Authorization to Submit Employees Annual Wage and Tax Statements Via Kentucky Department of Revenue Web Site

1. Check appropriate box:

- Initial request for PIN (personal identification number).
- Misplaced PIN.
- Request to change PIN due to security issue, i.e., new employee responsible for submitting W-2 information or PIN security has been compromised.
- FEIN changed, new PIN required.

2. Name, address and federal employer identification number of person, organization or firm requesting Web filing:

- Business Name ________________________________ FEIN* ___________________________
- Street Address ________________________________ City/State/ZIP _______________________

3. Name, title and telephone number of contact person:

- Contact Name ________________________________ Phone Number _____________________
- Title ________________________________ E-mail Address** ____________________________

4. Estimated number of wage and tax statements to be reported: ________________________________

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Signature of Person Completing Authorization ____________________________ Date ____________

Please submit the request to:
Kentucky Department of Revenue
Withholding Tax Branch
P.O. Box 181, Station 57
Frankfort, KY 40602-0181
www.revenue.ky.gov

*If more than one FEIN is involved, please use the FEIN of the submitting/transmitting entity.

**This gives Kentucky Department of Revenue permission to confirm the status to the employer using the confidential e-mail address provided on the form.

Please Note: It is important to get your system/network administrator involved immediately to ensure that you have the proper capabilities. Kentucky Department of Revenue provides a secure Web site, but there are often limitations in your system or network. Please work with your system/network administrator early to ensure your success!