

# MyTAXES

## How To Guide for Transmitters

### DOR User Guide



*Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.*



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User	Explanation
New MyTaxes Transmitters	Transmitters without a MyTaxes username. MyTaxes Users should select this option if they need to bulk upload Kentucky State Employer's Withholding Returns (Forms K-1, K-3, and amendments), Withholding Statements Filers (Forms W-2, W-2G, and 1099), or Streamline Sales Tax (SST) SER returns.





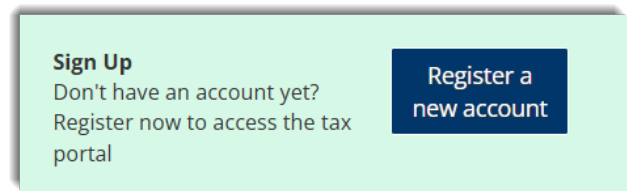
## Create a MyTaxes Transmitters Account

Follow the steps below to create a Transmitters Account in **MyTaxes**:



For technical assistance with creating your transmitter account, contact the Customer Contact Center at 502-764-5555 or email [portalhelp.ky.gov](mailto:portalhelp.ky.gov)

1. Navigate to [MyTaxes.ky.gov](https://MyTaxes.ky.gov) and select the **Register a New Account** option in the **Sign Up** section of the Welcome page.



2. Create a username by completing the mandatory fields (**Username**, **First Name**, **Last Name**, and **Email**) on the Sign Up screen.

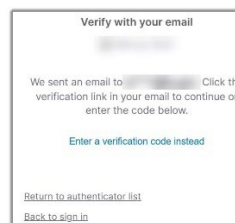


Make sure the username is unique and free of special characters when creating an account.

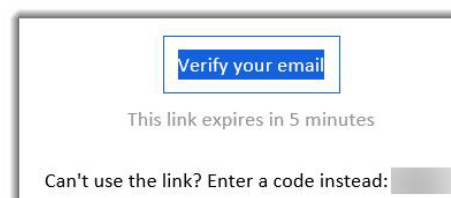
3. Use the **MyTaxes Portal User Role** dropdown to select **Transmitters**.
4. Click the **Sign Up** button to move forward.



5. A message will appear confirming that a verification email was sent to the email that was used to create your username.



6. Check your email and open the **Welcome to MyTaxes Self-Registration** email.
7. Click **Verify Email** at the bottom of the email or copy and paste the six-digit verification code in the





**Enter a verification code instead** link on the previous page.

8. The system will prompt you to sign in. Navigate to your email and select the **Welcome to Kentucky DOR** email to view your username and temporary password.
9. Use the presented Username from the Welcome email and place it into **Username** field and click the **Next** button.
10. Click the **Select** button across from **Password** and enter your Temporary Password found in your Welcome email.
11. Click the **Verify** button to move on.

Hi [redacted]  
Below are your Kentucky Department of Revenue (DOR) Taxes Dashboard username and temporary password.

- Username: [redacted]
- Temporary Password: [redacted]

Username

Next



Email

Select



Password

Select



Password

Verify

12. The page will prompt you to create a new password. Follow the rules and enter your new password into both fields and click **Change Password**.

\*Password must have 14 characters, and must use one special character.

New password

Re-enter password

Change Password

13. A sign in verification message will appear. Click the **Send me an email** button.
14. Navigate to your email and open the **One Time Verification** email.
15. Click **Sign In** or copy and paste the six-digit verification code in the **Enter a verification code instead** link on the previous page.

Send a verification email to [redacted] by clicking on "Send me an email".

Send me an email

Sign In

This link expires in 5 minutes.

Can't use the link? Enter a code instead: [redacted]





16. The page will prompt you to create a secondary email.  
To skip this step, click the **Finish** button.

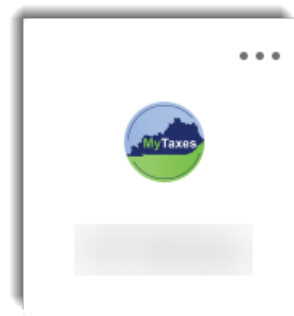
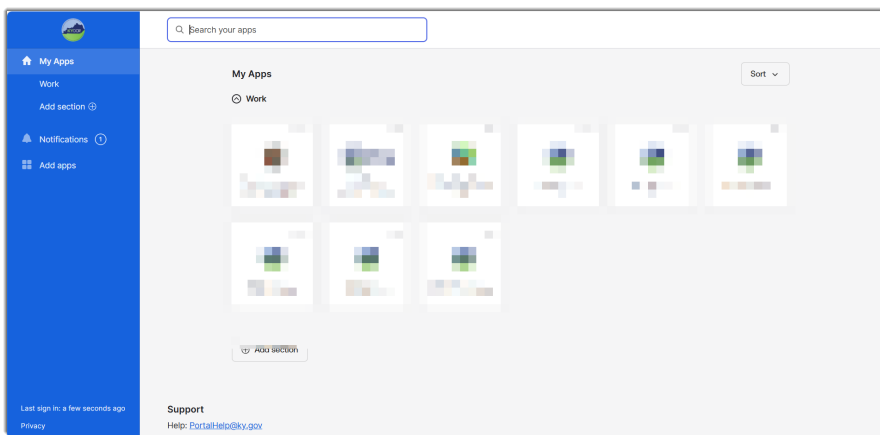
**Secondary email** Optional

Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

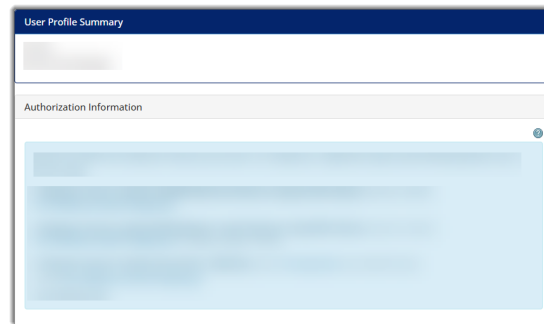
**Finish**

17. Click on the MyTaxes widget on the MyTaxes Dashboard screen.

 **IMPORTANT:** Failure to complete this step will prevent us from granting you access.



18. An **Authorization Information** message will appear on your User Profile Summary page.



19. Send an email to the appropriate department based on the area you are requesting access to:

- **To request access to submit Simplified Electronic Returns for sales and use tax using the SST schema:** send an email to [DOR.WEBResponseSSTP@ky.gov](mailto:DOR.WEBResponseSSTP@ky.gov)
- **To request access to submit Bulk Withholding K-1 and K-3 Returns for multiple businesses at a time using FSET schema:** Software and payroll providers can send an e-mail to [KRC.WEBResponseBulkFiling@ky.gov](mailto:KRC.WEBResponseBulkFiling@ky.gov) to request a letter of intent.





- **To request access to submit W2 or 1099 statements using EFW2 and Pub 1220 via .txt file format:**  
send an email to [WHTransmitterRequest@ky.gov](mailto:WHTransmitterRequest@ky.gov) with the following information:

- Business Name
- FEIN
- WH Account ID
- MyTaxes transmitter username
- Contact First and Last Name
- Contact Phone Number

20. You will receive a **MyTaxes.ky.gov Portal-Transmitter Approval** email once approved. The email will come to the email that is associated with your Transmitters Account.

