



This is a guide on what responsibilities you have as an employer to the state and federal government. Also includes links to forms that you are required to have on hand for each employee and forms for withholding taxes you are required to pay when you have employees.

This Employer guide assumes that you have already registered your business with the State of Kansas and that you already have an EIN (Employer Identification Number). If you haven't done either of those things please contact Dacia Clark at dclark@pittstate.edu.

After I hire an employee, what forms do I need to have them fill out?

- [K4](#) – (Kansas Employee's Withholding Allowance Certificate) – This form tells you how much Kansas income tax to withhold from your employee's paycheck. Click [here](#) for an in-depth document titled Kansas Withholding Tax Guide.
- [W4](#) – (Employee's Withholding Allowance Certificate) – This form tells you how much federal income tax to withhold from your employee's paycheck.
- [I-9](#) – (Employment Eligibility Verification) – This form is used to verify the identity and employment authorization of individuals hired for employment in the United States. Employers must have a completed Form I-9 on file for each person on their payroll. This form must be retained and stored by the employer either for 3 years after the date of hire or for one year after employment is terminated, whichever is later.

(These forms don't have to be filed anywhere, you just need to keep them in your personnel files for each employee in case of an audit.)

Do I need to let anybody know that I have hired employees? **YES**

- [Kansas Department of Labor](#)
 - Requires all employers to report newly hired and re-hired employees to a state directory within 20 days of their hire date. You will need to [click here](#) to create a username and password to log on to the Kansas Department of Labor. Once you have a login you will [click here](#) to login and report your new hire(s).
- [Kansas Department of Revenue](#)
 - If you already pay sales tax to the state of Kansas then you already have a login to pay Kansas employee withholding tax. If not, you will need to register with the Kansas Department of Revenue. You can click [here](#) to create an account or log in. Once you log in you will click on the Account Management button and then click Add an Existing or Register a New Account to this login. When you register a new account based on the answers that you give to the questions, this will determine if you are a monthly, quarterly or annually filer.



What forms do I need to file as an employer and when?

- **State**

- KW-5 – (Withholding Tax Deposit Report) – **Due monthly, quarterly or annually** – click [here](#) to file online. Your Kansas Department of Revenue Withholding Tax Registration Certificate will tell you your filing frequency. You will get this after you register with the Kansas Department of Revenue as an employer which is the previous step.
- KW-3 – (Annual Withholding Tax Return) – **Due the last day of February** – click [here](#) to file online.
- Quarterly Wage Report and Unemployment Tax Return – **Due quarterly (Apr. 30, July 31, Oct. 31 and Jan. 31)**. Click [here](#) to file online.

- **Federal**

- [Form 941](#) (Employer's Quarterly Federal Tax Return) – **Due quarterly (Apr. 30, July 31, Oct. 31 and Jan. 31)**. Use this form to report incomes taxes, social security tax or Medicare tax withheld from employee's paychecks and also to pay the employer's portion of social security or Medicare tax. File online at <https://www.eftps.gov/eftps/>
- [Form 940](#) (Employer's Annual Federal Unemployment Tax Return) – **Due before January 31**. File online at <https://www.eftps.gov/eftps/>

Anything else I need to know?

- **Workers' Compensation Insurance** - Kansas's law requires all employers to carry Workers' Compensation Insurance, unless your business is involved in certain agricultural areas or has a gross annual payroll of less than \$20,000.

Are there any programs that will assist me as an employer?

- [The Kansas Department of Commerce](#) – offers many business incentives and services some related to being an employer.
- [KANSASWORKS](#) - provides workforce services to attract and retain employees for businesses.

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