

**Commonwealth of Kentucky  
Kentucky Department of Revenue**

**SUBSTITUTE FORMS DEVELOPMENT GUIDE**



**BUSINESS, FIDUCIARY, EMPLOYER PAYROLL  
WITHHOLDING, AND INDIVIDUAL INCOME TAX**

**Tax Year 2023  
Processing Year 2024**

**Version 1.0**

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# SUBSTITUTE FORMS DEVELOPMENT GUIDE

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**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Nature of Change</b>
<b>1.0</b>	07/28/2023	Initial version created.
<b>1.0</b>	7/28/2023	Updated Scannable forms, Contact information
<b>1.1</b>	8/7/2023	Updated Motor Fuels contact information

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## **INTRODUCTION**

The 2023 Kentucky tax forms and schedules, including individual, partnership, fiduciary, employer payroll withholding, and corporation income tax returns and all appropriate schedules for these returns, must be submitted in an approved format as prescribed by the Kentucky Department of Revenue (KDOR). Individual (resident) income tax returns and employer payroll withholding form K-5 must be designed in 2D-barcode format as prescribed by KDOR even if a vendor does not support the barcode for Kentucky. The approval process ensures that substitute tax forms:

- Are compatible with the KDOR's automated processing system or 2D barcode system; and
- Present information in a uniform pattern.

### **Definition of a Substitute Tax Form**

A substitute tax form is any form other than the official form printed by KDOR, which is commercially typeset and printed, or computer produced, or computer programmed.

## **APPROVAL OF SUBSTITUTE INCOME TAX FORMS**

Any company that designs and/or markets substitute tax forms which are submitted for processing by KDOR must receive prior approval from KDOR. Approval is required each year before releasing or distributing substitute tax forms as paper copy or as part of a software product to its customers or clients.

Prior to or included with the first transmission of forms for approval, the company is required to report all forms they expect to submit for approval. The 2023 Kentucky Letter of Intent (LOI) will provide a substitute forms checklist. A blank LOI is posted in the KYST folder on the FTA secure State Exchange System (SES) on or prior to August 1st each year.

Completion of the LOI checklist will enable KDOR to determine when a vendor has submitted all supported forms. Upon approval the company will be added to the Substitute Forms Approval List published on SES. If the company does not submit the list of forms that will need approval, the status on the list will remain pending until KDOR is notified by the company that no other forms will be submitted. It will be the company's responsibility to notify KDOR when all of the forms have been submitted and approved.

If a company uses another company's substitute forms in their software package, they should submit data-filled forms for data placement approval. Please notify KDOR of which forms are in this category.

If submitting both 1D and 2D barcodes at the same time specify in the submission email.

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Once a company has received approval, their customers or clients do not need to request additional approval to use the approved substitute tax forms. Companies are encouraged to include approval information in their release.

### **GUIDELINES FOR PROGRAMMING SUBSTITUTE TAX FORMS**

Reproduced tax forms that deviate from the official forms, including those produced by tax software, are considered substitute tax forms and must be approved before use.

Substitute tax forms, including business income tax returns and all appropriate schedules for these returns, must be compatible with KDOR's automated processing system and KDOR must be able to process the forms in the same manner as the official form. KDOR reserves the right to reject any substitute tax form that does not meet the guidelines mentioned in this document or that would cause processing problems.

Refer to the formatting requirements for each form. The formatting may not be exactly the same as the official forms but should be grouped in the same manner.

#### **Margins and Layout**

Substitute tax forms must have margins on all sides at least as large as the margins on the official forms. One-sided reproduced tax forms are acceptable even if the official form is two-sided.

Some official forms are designed with dropout ink boxes to guide a taxpayer through manual preparation. For computer generated forms, these boxes are not needed or desired. Eliminating these boxes allows the vertical placement on the page to be adjusted to allow for easier programming.

#### **Text on Substitute Forms and Schedules**

The order of a substitute schedule must follow the official schedule, including title, space for taxpayer name and identification number, year, captions, line numbers and line descriptions. To avoid having text in the areas to be read, omit the text that designates placement of name and address and the text at the tops of the columns that say "DOLLARS" and "CENTS." Captions and line descriptions from the official schedules may be shortened to one print line on substitute forms. To do this, it is acceptable to use abbreviations and contractions and omit articles and prepositions. However, key words that make identification of the caption or line description clear must be retained. Instructional text may be omitted.

Substitute tax forms must closely resemble the style and size of type used on the official form.

The Taxpayer/Preparer signature area may not be rearranged, relocated or reworded. The perjury statement and signature line areas must be retained and worded exactly as on the

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official form. The signature area format on substitute forms must conform to that of the official form.

### **Printing Amounts in Data Fields**

Characters in data fields must be printed at a minimum of 10 characters per inch. For data entry in areas that have handprint boxes on the official form, data should be printed without lines beneath the data.

Amounts should be right justified. Spaces should not be placed between characters, but commas may be used.

Amounts must be rounded to whole dollars; cents should be shown with zeros. Individual and business forms have been designed with 00 populated in the cent fields. **NOTE:** Form 42A805 (K-5) is excluded from this. 00 is not automatically populated in the cent field for form 42A805.

If a monetary amount is negative, place a leading minus sign in the first field to the left of the first number. **NOTE:** Monetary amounts may never be negative for form 42A805.

All numeric fields should be left blank if there is no entry.

### **Boxes Designating an Option**

On the official form there are boxes to be checked. These all may be marked with an "X" without the box but in the area designated on the layout for that form. Although the boxes may be (and some should be) omitted, the text for the boxes must be printed.

### **Company Identification Code**

Substitute tax forms must include a company identification code if the form does not contain a 1D barcode in the header section of the page. The company identification code is a four-character numeric code assigned by the NACTP. Beginning with 2006 tax returns, a 1D barcode was placed on the majority of tax forms containing the tax year, the four (4) digit company identification code and a four (4) digit form number. A complete listing of the forms containing the 1D barcode is posted to SES.

In some cases, the design of the form, and the design of the software to perform the tax calculations are created by two separate organizations. The four-digit company identification code refers to the developer who creates the form design only, and not to the developer who designs the software to perform the tax calculations.

The company identification code must be printed on each substitute tax form where specified in the specifications for that form. Substitute forms that do not have the company identification code will not be approved.

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**Vendors that produce a 2D barcode but do not produce their own forms, should place their company identification code in the lower right-hand corner of the return. The lower left-hand corner of the return is reserved for the form developer.**

### **Internal Control Numbers**

Internal control numbers and symbols used by computerized processors to identify the taxpayer and tax practitioner may be shown on substitute forms. If these numbers or symbols are used, print them in the upper right margin of the substitute tax form.

## **GUIDELINES FOR CUSTOMER USE**

Vendors are requested to inform their customers and clients of paper and printing requirements for substitute forms.

### **Paper Requirements**

Use white paper of equal or better quality than the 20-lb. paper used for the official form. Use the same size paper as the official form.

### **Printing Requirements**

All forms must have a high standard of legibility for printing and for data entry. KDOR reserves the right to reject forms with poor legibility. The ink and printing method used must ensure that no part of a form (including text, graphics and data entries) develops smears or other quality deterioration during preparation or processing. Black ink must be used.

## **SUBSTITUTE TAX FORM APPROVAL PROCESS**

### **What the Company Must Do**

Submit your substitute tax forms to KDOR for review before distribution or release to customers or clients. KDOR requires a minimum of 2 samples for testing purposes. Samples must be produced in accordance with the specifications outlined within this document. One sample should be blank and the other should be data-filled. The data-filled return can consist of X's and 9's. X's for alpha; 9's for numeric values or a combination. It is acceptable to send form submissions in pdf format via e-mail to the contact person for that particular tax type. If there is an issue with the electronic copy, a hard copy will be requested. Contact information is found at the end of this document.

Make corrections and revisions to substitute tax forms upon notification by KDOR and resubmit for approval.

Provide customers or clients with the instructions for correctly producing approved substitute tax forms. These instructions must include information on the printer fonts



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required to produce approved substitute tax forms. Upon request, provide customers or clients with copies of a substitute tax form approval letter.

### **What KDOR Will Do**

Disseminate information regarding substitute tax forms design and development and review substitute tax forms.

KDOR will accept forms for tentative approval based on draft postings once they are posted to SES. If a tentative approval is granted and the form changes, the vendor will be required to make all appropriate changes.

A list will be sent via e-mail indicating which forms are approved and which forms are not approved. If forms are not approved, errors will be noted and returned with a request for the forms to be corrected and resubmitted. If the vendor requires a letter of approval be mailed, they should contact the person approving the forms and one will be provided. Otherwise, approval notification will be via e-mail for efficiency in the approval process. If you experience problems with approvals for any type of form, please send inquiries to the appropriate primary or secondary contact at the end of this document.

**NOTE:** KDOR does not review or approve the logic of specific software programs or confirm the calculations entered on substitute tax forms output from software programs. KDOR does not accept responsibility for proofreading the forms for spelling and grammatical errors. The accuracy of software programs is the responsibility of the tax software developer, distributor or user.

## **GENERAL INFORMATION REGARDING RECORD LAYOUT**

### **Starting Positions**

Vertical and horizontal starting positions are the top and left edges of the paper. Vertical print spacing is 6 lines per inch and horizontal measurement is 12 characters per inch. The positions shown in the tables are the range of positions that must be used.

### **Reference Marks**

The reference mark is the first item scanned; all other data is measured in relationship to the reference mark. It must be identical in size, thickness and position as the official form produced by KDOR. The reference mark (line is 2 point) is printed on lines in the designated positions unless otherwise noted. There should be at least three-sixteenth inch white space surrounding the reference mark.

### **Income Tax Forms and Schedules without a Form ID**

Non-scannable forms do not have a Form ID or reference mark. These forms must have the company name or 4-digit vendor identification code printed on the form in the lower left hand corner.

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## **Company ID Code**

This number can be printed with a **courier** font. The Company ID is printed on line 62 starting in position 8 unless otherwise noted.

## **Scanned Income Tax Forms and Schedules**

A hard copy of the scanned forms must be mailed to the Scannable documents contact for approval. Contact information can be found at the end of this document. This will allow us to scan the document in its true form and determine if there are any issues.

Scannable forms are listed below. Contact us if a hardcopy of a form is needed for development.

Form 720-ES (41A720ES)	Form 740-V (42A740V)
Form 720EXT (41A720SL)	Form 740EXT (40A102)
Form KBR-V (41A720KBR)	Form 741-V (42A741V)
Form 740-ES (42A740ES)	Form KPTE-V (740KPTE)

The scannable forms should have 0002 at the end of the form id to identify that they are substitute forms generated from software. See the samples below.

If the bar code scanner is unable to read the Form ID number, the entire document will be rejected. **This number must be printed with an OCR-A font.** The Form ID is printed on line 15 starting in position 69 unless otherwise noted.

## **1D Barcode**

Human readable data should be provided for all 2023 Kentucky tax forms. The WASP tool will automatically format the human readable text to code39 mc font below the barcode. If the WASP tool is unavailable, Microsoft San Serif, Calibri or Courier New font are also acceptable. The human readable data should be scaled to fit underneath the barcode and should not touch the barcode data. The font size of the human readable data should be made the same width as the barcode.

Employer payroll withholding form 42A805 (K-5) differs from this standard layout. Please refer to the layout specified for form 42A805.

## **Additional Corporate and Individual Income Tax Form Layout Changes**

Slug marks are to be placed in the four corners of the income tax forms to aid in alignment and scanning of information provided on substitute forms. The slugs are to be a measurement of 0.257 inches wide and 0.174 inches tall and color 100% black. The placement coordinates are the top left corner of the box. The first number is X from the left and the second is Y from the top. All measurements are in inches.

- Upper Left      0.5"      0.4"
- Upper right    7.75"      0.4"

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- Bottom left 0.5" 10.4"
- Bottom right 7.75" 10.4"

There is an acceptable tolerance for printed materials which can have variances of 1/32 inch -to- 1/16 inch during the binding processes possibly affecting the margins between the printed image (slugs) and the trim edges.

If the 1D barcode cannot be read, the scanner will attempt to identify the tax year, form, and page number using the OCR-A "Form ID" located at the bottom of the form. This additional form identifier should be provided to the right of the bottom left slug mark. This form identifier should be printed in OCR-A font at 12pt. font size. This will print to paper at 10 characters per inch. The form identifier, provided at the bottom of the page should include a six-digit number, including 2 digits for the tax year and four digits for the form ID. The technical form name and draft date should follow the OCR-A Form ID. An example is provided below for Page 1 of Form 740.

■ 220001 42A740 (10-22) Page 1 of 3 ■

### **Barcode Placement**

A list of individual, employer payroll withholding, and corporate tax forms with 1D barcodes can be found in the KYST folder on SES.

*Location on Page* – The 1D barcode should be printed on the top left of center portion of the return with ¼ inch of surrounding white space.

*Size and Type* – 30 point, WASP-39 font.

Any vendor that supports the 2D barcode for KY should have the default set to ON for the barcode.

There are some corporate forms and employer payroll withholding forms that differ from this 1D placement. Please refer to the placement on Form 851-K, Schedule CR, and Schedule KCR.

### **E-file Mandate**

Kentucky requires tax return preparers to electronically file Kentucky tax returns if they are required to electronically file a return for federal income tax purposes. Beginning January 1, 2011, Kentucky phased-in the mandate over a two-year period. In the first year, paid tax preparers who filed 100 or more returns were required to file electronically. In the succeeding years, the threshold was dropped to 11 or more returns.

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A paid preparer who fails or refuses to comply with the mandate shall pay a return processing fee of \$10 for each return not filed as required, unless it is shown to the department that the failure is due to reasonable cause. Reasonable cause may be the lack of one or more of the following: compatible computer hardware, internet access or other technological capabilities determined relevant by the department. Taxpayers without the ability to electronically file Individual Income tax returns must submit a Form 8948-K with the paper return.

Kentucky 103 KAR 1:160 section 7 requires e-file for Corporate/LLET returns with federal gross receipts equal to or greater than one million for the upcoming filing season; this would be periods beginning on or after October 1, 2021. For example: A tax return with \$2 million in federal receipts and a period beginning of 10/1/2021 and ending 9/30/2022 would be required to e-file. Every entity with a filing period that begins on or after 10/1/2021 with 1 million or more federal receipts would be required to e-file their return. Kentucky 103 KAR 1:160 Section 7 may be viewed at <https://apps.legislature.ky.gov/law/kar/titles/103/001/160/>.

Taxpayers without the ability to electronically file Corporate Income tax returns must request an e-file waiver by submitting a Form 8948(K-C) via email to [KRC.WEBResponseCorporationTax@ky.gov](mailto:KRC.WEBResponseCorporationTax@ky.gov) or [DORWEBRESPONSEPASSTHROUGHENTITY@ky.gov](mailto:DORWEBRESPONSEPASSTHROUGHENTITY@ky.gov) for approval before filing on paper.

For Withholding Tax, Kentucky 103 KAR 18:150 Section 2.6 requires all filing frequencies to file and pay electronically by assigned frequency for periods beginning on or after 1/1/2022. This regulation revision makes the returns K-1E and K-3E obsolete for tax year reporting periods in 2022 forward. **Software vendors will not be granted approval to produce withholding paper returns K-1/K-3 or K-1E/K-3E as of 01/01/2022.**

Taxpayers without the ability to file online withholding tax returns or have their returns bulk filed by their payroll provider must request an e-file waiver in writing to: KY Department of Revenue, Station 57, 501 High St, Frankfort, KY 40601. 103 KAR 18:150 Section 2.6 may be viewed at <https://apps.legislature.ky.gov/law/kar/103/018/150/>.

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### **Forms without a 1D Barcode**

The following forms do not have a 1D barcode. The Vendor Identification Code is required in the lower left-hand corner of the form for identification unless specified differently in the layouts below.

- Form 12A200 – Installment Agreement
- Form 41A720-S8 – Form 8879(C)-K – Kentucky Corporation or Pass-through Entity Tax Return Declaration for Electronic Filing
- Form 41A720-S80 – Form 8874(K) – Application for Certification of Qualified Equity Investments Eligible for Kentucky New Markets Development Program Tax Credit
- Form 41A720-S83 – Form 8874(K)-C – Kentucky New Markets Development Program Tax Credit Request for Refund of Performance Fee
- 41A720-S85 – ENDOW Application – Application for Preliminary Authorization of the ENDOW Kentucky Tax Credit
- Form 41A720SL – Form 720EXT – Extension of Time to File Kentucky Corporation/LLET Return
- Form 41A800 – Form 800 – Corporation and Pass-Through Entity Nexus Questionnaire
- Form 40A727 – Forms Requisition
- Form 41A720ES – Form 720-ES – Kentucky Estimated Tax Voucher-Corporation Income/Limited Liability Entity Tax
- Form 720-S12 – Form KBR-V – Electronic Filing Payment Voucher
- Form 42A740-EPAY – Kentucky Electronic Payment Request Form
- Form 42A740ES – 740-ES – Kentucky Estimated Tax Payment Voucher
- Form 42A740-S22 – Form 8879-K – Kentucky Individual Income Tax Declaration for Electronic Filing
- Form 42A740-S23 – Form 740-V – Kentucky Electronic Payment Voucher – Individual
- Form 42A740-S26 – Form 8879-F – Kentucky Fiduciary Income Tax Declaration for Electronic Filing
- Form 740KPTE – Form KPTE-V – Kentucky Pass through Entity Voucher

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### **Vouchers without a 1D Barcode – Not Scannable**

The following are vouchers that do not have a 1D barcode and are not scannable. The drop out ink on these vouchers should be removed for the software generated versions. The Form ID is followed by 0002 for the software generated version.

### **Form 740NP-WH-ES (40A201ES) – Pass-Through Entity Nonresident Distributive Share Withholding Report and Composite Income Tax Estimated Voucher**

**IMAGE NOT AVAILABLE AT THIS TIME**

**Sample of version 0002 – Software Generated Version**

**IMAGE NOT AVAILABLE AT THIS TIME**

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**Form 740NP-WH-EXT (40A201NP-WH-SL) – Application for Six Month Extension of Time to File Form 740NP-WH**

**IMAGE NOT AVAILABLE AT THIS TIME**

**Sample of version 0002 – Software Generated Version**

**IMAGE NOT AVAILABLE AT THIS TIME**

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**SCANNABLE FORMS**

**Form 740-ES (42A740ES) – Kentucky Individual Income Tax Estimated Vouchers**

The Form ID in the 740-ES for the substitute form should be 42A740ES0002. Voucher Size 8 1/2 x 3 1/2 inches.

**IMAGE NOT AVAILABLE AT THIS TIME**

The version 42A740ES0003 is being provided so that you have a reference for the placement of the data. Please note that the Social Security numbers and names are above the caption.

**IMAGE NOT AVAILABLE AT THIS TIME**



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**Installment due dates are as follows:**

Installment 1	April 15, 2024
Installment 2	June 17, 2024
Installment 3	September 16, 2024
Installment 4	January 15, 2025

<b>Name of Field</b>	<b>Line number from top of voucher</b>	<b>Position</b>
Primary social security number (text is on line )	9	9-19
Check digit on primary social security number (see check digit information below)	9	22
Secondary social security number (text is on line )	9	27-37
Check digit on secondary social security number	9	40
Year ending (text is on line )	9	47-56
Amount paid (text is on line )	10	61-81
Name (Primary taxpayer's last name, first name, secondary taxpayer's first name) No punctuation.	15	11-35
Street address	16	11-35
City	17	11-27
State	17	29-30
Zip	17	33-42
Form ID (42A740ES0002)	15	70-81
Reference Mark	Top of line 17 to bottom of line 19	73-77
Company Code	18	61-65

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**Form 740-V (42A740V) – Kentucky Individual Electronic Payment Voucher**

The Form ID in the 740-V for the substitute form should be 42A740V0002.

**IMAGE NOT AVAILABLE AT THIS TIME**

The 42A740V0003 is being provided so that you have a reference for the placement of the data. Please note that the Social Security numbers and names are above the caption.

**IMAGE NOT AVAILABLE AT THIS TIME**

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**Form 740EXT (40A102) – Kentucky Extension Payment Voucher**

The Form ID for the substitute form should be 40A1020002.

**IMAGE NOT AVAILABLE AT THIS TIME**

The version 40A1020003 is being provided so that you have a reference for the placement of the data. Please note that the Social Security numbers and names are above the caption.

**IMAGE NOT AVAILABLE AT THIS TIME**

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### **Form 720-ES (41A720ES) – Corporation Income/LLET Estimated Tax Voucher**

The Form ID for the substitute form should be 41A720ES0002. The company code should be placed on line 21 (left hand corner) on the Form 720-ES.

**IMAGE NOT AVAILABLE AT THIS TIME**

Form 41A720ES0003 is being provided so that you have a reference for the placement of the data.

**IMAGE NOT AVAILABLE AT THIS TIME**

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**Form 720EXT (41A720SL) – Extension of Time to File Kentucky Corporation/LLET Return**

The Form ID for the substitute form should be 41A720SL0002.

**IMAGE NOT AVAILABLE AT THIS TIME**

The Form 41A720SL0003 is being provided so that you have a reference for the placement of the data.

**IMAGE NOT AVAILABLE AT THIS TIME**

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**Form KBR-V (41A720KBR) – Corp/LLET Electronic Filing Payment Voucher**

The former 720-V was renamed KBR-V in Tax Year 2020. The Form ID for the substitute form should be 41A720KBR0002.

**IMAGE NOT AVAILABLE AT THIS TIME**

**Form KPTE-V (740KPTEV002) – Kentucky Pass Through Entity Payment Voucher**

The Form ID for the substitute form should be 740KPTEV002

**IMAGE NOT AVAILABLE AT THIS TIME**

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### **Form 741-V (42A741V) – Kentucky Fiduciary Electronic Payment Voucher**

The Form ID in the Form 741-V for the substitute form should be 42A741V0002.

**IMAGE NOT AVAILABLE AT THIS TIME**

The version 42A741V0003 is being provided so that you have a reference for the placement of the data. Please note that the FEIN and name are above the caption.

**IMAGE NOT AVAILABLE AT THIS TIME**

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## **Form K-5 (42A805-K5) – Kentucky Employer’s Report of Withholding Tax Statements**

The Substitute Form ID should be 42A805182PP, where the first six (6) digits are the form number, the next two (2) digits are the tax year of the form version, the next one (1) digit is the Vendor Identification Number, and the last two (2) digits are the page number of the form. Therefore, the 1D barcode for page 2 of a K-5 form would be 42A80518202. The 1D barcode is placed in the blank space provided to the left of the tax year and page number.

**IMAGE NOT AVAILABLE AT THIS TIME**

2D Barcode Coordinates (Inches)

	Left	Right	Width	Bottom	Top	Height
Page 1	0.49	8.01	7.52	0.59	1.27	0.68
Page 2	0.59	8.1	7.52	1.69	2.38	0.68



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## MODULUS 10 CHECK DIGIT ROUTINE

In this example, "C" will hold the place of the check digit to be calculated. The string of characters for which the check digit is to be calculated is weighted from right to left by 2 then 1. Working from right to left, the digit from the string is multiplied by the assigned weight. That figure is then divided by 10 and the whole number equivalent of the integer and modulus results are added together to form a single digit. This single digit value is accumulated for each digit in the string. The total is divided by 10 again. This calculation differs from the calculations of the individual digits as the integer portion of the result is discarded and the whole number representation of the modulus portion is subtracted from 10 resulting in the check digit for the string. If the check digit calculates to be 10, then the check digit will be 0.

Weights:	212121212	2*3=06	Total=0
String:	106860723C	06/10=0.6 0 + 6 = 6	
			Total = Total + 6 = 6
Weights:	212121212	1*2 = 02	
String:	106860723C	02/10 = 0.2 0 + 2 = 2	
			Total = Total + 2 = 8
Weights:	212121212	2* 7 = 14	
String:	106860723C	14/10 = 1.4 1 + 4 = 5	
			Total = Total + 5 = 13
Weights:	212121212	1*0 = 00	
String:	106860723C	00/10 = 0.0 0 + 0 = 0	
			Total = Total + 0 = 13
Weights:	212121212	2 * 6 = 12	
String:	106860723C	12/10 = 1.2 1 + 2 = 3	
			Total = Total + 3 = 16
Weights:	212121212	1*8 = 08	
String:	106860723C	08/10 = 0.8 0 + 8 = 8	
			Total = Total + 8 = 24
Weights:	212121212	2 * 6 = 12	
String:	106860723C	12/10 = 1.2 1 + 2 = 3	
			Total = Total + 3 = 27
Weights:	212121212	1*0 = 00	
String:	106860723C	00/10 = 0.0 0 + 0 = 0	
			Total = Total + 0 = 27
Weights:	212121212	2 * 1 = 02	
String:	106860723C	02/10 = 0.2 0 + 2 = 2	
			Total = Total + 2 = 29
			Total/10 = 2.9
			Check digit = 10 - 9 = 1

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### CONTACT INFORMATION

Below is the primary and secondary contact information listed by tax type. **Please send forms to the appropriate contact(s) for approval.** Forms sent to the incorrect contact will cause a delay in the approval of the form as they must be rerouted to appropriate personnel.

Requests for forms may be made by calling 502-564-3658 or by submission of the Form Requisition (Form 40A727) to KDOR at the address listed on the form.

#### **Alcohol Tax**

Kentucky Department of Revenue  
501 High Street, Station 62  
Frankfort, KY 40601  
Fax: (502) 564-3393

Primary Contact: Elizabeth Gonzalez  
[Elizabeth.Gonzalez@ky.gov](mailto:Elizabeth.Gonzalez@ky.gov)  
(502) 564-9250

Secondary Contact: Hunter Sellers  
[Hunter.Sellers@ky.gov](mailto:Hunter.Sellers@ky.gov)  
502-782-8570

#### **Business (Corporate/Partnership) Income Tax (Non-Scannable)**

Kentucky Department of Revenue  
501 High Street - Mail Station 22  
Frankfort, KY 40601-2103  
Fax: (502) 564-1609

Primary Contact: Sarah Livers  
[Sarah.Livers@ky.gov](mailto:Sarah.Livers@ky.gov)  
(502) 564-9788

Secondary Contact: Holly Hannis  
[Holly.Hannis@ky.gov](mailto:Holly.Hannis@ky.gov)  
(502) 564-8754

#### **Collections**

Kentucky Department of Revenue  
501 High Street, Station 41  
Frankfort, KY 40620  
Fax: (502) 564-9200

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Primary Contact: Allison Crume

[Allison.Crume@ky.gov](mailto:Allison.Crume@ky.gov)

(502) 564-4921 Extension 4449

Secondary Contact: Brandi Shular

[Brandi.Shular@ky.gov](mailto:Brandi.Shular@ky.gov)

(502) 564-4921 Extension 4502

### **Individual Income Tax & Fiduciary Tax (Non-Scannable)**

Kentucky Department of Revenue

501 High Street, Station 22

Frankfort, KY 40601-2103

Fax: (502) 564-0230

Primary Contact: Krystal Embry

[Krystal.Embry@ky.gov](mailto:Krystal.Embry@ky.gov)

(502) 564-8902

Secondary Contact: Ashleigh Johnson

[Ashleigh.Johnson@ky.gov](mailto:Ashleigh.Johnson@ky.gov)

(502) 564-8808

### **Inheritance Tax**

Department of Revenue

501 High Street, Station 61

Frankfort, KY 40601

Fax: (502) 564-2695

Primary Contact: Jim Orr

[James.Orr@ky.gov](mailto:James.Orr@ky.gov)

(502) 564-9306

Secondary Contact: Joshua Hays

[Joshua.Hays@ky.gov](mailto:Joshua.Hays@ky.gov)

(502) 564-9735

### **Insurance Premium Tax & Premium Surcharge**

Kentucky Department of Revenue

501 High Street, Station 61

Frankfort, KY 40601

Fax: (502) 564-2695

Primary Contact: Cheryl Hunt

[Cheryl.Hunt@ky.gov](mailto:Cheryl.Hunt@ky.gov)

(502) 564-9305

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Secondary Contact: Joshua Hays

[Joshua.Hays@ky.gov](mailto:Joshua.Hays@ky.gov)

(502) 564-9735

### **Miscellaneous Tax**

Kentucky Department of Revenue

501 High Street, Station 62

Frankfort, KY 40601

Fax: (502) 564-3393

Primary Contact: Blake Steel

[Blake.Steele@ky.gov](mailto:Blake.Steele@ky.gov)

(502) 564-2098

Secondary Contact: Jim Orr

[James.Orr@ky.gov](mailto:James.Orr@ky.gov)

(502) 564-9306

### **Motor Fuels Tax**

Department of Revenue

501 High Street, Station 63

Frankfort, KY 40601

Fax: (502) 564-2906

Primary Contact (Road Fund Taxes): Matt Watts

[Matthew.Watts@ky.gov](mailto:Matthew.Watts@ky.gov)

(502) 564-9746

Secondary Contact: Elizabeth Puckett

[Elizabeth.Puckett@ky.gov](mailto:Elizabeth.Puckett@ky.gov)

(502) 782-2505

### **Property Tax**

Kentucky Department of Revenue

501 High Street, Station 32

Frankfort, KY 40601-2103

Fax: (502) 564-8192

Primary Contact: Kathryn Reaves

[Kathryn.Reaves@ky.gov](mailto:Kathryn.Reaves@ky.gov)

(502) 782-2477

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Secondary Contact: Ashely Sheeks

[Ashley.Sheeks@ky.gov](mailto:Ashley.Sheeks@ky.gov)

(502) 564-7097

### **Sales Tax (Non-Scannable)**

Kentucky Department of Revenue

501 High Street, Station 66

Frankfort, KY 40601

Fax: (502) 564-2041

Primary Contact: Danna Ware

[Danna.Ware@ky.gov](mailto:Danna.Ware@ky.gov)

(502) 564-8965

Primary Contact: Lowell Manning

[Lowell.Manning@ky.gov](mailto:Lowell.Manning@ky.gov)

(502) 564-6828

### **Scannable Documents - including Sales Tax, Withholding Tax (excluding K-5), Individual, and Business Income Tax**

Kentucky Department of Revenue

501 High Street, Station 26

Frankfort, KY 40601

Fax: (502) 564-0230

Primary Contact: Anna Gray

[Anna.Gray@ky.gov](mailto:Anna.Gray@ky.gov)

(502) 564-8777

Secondary Contact: Judy Tipton

[JudyA.Tipton@ky.gov](mailto:JudyA.Tipton@ky.gov)

(502) 564-7815

### **School Tax**

Kentucky Department of Revenue

PO Box 1303, Station 61

Frankfort, Kentucky 40602-1303

Fax: (502) 564-2695

Primary Contact: Kayla Fox

[Kayla.Fox@ky.gov](mailto:Kayla.Fox@ky.gov)

(502) 564-1234

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Secondary Contact: James Orr

[James.Orr@ky.gov](mailto:James.Orr@ky.gov)

(502) 564-9306

### **Taxpayer Registration**

Kentucky Department of Revenue

501 High Street, Station 20A

Frankfort, KY 40601

Fax: (502) 564-0796

Primary Contact: Autumn Wilson

[Autumn.Wilson@ky.gov](mailto:Autumn.Wilson@ky.gov)

(502) 564-2730

Secondary Contact: Kevin Withers

[Kevin.Withers@ky.gov](mailto:Kevin.Withers@ky.gov)

(502) 564-7002

### **Tobacco Tax**

Kentucky Department of Revenue

501 High Street, Station 62

Frankfort, KY 40601

Fax: (502) 564-3393

Primary Contact: Debbie Licato

[Debbie.Licato@ky.gov](mailto:Debbie.Licato@ky.gov)

(502) 564-6823

Secondary Contact: Kim Hensley

[KimberlyF.Hensley@ky.gov](mailto:KimberlyF.Hensley@ky.gov)

502-782-1644

### **Withholding Tax (Non-Scannable)**

Kentucky Department of Revenue

501 High Street, Station 57

Frankfort, KY 40601

Fax: (502) 564-3685

### **Non-Scannable Forms (except K-1/K-3)**

Primary Contact: Ainsley Armstrong-Warren

[Ainsley.Armstrong-Warren@ky.gov](mailto:Ainsley.Armstrong-Warren@ky.gov)

(502) 564-7617

**SUBSTITUTE FORMS DEVELOPMENT GUIDE**  
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Secondary Contact: Marla Howard

[Marla.Howard@ky.gov](mailto:Marla.Howard@ky.gov)

(502) 564-7614

**Non-Scannable EFW2/Publication 1220**

Primary Contact: Rhonda Ray

[Rhonda.Ray@ky.gov](mailto:Rhonda.Ray@ky.gov)

(502) 564-7565

Secondary Contact: Tammy Massie

[Tammy.Massie@ky.gov](mailto:Tammy.Massie@ky.gov)

(502) 564-7567

**Withholding Tax (Scannable) – Form K-5 / Non-Scannable K-1/K3**

Kentucky Department of Revenue

501 High Street, Station 22

Frankfort, KY 40601-2103

Fax: (502) 564-0230

Primary Contact:

[KRC.WEBResponseBulkFiling@ky.gov](mailto:KRC.WEBResponseBulkFiling@ky.gov)

(502)-564-5370