

KS Unemployment instructions

ATTENTION: Changes in filing Kansas Unemployment Reports

Kansas Department of Labor is strongly encouraging online filing of quarterly reports. Following are the instructions our clients will need to submit the return online.

- Log on to www.uitax.dol.ks.gov
- Under the "Employers" heading, select "File your quarterly report and taxes online".
- This will direct you to a login page. You may want to bookmark this page for easy access in future quarters.
- Once you have logged in, choose the "Select" button for "File a Quarterly Wage Report". (If you have zero wages to report for the quarter, select "File a \$0 Wage Report".
- Enter your PIN.
- Select the quarter you are filing.
- Once the quarter is selected, you will be directed to a page that lists your employees and their wages for the quarter. There may be multiple pages depending on the number of employees you have. Typically, we will have entered the wage amounts for you to review.
- At the bottom of the screen, select "Calculate Total". Once calculated, you can verify lines 12 to 21 match the same lines on the report copy we have included in your packet.
- Assuming the totals match and you are comfortable with the report, click the box to check mark the "I certify..." section. Then select "Submit".
- Once you have submitted the return, you will have the opportunity to print a final copy of the return and determine your payment options.
- The payment options allow you to print a voucher and mail your payment, pay by credit card (transaction fees apply) or pay by electronic check (no transaction fees apply).