

**KANSAS DEPARTMENT OF REVENUE**  
**2017 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](http://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’s Electronic Services unit for filing options.

For technical questions concerning electronic filing, call Electronic Services at 785-296-6993 or email [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov). Questions concerning filing requirements should be directed to Customer Relations at 785-368-8222.

**Note: There are no changes in the KW-2 CSV layout from tax year 2016. All Tax Year 2017 W-2s must be filed by January 31, 2018.**

**MAILING ADDRESS:**  
 KDOR - ELECTRONIC SERVICES  
 PO BOX 3506  
 TOPEKA, KS 66601-3506

**KW-2 CSV Record Layout – State of Kansas (Detail)**

<b>Column #</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Description</b>
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. (###.##)