifications and Approval Requirements for Reproducing State Tax Forms" Pub. KS-1648 issued by the Kansas Department of Revenue.
•	Software Developers/Vendors and Forms library products must be able to print a banner on all affected "returns/voucher" forms, where incorrect variable (data) has been entered in a format other than what is specified by the Department. The banner must be 18pt font bold and be printed on the return/voucher; to alert the user that incorrectly formatted data has been entered. The Department recommends using: " INCOMPLETE DATA: DO NOT FILE ". This banner is to allow the Department to readily identify these forms to reject them.
•	Refrain from selling, releasing, licensing or distributing tax packages to customers or clients prior to receiving approval for each tax form included in the package. – Due to the large number of " DRAFT " forms being filed, not approved or non-submitted forms are <u>not</u> to be included in the release of any software package.
•	Notify customers or clients of the computer hardware requirements, including printers, printer fonts, font cartridges, specialty fonts, etc., necessary to produce our company's scannable/substitute tax forms that were approved by the Department of Revenue.
•	Notify the Department, and our customers / clients immediately if computation errors or other variable data errors are found. Promptly correct errors in the company's products and substitute tax forms. Provide the Kansas Department of Revenue with proof(s) showing that the company has corrected the errors and notified customers or clients of the corrections.
•	Authorize the Kansas Department of Revenue to include the name of our company in various public information materials designed to inform practitioners and the public about software developers who have agreed, complied, or failed to comply with the specifications for reproducing tax forms.

Title

Date

CONTACT INFORMATION

(Information here must be completed for each contact handling Kansas Department of Revenue tax forms within the company) SDC (KS Software Developer Code*) **Company Name** Mailing Address Citv State Zip Product Name(s) **Web Site Address** Main Contact Name Contacts' E-mail Address **Telephone Number Fax Number Technical Support Telephone Number** Secondary Contact Name E-mail Address Technical Support Telephone Number **Telephone Number** Fax Number --- DATES ---**Kansas forms will be submitted for testing date -Software release date -*If you do not have a Kansas software developer code, leave field blank and one will be assigned. You will be contacted with SDC. **All first submittals of scannable forms must be received by Dec. 1st, for software to be released with approved forms by Jan. 1. Some tax types must be submitted for approval by Dec. 1 as the revised forms will be due as early as Jan. 25th. COMPANY INFORMATION Does the Kansas Department of Revenue have your permission to include a telephone number on our web site in the Our company: develops substitute forms and/or software and sells to secondary companies. (Enclose a list of all secondary companies that purchase forms and/or software from your company. This list MUST contain the same information as the "Contact Information" section above and a list of Kansas's forms provided by your company to each secondary company. All secondary companies must complete a "Letter of Intent" and submit form(s) for approval.) develops substitute tax forms, using our own software program in order to submit our return(s) to Kansas. Please include a separate sheet with the name(s) of the tax software product(s) that your company will produce that contains Kansas Department of Revenue tax forms. buys tax form software from another company in order to print the variable data on forms. Name of Primary Software Developer: develops On-line software that offers E-filing or Web-filing. offers over-the counter software. How can someone obtain your software? How do you notify your customers/clients of form changes, to know the version they are using and when to update software?

SCANNABLE FORMS

names next to the		e form is submitted t	ograms are used for th for approval. Each ar		
☐ K-40 ☐ Schedule S ☐ Schedule C ☐ K-40V		☐ K-120 ☐ K-120EX ☐ K-120V ☐ K-120S	☐ K-130 ☐ K-130V		☐ KW-7
NON-SCANNA	ABLE FORMS				
		nole company not se form when requesti	ections within compan ng approval.	y. If forms are adde	ed during the
CR-16	☐ K-19	☐ K-53	☐ K-83	☐ K-230	ST-28F
CR-17	☐ K-30	☐ K-55	☐ K-86	K-706	☐ ST-28G
CR-18	☐ K-31	☐ K-56	☐ K-87	KS-2848	☐ ST-28L
CR-108	☐ K-32	☐ K-57		☐ KW-7A	☐ ST-28M
CRF	☐ K-33	☐ K-59		☐ KW-7S	ST-28W
☐ DC-1	☐ K-34	☐ K-60	☐ K-120EL	☐ PR-70B	☐ ST-31
DIS	☐ K-35	☐ K-62	☐ K-121	PR-78SSTA	☐ ST-201
☐ DO-5	☐ K-36	☐ K-640		☐ RF-9	☐ ST-203
☐ DO-10	☐ K-37	☐ K-67		RNT	☐ TG-1
☐ DO-41	☐ K-38	☐ K-68	☐ K-131	ST-21PEC	
☐ Form 200	☐ K-39	☐ K-72	☐ K-139	☐ ST-28	
		☐ K-75	☐ K-139F	☐ ST-28A	
☐ K-4C	☐ K-42	☐ K-81	☐ K-210	☐ ST-28C	
☐ K-4U	☐ K-47	☐ K-82	☐ K-220	☐ ST-28D	