

# FORM RD-113

(12/14)

## City of Kansas City, Missouri - Revenue Division EMPLOYER'S ANNUAL RECONCILIATION OF EARNINGS TAX WITHHELD



Phone: (816) 513-1120  
E-file: [kcmo.gov/quicktax](http://kcmo.gov/quicktax)

Legal Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 DBA Name: \_\_\_\_\_  
 FEIN / SSN: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Account ID: \_\_\_\_\_

Period From: \_\_\_\_\_ Period To: \_\_\_\_\_

			DOLLARS	CENTS
1. Number of taxable employees	1			
2. Withheld for quarter ending 3/31	2	\$		.
3. Withheld for quarter ending 6/30	3	\$		.
4. Withheld for quarter ending 9/30	4	\$		.
5. Withheld for quarter ending 12/31	5	\$		.
6. Total Withheld for the Year	6	\$		.
7. Total Payments for the Year	7	\$		.

**Notes:**  
 Form RD-113 is for reconciliation purposes only. Do not send payment or request refund with this form.  
 If under-withheld, submit payment with an amended RD-110 return for credit or refund.  
 Only submit W-2 information on those employees for whom you withheld KCMO Earnings Tax. Employers who fail to submit W-2 records or fail to comply with electronic filing requirements will be assessed a compliance penalty. View penalties at [kcmo.gov/finance/tax-info/](http://kcmo.gov/finance/tax-info/). Select Business Taxpayers FAQ.

### Instructions for Preparing and Filing Employer's Annual Reconciliation of Earnings Tax Withheld (RD-113)

**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 must also file this form.

**When to File:** Employers must file Form RD-113 and submit W-2 information on or before the last day of February.

**How and Where to File:** Employers with 250 or more employees must file Form RD-113 electronically. Employers with 250 or more employees, as well as those employers who submit W-2 information electronically or via magnetic media to the federal government, are required to submit this information electronically or via magnetic media also with the City. W-2's and all withholding forms can be submitted via the City's online Quick Tax system at [kcmo.gov/quicktax](http://kcmo.gov/quicktax). Paper forms can be found on the City's website at [kcmo.gov/taxforms](http://kcmo.gov/taxforms). Form RD-113 should be mailed to: **City of Kansas City, Missouri, Revenue Division, P.O. Box 843662 Kansas City, MO, 64184-3662**. Paper W-2's should be sent to: **City of Kansas City, Missouri, Revenue Division, 414 E 12th Street, 2nd Floor - East, Kansas City, MO, 64106-2786**.

- Line 1.** Enter number of employees subject to tax.
- Lines 2 through 5.** Enter amount of earnings tax withheld for each quarter of the tax period indicated.
- Line 6.** Enter the total amount withheld (sum of Lines 2 through 5).
- Line 7.** Enter total payments remitted for the year (should be equal to Line 6).

For changes to name, address or FEIN/SSN, please contact us at [revenue@kcmo.org](mailto:revenue@kcmo.org) or (816) 513-1120.

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer.  
 Under penalties of perjury, I declare this return to be true, correct, and complete accounting for the taxable year stated. Yes  No

Print Name of Taxpayer	Signature	Title	Date	Phone
Preparer Name (if other than taxpayer)	Signature	Title	Date	Phone