

KANSAS DEPARTMENT OF REVENUE
2018 W-2 SPECIFICATIONS FOR ELECTRONIC FILING
COMMA SEPARATED VALUE (CSV) FORMAT

The Kansas Department of Revenue accepts W-2 withholding statements in the *EFW2 – Specifications for Filing Form W2 Electronically* format outlined by the Social Security Administration (SSA). For more information about the EFW2 including Kansas-specific requirements, refer to the *K-2MT Specifications for Electronic Filing* available on the Department’s website: www.ksrevenue.org/forms-btwh.htm.

In instances when a filer cannot meet the SSA guidelines but can put required data in a spreadsheet format, KDOR will accept withholding data in the W-2 Comma Separated Value format described below.

**ELECTRONIC RECORDS THAT DO NOT CONFORM TO THE SPECIFICATIONS
 DEFINED BY THE KANSAS DEPARTMENT OF REVENUE WILL NOT BE ACCEPTED.**

State of Kansas KW-2 CSV Record Layout					
1	Form_Type	13	Emp_SSN_FEIN	25	1_Wages_Tips
2	Empr_SSN_FEIN	14	Emp_Last_Name	26	2_Fed_Income_Tax
3	Empr_Last_Name	15	Emp_Middle_Name	27	3_SS_Wages
4	Empr_Middle_Name	16	Emp_First_Name	28	15_State1
5	Empr_First_Name	17	Emp_Suffix	29	15_Employer_ID_Num1
6	Empr_Suffix	18	Emp_Street1	30	15_State2
7	Empr_Street1	19	Emp_Street2	31	15_Employer_ID_Num2
8	Empr_Street2	20	Emp_City	32	16_State_Wages_Tips1
9	Empr_City	21	Emp_State	33	16_State_Wages_Tips2
10	Empr_State	22	Emp_Zip	34	17_State_Income_Tax1
11	Empr_Zip	23	Emp_Country_Code	35	17_State_Income_Tax2
12	Empr_Country_Code	24	Ctrl_Num		

Entities reporting for 51 or more employees or payees must file by electronic means. Most will be able to file through a Department developed, web-based application. Entities with less than 51 employees or payees can also benefit from using the application.

Kansas does not accept withholding information submitted on magnetic media. Filers submitting information for multiple employers should contact the Department unit for filing options.

Questions concerning filing requirements should be directed to Customer Relations at 785-368-8222 or email KDOR_tac@ks.gov.

MAILING ADDRESS:
 KDOR – BUSINESS SUPPORT SERVICES
 PO BOX 3506
 TOPEKA, KS 66601-3506

Note: There are no changes in the KW-2 CSV layout from tax year 2017. All Tax Year 2018 W-2s must be filed by January 31, 2019.

KW-2 CSV Record Layout – State of Kansas (Detail)			
Column #	Field Name	Field Type	Description
1	Form_Type	Alphanumeric	Form type should be “W2”
2	Empr_SSN_FEIN	Alphanumeric	Employer’s Employer Identification Number (No hyphens)
3	Empr_Last_Name	Alphanumeric	Maximum of 57 characters
4	Empr_Middle_Name	Alphanumeric	Maximum of 15 characters
5	Empr_First_Name	Alphanumeric	Maximum of 15 characters
6	Empr_Suffix	Alphanumeric	Maximum of 4 characters
7	Empr_Street1	Alphanumeric	Maximum of 40 characters
8	Empr_Street2	Alphanumeric	Maximum of 40 characters
9	Empr_City	Alphanumeric	Maximum of 40 characters
10	Empr_State	Alphanumeric	Must be 2 characters
11	Empr_Zip	Alphanumeric	9 digit zip, if known, with or without hyphen. (##### ##### or #####)
12	Empr_Country_Code	Alphanumeric	2 characters (Blank if U.S.A.)
13	Emp_SSN_FEIN	Alphanumeric	Employee’s Employer Identification Number (No hyphens)
14	Emp_Last_Name	Alphanumeric	Maximum of 57 characters
15	Emp_Middle_Name	Alphanumeric	Maximum of 15 characters
16	Emp_First_Name	Alphanumeric	Maximum of 15 characters
17	Emp_Suffix	Alphanumeric	Maximum of 4 characters
18	Emp_Street1	Alphanumeric	Maximum of 40 characters
19	Emp_Street2	Alphanumeric	Maximum of 40 characters
20	Emp_City	Alphanumeric	Maximum of 40 characters
21	Emp_State	Alphanumeric	Must be 2 characters
22	Emp_Zip	Alphanumeric	9 digit zip, if known, with or without hyphen. (##### ##### or #####)
23	Emp_Country_Code	Alphanumeric	2 characters (Blank if U.S.A.)
24	Ctrl_Num	Alphanumeric	Max of 50 characters
25	1_Wages_Tips	Numeric	Currency with decimal. (###.##)
26	2_Fed_Income_Tax	Numeric	Currency with decimal. (###.##)
27	3_SS_Wages	Numeric	Currency with decimal. (###.##)
28	15_State1	Alphanumeric	2 characters (“KS”)
29	15_Employer_ID_Num1	Alphanumeric	Max of 50 characters (036#####F##)
30	15_State2	Alphanumeric	2 characters (“KS”)
31	15_Employer_ID_Num2	Alphanumeric	Max of 50 characters (036#####F##)
32	16_State_Wages_Tips1	Numeric	Currency with decimal. (###.##)
33	16_State_Wages_Tips2	Numeric	Currency with decimal. (###.##)
34	17_State_Income_Tax1	Numeric	Currency with decimal. (###.##)
35	17_State_Income_Tax2	Numeric	Currency with decimal. (###.##)