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

QUARTERLY WAGE REPORT & UNEMPLOYMENT TAX RETURN K-CNS 100 (Rev. 10-2008)

To avoid a penalty this return must be postmarked or electronically submitted by the last day of the month after the

Report Due Date

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													Υ	Υ	Υ	Υ	Q	Υ	, ,	ΥY	Υ														
1. Business Name:											2.	Employer Serial Num	nber						3. C	uarter nding															
4. Social Security Number 5. Employee Last Name											ne First Name T UPPER CASE CLEARLY)				Total Wages Paid This Quarter Dollars					ter	Cei			i	7. Excess Wages Dollars Cent								ts		
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	8. Total Wages for THIS page ───►																																		
9. Number of continuation sheets attached (See Instructions) 11. For each mo received pay								month pay for	h, report the number of covered workers who worked during or or the payroll period which includes the 12th of the month. Month 1										Month 2 Month 3																
10. NAI																							\equiv	1	\equiv			\exists			\neg				
(For Internal Use Only)										že Že	12. Total Wages from ALL pages If NO Wages were paid mark X Here																\perp								
22. I certify that the information on this return is true, correct and complete, to the best of										of etc.		13. Total Excess Wages from ALL Pages																							
my knowledge and belief.								" E	3	4. Compute Taxable Wages. (item 12 minus item 13)																									
Signature						6	15. Unemployment Tax Due. Multiply (Item 14 by Tax Rate) Tax Rate = 0.00%																												
							5	16. SUTA Penalty Rate (See Instructions) Penalty Rate = 0.00%																											
Print Name							tailea	17. Late Filing Penalty (See Instructions)																											
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Phone Number										Additi	3	9. Prior amount due +												\dashv											
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Date	M	M		D [)	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 nay by money order or credit rand												23. Check if this is your final wage report.																	

Completing the Quarterly Wage Report and Unemployment Tax Return, K-CNS 100 This report can be filed online at: www.uitax.dol.ks.gov

REIMBURSING EMPLOYERS

Items 7, 13, and 15 do NOT apply to reimbursing employers.

Items 12 and 14 must be the same amount. Item 13 will be zero.

RATED GOVERNMENT EMPLOYERS

Taxes are paid on TOTAL wages.

Items 7 and 13 do NOT apply to rated government employers.

Items 12 and 14 must be the same amount.

Item 13 will be zero.

To compute the tax due, item 15, multiply Taxable Wages, item 14, by your tax rate.

- 1. The employer's name. If there is a change of address or a change of ownership, please complete K-CNS 020, Notice of Change.
- 2. Your six-digit unemployment tax number.
- 3.The quarter ending date for this tax return. Use the MM/DD/YYYY format. The quarter ending March 31, 2009, the first quarter of 2009, would be 03/31/2009. Please also identify the quarter with Q/YYYY. In this example, 1/2009. To avoid penalty and interest, this tax return must be postmarked by the last day of the month after the end of the quarter. The last acceptable postmark date for the 1/2009 tax return would be April 30, 2009.
- 4. The social security number for each employee.
- 5. The name of each employee: last name, first name, middle initial.
- 6:The total amount of wages paid to each employee during this calendar quarter. Wages should be reported in the quarter they are paid, not the quarter they are earned.
- 7Unemployment taxes are paid on the first \$8000 of wages paid to each employee in a calendar year. Item 7 is the wages THIS QUARTER that are over the \$8000 taxable wage base. This amount can not be larger than the quarterly wages paid in item 6. For example, an employee who is paid \$5000 each quarter would have no excess wages in the 1st quarter, \$2000 in excess wages in the 2nd quarter and \$5000 in both the 3rd and 4th quarters.
- 8Enter the totals for THIS PAGE of the Total Wages column, item 6, and the Excess Wages column, item 7. Total each page separately.
- 9.If you have attached continuation sheets, indicate how many are enclosed.
- This is your NAICS Code (applicable if you receive this by mail only)
- 11.Tell us your mid-month employment. This is a count of all full time and part time workers who worked or were paid for the payroll period that includes the 12th of the month.
- 12. Total of Total Wages for ALL pages. This is a total of all wages you paid this quarter. Check the box **ONLY** If no wages were paid.
- 13. Total of Excess Wages from ALL pages. This is a total of all wages over the \$8000 wage base paid this quarter.
- 14. Total of Taxable Wages paid this quarter. Subtract Excess Wages, item 13, from Total Wages, item 12.

- 15-Unemployment Tax Due. Multiply Taxable Wages, item 14, by your tax rate.
- 16:A State Unemployment Tax Avoidance (SUTA) Penalty Rate is assigned by the agency to employers who violate or attempt to violate SUTA laws. A rate of no less than 2% will be assigned to the employer. Multiply Taxable Wages, item 14, by your SUTA Penalty Rate.
- 17.A penalty of .05% of Total Wages is added for each month that your return is late. Parts of a month are rounded up to whole months. For example, a first quarter tax return filed the middle of June would be TWO months late, not one and a half. To compute your penalty if you are beyond the last postmark date of the report due date, multiply Total Wages, item 12, by .05%. Multiply that result by the number of months you are late. The minimum penalty is \$25. The maximum penalty is \$200. A delinquent tax return reporting No Wages will have the minimum penalty assessed.
- 18 Past due taxes accrue interest at the rate of 1% a month. Parts of a month are rounded up to whole months. If you are paying your unemployment tax late, compute the interest by multiplying the months you are late by 1% and then by the tax due, item 15. Using the example above, an employer who shows \$1000 in taxes due in item 15, would add \$20 in interest. 2 x 1% x \$1000 = \$20.
- ¹⁹ If you owe taxes from a prior quarter, enter the amount due from the Statement, K-CNS 210, we sent you.
- 20. Taxes from a prior quarter overpaid when this report was mailed. Verify that it has not been refunded or otherwise liquidated. If you have overpaid your unemployment taxes in a prior quarter, complete an adjustment, K-CNS 111, and enter the total tax overpaid.
- 21. The Total Due is a total of items 15, 16, 17, 18, and 19, minus item 20. If you owe \$5 or more, make your remittance payable to the Kansas Employment Security Fund. Send your return to PO Box 400, Topeka, KS 66601-0400
- 22. The return must be signed by the owner, partner, member/manager, corporate officer or designated employee. Please include your daytime voice telephone number with the area code.
- 23. Check this box ONLY if this is the final wage report for this entity (i.e. Business no longer paying wages, Business closed, Business sold, etc).

For help in completing this tax return or filing an adjustment to a prior return, you may call your local unemployment tax office.

A list of offices is at http://www.dol.ks.gov/ui/html/ensec14_DBR.html

Assistance is also available from our administrative office in Topeka, 785-296-5027. And by e-mail: uitax@dol.ks.gov