

**EMPLOYER'S ANNUAL RECONCILIATION
OF EARNINGS TAX WITHHELD**

City of Kansas City, Missouri
Revenue Division

Phone
(816) 513-1120

**RD-113
(11/08)**

Period From:

Period To:

Legal Name:

FEIN Number:

Mailing Address:

Account ID:

DBA Name:

Due Date:

Business Address:

X box if change made to name, address or FEIN Number

For reconciliation purposes only; do not send payment or request refund with this form.

IMPORTANT NOTICE
Submit W-2 Information
only on those employees
for whom you withheld
KCMO Earning-Tax.

					DOLLARS		CENTS	
1. No. of taxable employees								
2. Withheld for qtr. ending 3/31							0	0
3. Withheld for qtr. ending 6/30							0	0
4. Withheld for qtr. ending 9/30							0	0
5. Withheld for qtr. ending 12/31							0	0
6. Total Withheld for the Year							0	0
7. Total Payments for the Year							0	0

This reconciliation will not be deemed complete if the bottom portion is not completed and signed.

Under penalties of perjury, I declare this to be a true, correct, and complete return for the tax period stated.

Taxpayer Signature _____ Print Name _____ Title _____ Date _____ Phone _____

Preparer's Signature (if other than taxpayer) _____ Print Name _____ Title _____ Date _____ Phone _____

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer. Yes No

Instructions for preparing and filing Employer's Annual Reconciliation of Earnings Tax Withheld

Who must file: Each employer within the City of Kansas City, Missouri who employs one or more persons is required to file this form. Employers outside the city who voluntarily withhold earnings tax from Kansas City, Missouri residents should file this form.

When and where to file: This form must be filed on or before February 28, with a W-2 submission. Please mail form and W-2 submission to City Hall, Revenue Division, 414 E 12th St. Second Floor, Kansas City, MO 64106.

Line 1. Enter number of employees subject to tax.

Line 7. Enter total payments remitted for the year (should equal Line 6).

Lines 2 through 5. Enter amount of earnings tax withheld for each quarter of the tax period indicated.

Line 6. Enter total amount withheld (sum of Lines 2 through 5).

Note: If under-withheld, submit payment with an amended return (RD-110). If over-withheld, submit amended return (RD-110) for credit or refund. FOR RECONCILIATION PURPOSES ONLY; DO NOT SEND PAYMENT WITH THIS FORM.

Excel Spreadsheet only (CD only no diskettes) CD Paper (100 or fewer employees only)

46648



WAGE REPORTING REQUIREMENTS

Section 68-386 of the City's Code of Ordinances requires employers to file W-2 information in the manner prescribed by Director of Finance, as delineated within that Ordinance. Employers that file W-2 information electronically with the federal government must file, CD Rom's with ERW2 media specifications. Preferred method of W-2 submission is the KCMO FTP site at www.kcmo.org/W2Transfer to upload files. Employers with fewer than 100 employees may submit paper W-2. See "Earnings Tax Magnetic Media Specifications" for detailed filing and formatting requirements.

Employers that fail to file W-2 information in the prescribed format will be assessed fees to defray the cost of converting the information into the correct format

Employers must remit W-2 information to the City of Kansas City, Missouri by February 28th. All submissions should be mailed to 414 East 12th Street, Kansas City, MO 64106

Visit our website at www.kcmo.org/revenue for more forms and instructions