

# QUARTERLY WAGE REPORT & UNEMPLOYMENT TAX RETURN

K-CNS 100 Web (Rev. 11-24)

**SEE INSTRUCTIONS ON PAGE 2.** To **avoid a penalty** this return must be postmarked or electronically submitted by the last day of the month after the quarter ending date. This report must be filed if you have an active account, even if you have *No Wages or No Tax Due*.

**For Internal Use Only**

**MAIL TO:** Kansas Department of Labor  
P.O. Box 400  
Topeka, KS 66601-0400

**FAX:** 785-291-3425

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1. Business Name		2. Employer Account Number		3. Quarter Ending					
4. Social Security Number	5. Employee Last Name	First Name	MI	6. Total Wages Paid This Quarter Dollars Cents		7. Excess Wages Paid This Quarter Dollars Cents			
8. Total Wages for THIS page →									

9. Number of continuation sheets attached   
(See Instructions)

10. NAICS CODE  
(For Internal Use Only)

[illegible]

22. I **certify** that the information on this return is true, correct and complete, to the best of my knowledge and belief.

Signature

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Printed

\_\_\_\_\_

Phone

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

MMDYYYYY

11. For each month, report the number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month. —————→ Month 1  Month 2  Month 3

Dollars

**Cents**

Calculate Tax	12. <b>Total Wages</b> from <b>ALL</b> pages. If <b>NO</b> Wages were paid, mark <b>X</b> here		
	13. <b>Total Excess Wages</b> from <b>ALL</b> Pages		
	14. <b>Compute Taxable Wages</b> (Item 12 minus Item 13)		
	15. <b>Unemployment Tax Due</b> (Multiply Item 14 by Tax Rate) Tax Rate =		
Additions/Deductions	16. <b>SUTA Penalty Rate</b> (See instructions) Penalty Rate =	+	
	17. <b>Late Filing Penalty</b> (See instructions)	+	
	18. <b>Interest on Late Payment</b> (See instructions)	+	
	19. <b>Prior Amount Due</b>	+	
	20. <b>Prior Overpayment</b>	-	
	21. <b>Total Due.</b> If tax is \$5 or more, pay to Kansas Employment Security Fund.		

**NOTICE:** By submitting your payment by check, you are consenting to the Department processing your check by using your routing numbers to initiate an electronic funds transfer. If you do not want to electronically transfer funds from your bank account, you must pay by money order or credit card.

23. Check if this is your final wage report.