

Commonwealth of Kentucky

# Withholding Return and Payment System (WRAPS)

User Guide



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# Overview

The Withholding Return and Payment System (WRAPS) provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view and amend returns that were previously filed online, request refunds and credit forwards, as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

Please review the table of contents for quick access to necessary information.

# Login

To register a Business for online filing, the user will need to click on 'Online Withholding Tax Return and Payment System, WRAPS' from the Department of Revenue home page.

**E-filing Withholding Tax Returns**

The Withholding Return and Payment System, WRAPS, provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers may file returns, view previously filed online returns, amend returns, request refunds and credit forwards as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

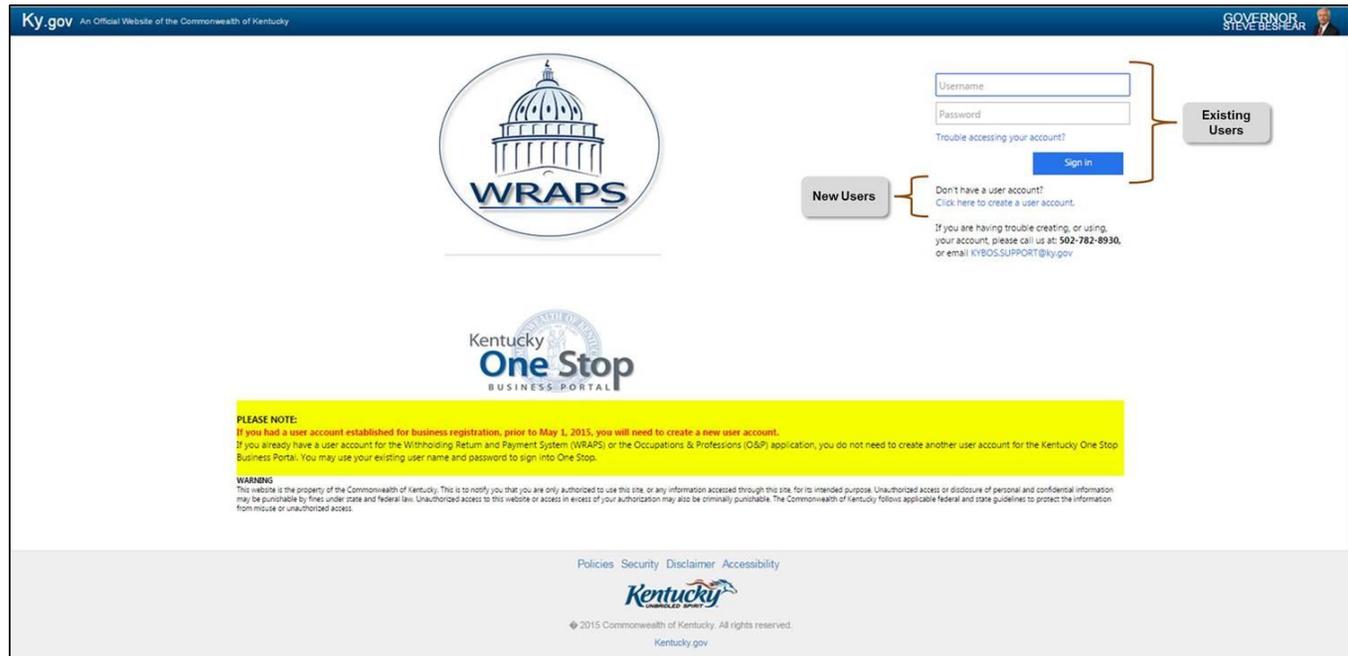
[Online Withholding Tax Return and Payment System, WRAPS](#)



[WRAPS Public User Guide](#) [PDF - 1825K]

This will take the user to the One Stop Login screen.

## Login Page



**Note**

If the user is an existing user, they will need to enter their Username and Password and click 'Sign in'. If the user is a new user, they will need to click 'Click here to create a user account.'

## New User Registration

The screenshot shows the 'Create Account' page on the KY.gov website. The page is titled 'Create Account' and contains several input fields for user registration. The fields are: Username, Display Name, First Name, Last Name, Password, Confirm Password, Email Address, and Confirm Email Address. Below these fields is a section for 'Optional profile information' with 'Clear Form' and 'Create Account' buttons. On the right side, there is a 'Welcome!' message, 'Helpful Tips' for password requirements, 'Quick Links' for One Stop, Occurrences & Professions (OSP), and WRAPS, and a 'Legal Disclaimer'.

Once the user is presented with the Create Account page, the user will need to enter the required information:

- User Name
- Display Name
- First Name
- Last Name
- Password (requires duplicate entry for confirmation)
- Email Address (requires duplicate entry for confirmation)

**Create Account**

Username\*

Display Name\*

First Name\*

Last Name\*

Password\*

Confirm Password\*

Email Address\*

Confirm Email Address\*

[Optional profile information](#)

**Note** The user may choose to add optional profile information such as mailing address by clicking the 'Optional profile information' link.

Optional profile information

Prefix

Middle Name

Suffix

Address 1

Address 2

PO Box Number

Zip Code

City

County

State  
Select Option... ▼

Country  
Select Option... ▼

Upon completion of all required and applicable fields, the user will click 'Create Account'.

Once the user clicks the 'Create Account' button, they will see a screen that shows an account creation confirmation message confirming that they have created an account with One Stop. However, the user cannot log in yet, as they still need to activate their account.

The user should follow the instructions provided on this screen to check their email.



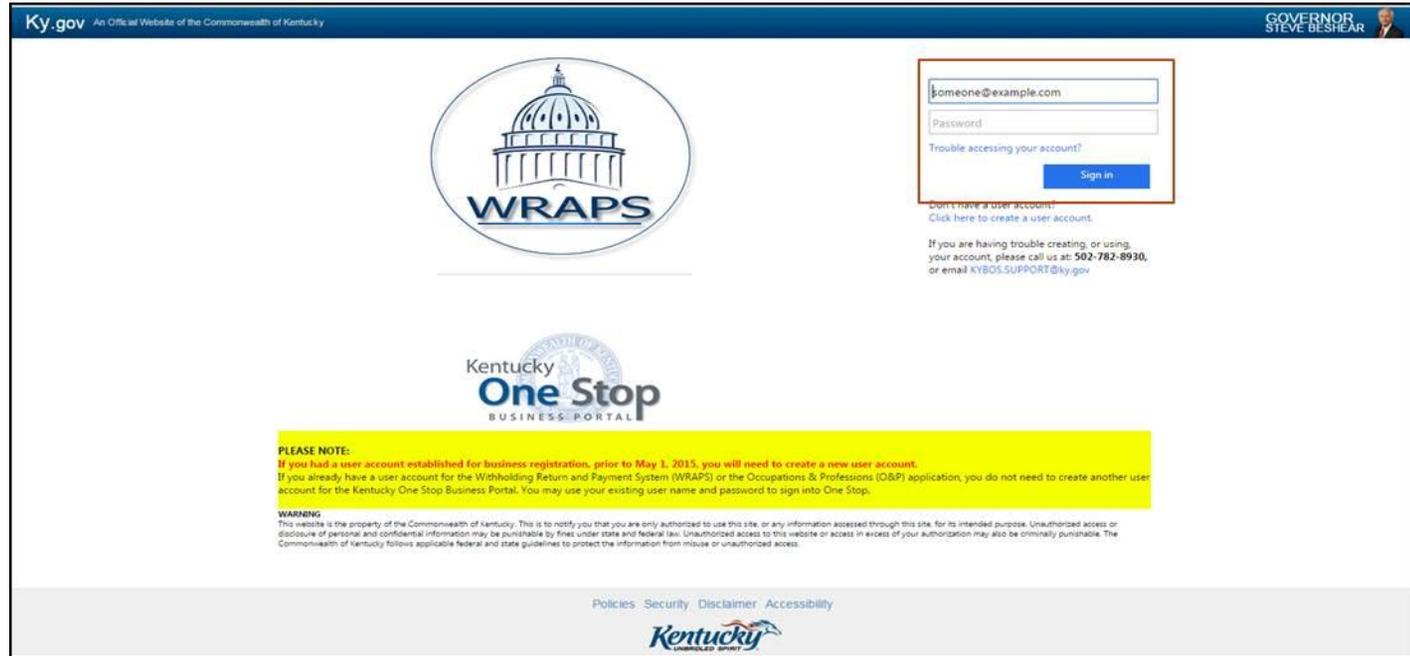
## Email Confirmation

The user will need to check the email account that they entered on the Create Account screen for an email from `noreply.sims@ky.gov`. The email will look similar to this one:



In order to activate their account, the user should click on the link provided in the email. This will take the user back to the One Stop login screen.

Once back at the One Stop login screen, users should input the Username and password they entered on the Create Account screen.



**Note**

Please be aware that One Stop will auto generate 'cit\' at the beginning of the user's username. This is not an error and is necessary for the user to successfully log into One Stop and the Withholding Return and Payment System.

# Trouble Accessing Your Account

If the user is unable to successfully login, has forgotten the correct username and/or password, or if the account has become locked, the user should click the 'Trouble accessing your account?' link on the WRAPS homepage.

The screenshot shows the WRAPS login interface. At the top, it says 'Ky.gov An Official Website of the Commonwealth of Kentucky' and 'GOVERNOR STEVE BESHEAR'. The main content area features a large illustration of the Kentucky State Capitol dome. Below the dome, there are two identical login forms. The left form is highlighted with a white callout box. Inside this callout box, the 'Username' and 'Password' fields are visible, followed by a blue button labeled 'Sign in'. Below the button, there is a link that says 'Don't have a user account? Click here to create a user account.' and another link that says 'If you are having trouble creating, or using, your account, please call us at: 502-782-8930, or email KYBOS.SUPPORT@ky.gov'. The 'Trouble accessing your account?' link is circled in orange within the callout box. The right form is partially obscured by the callout box and shows the same fields and buttons. At the bottom right, there is a yellow box with text: 'Need to create a new user account. Occupations & Professions (O&P) application, you do not need to create a new user account. If you are having trouble creating, or using, your account, please call us at: 502-782-8930, or email KYBOS.SUPPORT@ky.gov'. Below this, there is a small disclaimer: 'This site or any information accessed through this site, for its intended and intended use. Unauthorized access to this website or access in excess is prohibited to protect the information from misuse or unauthorized access.'

This will take the user to the Account Self-Service page where the user can select the appropriate link to obtain the Username associated with the account, reset the account password, unlock the account, and login to the Kentucky Business One stop Portal.

The screenshot displays the 'Account Self-Service' interface. On the left, there is a vertical list of four options: 'Forgot Username' (with a person icon), 'Reset Password' (with a key icon), 'Unlock Account' (with a lock icon), and 'Login' (with a right-pointing arrow icon). On the right, a blue header reads 'Account Self-Service Options'. Below this header is a white box containing an information icon (a lowercase 'i' in a blue circle) followed by the text: 'If you have forgotton your username or password, or if you have locked your user account, please use one of the options to the left to fix the problem.'

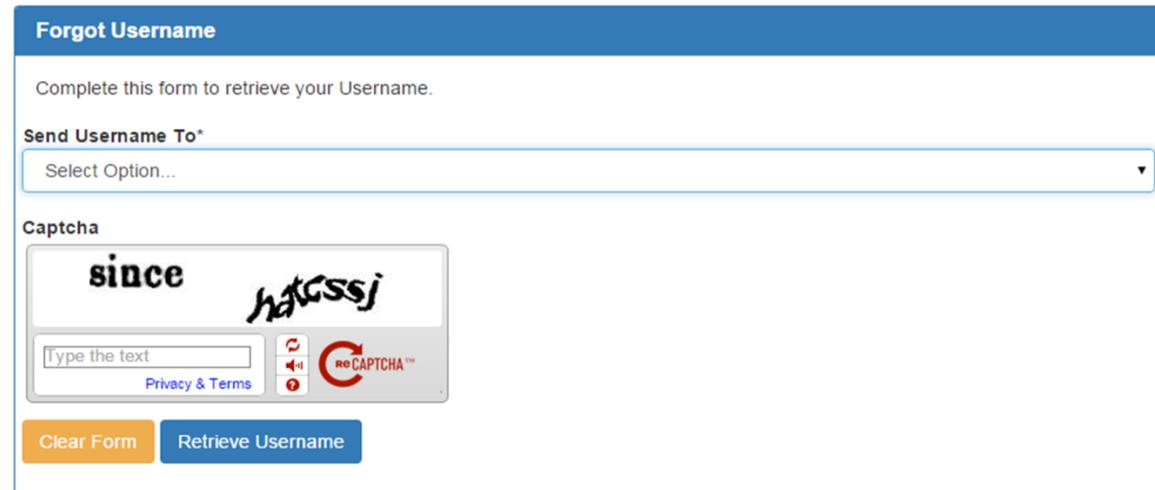
## Forgot Username

If the user has forgotten the Username that was entered when the profile was generated, the user will select 'Forgot Username'.



A screenshot of a user interface menu. The menu items are: 'Forgot Username' (with a person icon and circled in orange), 'Reset Password' (with a key icon), 'Unlock Account' (with a lock icon), and 'Login' (with a right-pointing arrow icon). A blue right-pointing arrow icon is also visible in the bottom right corner of the menu area.

The next screen will prompt the user to indicate where the Username associated with the account should be sent.



A screenshot of the 'Forgot Username' form. The form has a blue header with the title 'Forgot Username'. Below the header, it says 'Complete this form to retrieve your Username.' There is a dropdown menu labeled 'Send Username To\*' with the text 'Select Option...' and a downward arrow. Below the dropdown is a 'Captcha' section. The captcha image shows the word 'since' in a bold font and a handwritten string 'hagssj'. Below the image is a text input field with the placeholder 'Type the text', a 'Privacy & Terms' link, and a reCAPTCHA logo. At the bottom of the form are two buttons: 'Clear Form' (orange) and 'Retrieve Username' (blue).

**Note**

At present, the only option to select is “My Email.” The user should enter the email address used when the profile was created.

The user will input the email address used when the profile was created, input the “Captcha” verification information, and click ‘Retrieve Username’.

The system will indicate that details regarding the account have been sent to the user via email.

The user will receive an email similar to the example below. The user will utilize the account username listed in the email to login to WRAPS.



## Reset Password

If the user has forgotten the account password and needs to reset it, the user will select 'Reset Password'.



A screenshot of a web application's login page. It features four main links in a vertical list: 'Forgot Username' (with a person icon), 'Reset Password' (with a key icon and circled in orange), 'Unlock Account' (with a lock icon), and 'Login' (with a right-pointing arrow icon). A blue right-pointing arrow icon is also visible in the bottom right corner of the container.

The next screen will prompt the user to indicate where password reset information should be sent.



A screenshot of the 'Password Reset : Request Security Code' form. The form has a blue header with the title. Below the header are three main sections: 'Username\*' with an empty text input field; 'Send Code To\*' with a dropdown menu showing 'Select Option...'; and 'Captcha' which includes a CAPTCHA image with the words 'asking' and 'pingvie', a text input field with the placeholder 'Type the text', a 'Privacy & Terms' link, and a reCAPTCHA logo. At the bottom of the form are three buttons: 'Clear Form' (orange), 'Request Security Code' (blue), and 'Already Have A Code? Click' (green).

The user will input the Username associated with the account, select “My Email” for “Send Code To\*”, and then enter the email address used when the profile was created. The user will input the “Captcha” verification information and click ‘Request Security Code’.

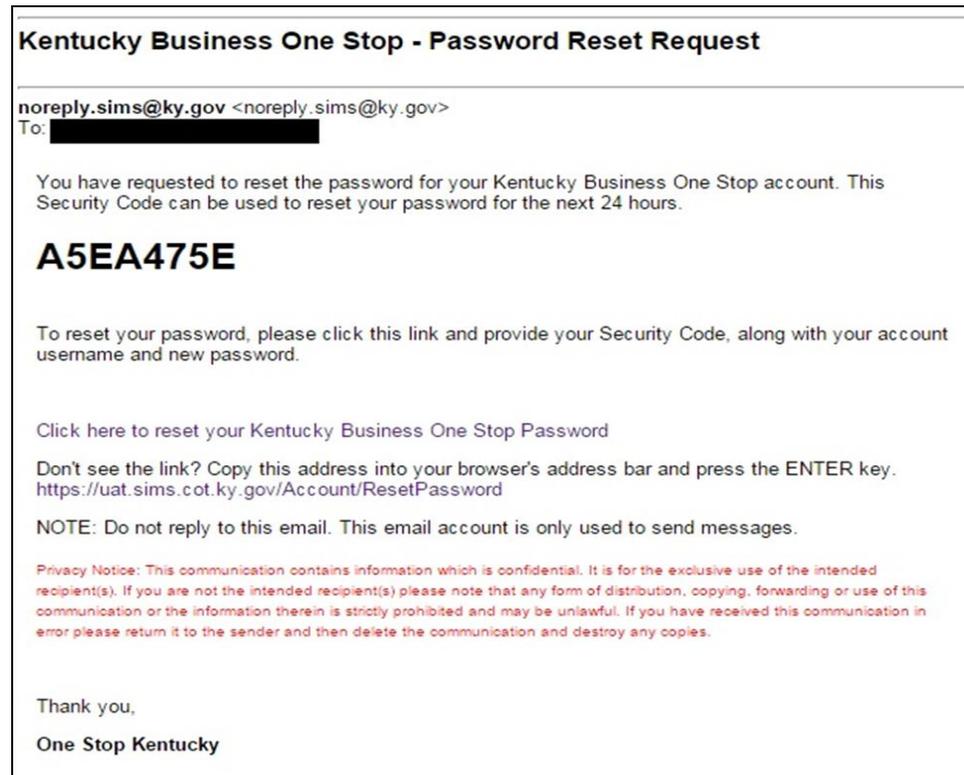
The screenshot shows a web form titled "Password Reset : Request Security Code". The form contains the following fields and elements:

- Username\***: A text input field.
- Send Code To\***: A dropdown menu with "My Email" selected.
- Email Address**: A text input field.
- Captcha**: A CAPTCHA verification area showing the words "riduck" and "going" in a distorted font. Below the image is a text input field with the placeholder "Type the text" and a "reCAPTCHA" logo.
- Buttons**: Three buttons are located at the bottom: "Clear Form" (orange), "Request Security Code" (blue, circled in red), and "Already Have A Code? Click" (green).

**Note**

If the user already has a system generated recovery code, the option for ‘Already Have a Code? Click’ may be utilized.

The user will receive an email similar to the example below. The user will utilize the system generated recovery code and included instructions to reset the password.

**Note**

The system generated recovery code is only valid for 24 hours. If 24 hours has passed since the code was issued, the request process must be repeated in order to obtain a new code.

Upon returning to WRAPS, the user will input the Username associated with the account, the system generated recovery code, and the new password. The user will re-enter the new password to confirm, input the “Captcha” verification information, and click ‘Reset Password’.

**Reset Password**

A Security Code has been sent to the delivery option you selected on the previous screen. Please provide that Security Code, along with the other information requested, into this form to reset your password.

Username\*

Security Code\*

New Password\*

Confirm Password\*

Captcha

armMestly have

Type the text

Privacy & Terms

reCAPTCHA™

Clear Form

Reset Password

**Note**

New passwords must be between 8 and 15 characters long and contain at least one of the following: one number, one letter, one special character and one capital letter. Passwords must not contain the Username, First Name or Last Name.

The system will indicate that the account password has been reset.

**Account Self-Service Options**

Your password has been reset. You may now log into your user account, or you may enter the system by navigating to the service you were previously trying to access.

 If you have forgotten your username or password, or if you have locked your user account, please use one of the options to the left to fix the problem.

The user will receive an email similar to the example below indicating that the password for the account has been changed.

**Kentucky Business One Stop - Password Was Reset**

---

noreply.sims@ky.gov <noreply.sims@ky.gov>  
 To: [REDACTED]

This is a notice regarding your Kentucky Business One Stop Account.  
 Your password for the account registered with this email address has been reset.  
 This email is for your records only. You do not have to take any action.

If you did not request this password reset, please contact us at [502-782-8930](tel:502-782-8930).

**NOTE:** Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This communication contains information which is confidential. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please note that any form of distribution, copying, forwarding or use of this communication or the information therein is strictly prohibited and may be unlawful. If you have received this communication in error please return it to the sender and then delete the communication and destroy any copies.

Thank you,  
**One Stop Kentucky**

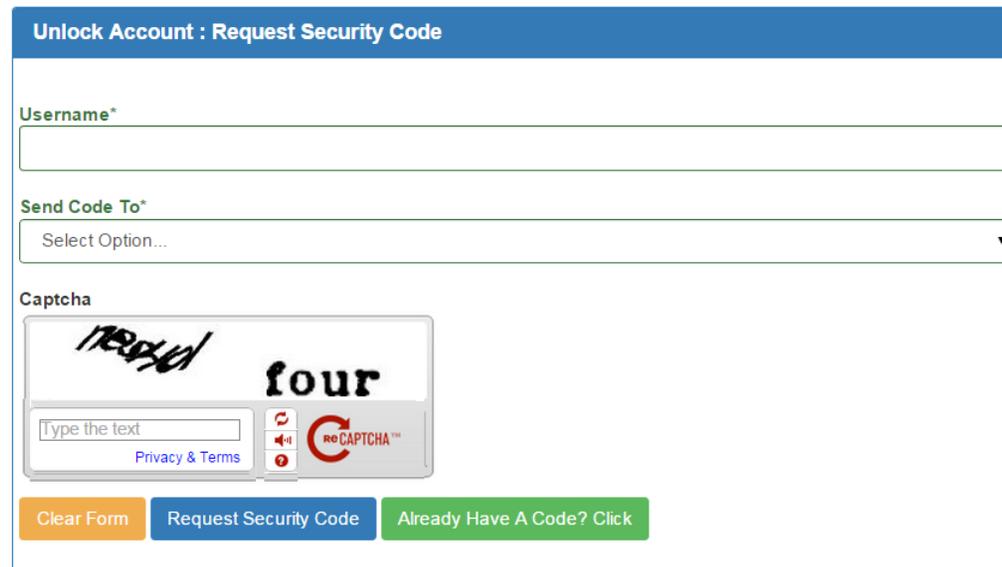
## Unlock Account

If the user account has become locked, the user will select 'Unlock Account'.



A screenshot of a web application's account management menu. The menu is a vertical list of links, each with a small icon to its left. The links are: 'Forgot Username' (person icon), 'Reset Password' (key icon), 'Unlock Account' (lock icon), and 'Login' (arrow icon). The 'Unlock Account' link is circled in orange. A blue arrow icon is visible in the bottom right corner of the menu area.

The next screen will prompt the user to indicate where unlock account information should be sent.



A screenshot of the 'Unlock Account : Request Security Code' form. The form has a blue header with the title 'Unlock Account : Request Security Code'. Below the header, there are three main sections: 'Username\*' with an empty text input field; 'Send Code To\*' with a dropdown menu showing 'Select Option...'; and 'Captcha' with a reCAPTCHA image showing the word 'four' and a distorted word 'read'. Below the captcha is a text input field with the placeholder 'Type the text' and a 'Privacy & Terms' link. At the bottom of the form are three buttons: 'Clear Form' (orange), 'Request Security Code' (blue), and 'Already Have A Code? Click' (green).

The user will input the Username associated with the account, select “My Email” for “Send Code To\*”, and then enter the email address used when the profile was created. The user will input the “Captcha” verification information and click ‘Request Security Code’.

Unlock Account : Request Security Code

**Username\***

**Send Code To\***

My Email
▼

**Email Address**

**Captcha**

thereuma saying

Type the text
Privacy & Terms

Clear Form
Request Security Code
Already Have A Code? Click

The user will receive an email similar to the example below. The user will utilize the system generated recovery code and included instructions to unlock the account.

**Kentucky Business One Stop - Unlock Account Request**

---

noreply.sims@ky.gov <noreply.sims@ky.gov>  
To: [REDACTED]

You have requested to unlock your Kentucky Business One Stop account. This Security Code can be used to unlock your account for the next 24 hours.

**E7E2655B**

To unlock your account, please click this link and provide your Security Code, along with your account username.

[Click here to reset your Kentucky Business One Stop Password](#)

Don't see the link? Copy this address into your browser's address bar and press the ENTER key.  
<https://uat.sims.cot.ky.gov/Account/UnlockAccount>

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This communication contains information which is confidential. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please note that any form of distribution, copying, forwarding or use of this communication or the information therein is strictly prohibited and may be unlawful. If you have received this communication in error please return it to the sender and then delete the communication and destroy any copies.

Thank you,  
**One Stop Kentucky**

**Note** The system generated recovery code is only valid for 24 hours. If 24 hours has passed since the code was issued, the request process must be repeated in order to obtain a new code.

Upon returning to WRAPS, the user will input the Username associated with the account and the system generated recovery code. The user will input the “Captcha” verification information, and click ‘Unlock Account’.

The system will reference that the account has been unlocked .

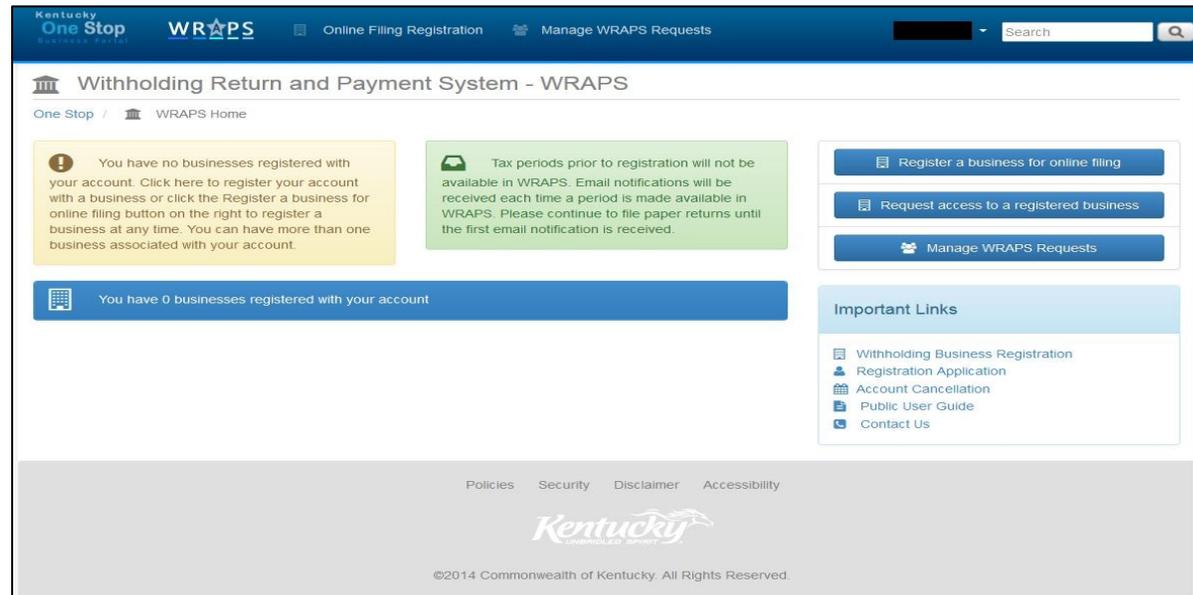
**Note** If the user selects the 'Login' option to the left, the user will login to the Kentucky Business One Stop Portal .In order to access WRAPS from this location, the user must click the 'WRAPS' icon under the "Quick Links" section to the right.



# Online Filing

## WRAPS Home/Dashboard

Once the user has entered their user name and password in the One Stop login page, the user will be directed to the WRAPS Home Dashboard.



**Note**

If a user does not have any businesses associated with their account, a message will appear indicating that they need to 'Request access to a registered business' or 'Register a business for online filing'.



You have no businesses registered with your account. Click here to register your account with a business or click the Register a business for online filing button on the right to register a business at any time. You can have more than one business associated with your account.

## Online Filing Registration

To register a business for online filing, the user will need to click 'Register a business for online filing'.

A blue rectangular button with a white keyboard icon on the left and the text "Register a business for online filing" in white.

If the business is already registered, the user will need to click 'Request access to a registered business.'

A blue rectangular button with a white keyboard icon on the left and the text "Request access to a registered business" in white.

In both instances, the user will be presented with an online filing registration form.

A screenshot of a web form titled "Register your user account with a business". The form has a blue header with a white keyboard icon and the title. Below the header are three input fields: "Tax Account Number" with a placeholder "Enter the 6-digit assigned Withholding Tax Account Number.", "Business Name" with a placeholder "Enter the Business Name as shown on the withholding return.", and "FEIN" with a placeholder "Enter the 9-digit Federal Employer Identification Number.". At the bottom of the form is a "Submit" button.

Register your user account with a business	
Tax Account Number	<input type="text" value="Enter the 6-digit assigned Withholding Tax Account Number."/>
Business Name	<input type="text" value="Enter the Business Name as shown on the withholding return."/>
FEIN	<input type="text" value="Enter the 9-digit Federal Employer Identification Number."/>
<input type="button" value="Submit"/>	

The user will need to enter the correct withholding tax account number and either the Business Name as registered or the Federal Employer Identification Number (FEIN) in order to successfully complete registration. Once the required information has been entered, the user will click 'Submit'.

## Business Administrator

If the user enters the correct Tax Account Number and the correct Business Name and/or FEIN, and if the business is not already registered for online filing, the user will be presented with a screen asking them if they would like to become the administrator for the business.

**Note** In order for a business to be registered for Online Filing, there must always be an administrator assigned to the business.

The screenshot displays the 'Register your WRAPS account with a business' interface. At the top, the navigation bar includes 'Kentucky One Stop BUSINESS POINTS', 'WRAPS', and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is also present. The main heading is 'Register your WRAPS account with a business', with a breadcrumb trail: 'One Stop / WRAPS Home / Online Filing Registration'. Below this, a sub-heading reads 'Register your user account with a business'. The form contains three input fields: 'Tax Account Number' (with a masked value), 'Business Name' (with a masked value), and 'FEIN' (with the instruction 'Enter the 9-digit Federal Employer Identification Number.'). A 'Submit' button is located below these fields. To the right, a message box states: 'Currently there is not a WRAPS Administrator associated with this business. To continue in the WRAPS system, a WRAPS Administrator must be assigned. To become the WRAPS Administrator for [masked], click the "Become the WRAPS Administrator" button below.' Below this message are two buttons: a blue 'Become the WRAPS Administrator' button and a grey 'I do not want WRAPS Administrator access' button. At the bottom of the message box, it says: 'This business will not be enrolled with Online Filing until someone becomes the WRAPS Administrator for the business.'

## Terms and Conditions

If the user chooses to 'Become the WRAPS Administrator', they will be presented with a screen where they can hit 'cancel' to cancel the registration process, or check the Terms and Conditions box and click 'Register as the WRAPS Administrator'.

The screenshot shows the 'WRAPS Administrator Terms and Conditions' page. At the top left, there is a 'Cancel' button. The main content area contains the following text:

**WRAPS Administrator Terms and Conditions**

Currently, there is not a WRAPS Administrator associated with this business. To continue in the WRAPS system, a WRAPS Administrator must be assigned. To become the WRAPS Administrator for [redacted], you must agree to the WRAPS Administrator Terms and Conditions and click the Register as the WRAPS Administrator button below.

In order to continue, you must confirm that you are a responsible party in the business or an authorized representative of [redacted].

By becoming the WRAPS Administrator of the business, you will switch the business to online filing and you will no longer receive paper K-1/ K-3 returns for future returns.

**ⓘ** Tax periods prior to registration will not be available in WRAPS. Email notifications will be received each time a period is made available in WRAPS. Please continue to file paper returns until the first email notification is received.

I agree to the WRAPS Administrator Terms and Conditions

**Register as the WRAPS Administrator**

At the bottom of the page, there are links for Policies, Security, Disclaimer, and Accessibility, along with the Kentucky logo and the text '©2014 Commonwealth of Kentucky. All Rights Reserved.'

## Registration Request

If the user enters a valid Withholding Tax Account number but the Business Name or FEIN does not match the account number entered, then the user will be presented with the option to have the registration request reviewed by the Department of Revenue.

The screenshot shows the 'Register your WRAPS account with a business' page. The form includes fields for Tax Account Number, Business Name, and FEIN. A 'Submit' button is at the bottom of the form. To the right of the form, there is a text box explaining that the information will be reviewed by a staff member at the Department of Revenue. Below this text is a button labeled 'Click here to have your request reviewed'.

**Note**

The user must also agree to terms and conditions when sending a request for registration to DOR.

## Invalid Registration

If the user enters an invalid Withholding Tax Account Number, the system will display an error message stating that the user needs to contact the Kentucky Department of Revenue to receive additional assistance.

The screenshot shows the 'Register your WRAPS account with a business' page. The page header includes 'Kentucky One Stop' and 'WRAPS' logos, along with navigation links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is visible in the top right. The main heading is 'Register your WRAPS account with a business', with a breadcrumb trail: 'One Stop / WRAPS Home / Online Filing Registration'. Below this is a sub-heading 'Register your user account with a business' and a form with three input fields: 'Tax Account Number' (containing a redacted value), 'Business Name' (containing a redacted value), and 'FEIN' (with the instruction 'Enter the 9-digit Federal Employer Identification Number.'). A 'Submit' button is located below the form. To the right of the form, a red error message box contains the following text: 'The Withholding Tax Account Number and Business Name entered cannot be verified. Either the Withholding Tax Account Number is invalid, the Tax Account associated with this Account Number is Cancelled or the Business Name is incorrect. If you feel you have received this message in error, please contact The Kentucky Department of Revenue.'

## Filing

When the user has at least one business registered with their user account, the user will see a dashboard/home screen with all businesses associated with their account.

The screenshot displays the WRAPS dashboard interface. At the top, there is a navigation bar with the Kentucky One Stop logo, the WRAPS logo, and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main heading reads 'Withholding Return and Payment System - WRAPS'. Underneath, there is a breadcrumb trail: 'One Stop / WRAPS Home'. The dashboard features two primary notification boxes: a light blue box stating 'You have 1 return that can be filed, 1 is overdue.' and a dark blue box stating 'You have 1 business registered with your account'. Below the dark blue box is a table listing the registered business. To the right of the notifications are three blue action buttons: 'Register a business for online filing', 'Request access to a registered business', and 'Manage WRAPS Requests'. At the bottom of the page, there are links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', followed by the Kentucky logo and the copyright notice '©2014 Commonwealth of Kentucky. All Rights Reserved.'

Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	admin	<a href="#">Filing available</a>

If a return is available for filing, there will be an alert in the alert column for the business. To access the business page the user can click the Business Name. To file a return, the user will need to click 'Filing available' or "! Not filed online".

You have 1 business registered with your account			
Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	admin	Filing available

12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
7/1/2014	9/30/2014	10/31/2014	Not filed online

To file the K-1 or K-3 return, the user will need to click 'File K-1/K-3 Original' in the period section on the left or the button on the right.

**Period Ending 9/30/2014**

One Stop / WRAPS Home / [Redacted] / Period Ending 9/30/2014

The return for period ending date 9/30/2014 is eligible to be filed.

**Period Ending 9/30/2014** [File K-1 Original](#)

A return has not been filed for this period.

[Click here to make a payment](#)

**Business Profile**

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
Tax Number	[Redacted]
FEIN	[Redacted]
Filing Frequency	Monthly
Account Status	Active
WRAPS Status	Active

**Period Payments**

Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.

## Withholding Return

The user will then need to fill out all required fields and click 'Submit the K-1 Original return'.

 K-1 Original - 9/30/2014

[One Stop](#) / [WRAPS Home](#) / XXXXXXXXXX / [Period Ending 09/30/2014](#) /  K-1 Original - 9/30/2014

 The Total Amount Due is calculated with the assumption that all values entered were accurate and the Total Amount Due is being paid in full on today's date. You may be responsible for additional penalty and interest for a return filed after the due date.

### K-1 Original

<b>Employees for the period</b>	<input type="text" value="0"/>
<b>Total wages paid</b>	<input type="text" value="\$0.00"/>
<b>Income tax withheld</b>	<input type="text" value="\$0.00"/>
<b>Apply credit?</b>	<input type="text" value="No I do not want to apply a credit"/>
<b>Tax payments made prior to today for this period</b>	<input type="text" value="\$0.00"/>
	<small>\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.</small>
<b>Total tax due</b>	<input type="text" value="\$0.00"/>
<b>Total penalty</b>	<input type="text" value="\$10.00"/>
<b>Total interest</b>	<input type="text" value="\$0.00"/>
<b>Total amount due</b>	<input type="text" value="\$10.00"/>

Submit the K-1 Original return

Cancel

## Credits

In order for the user to apply credit to a return, the user must click the arrow at the “Apply credit?” field and select either “Yes, apply credit from a different period” or “Yes, apply Economic Incentive Credit”.

A screenshot of a dropdown menu for the 'Apply credit?' field. The menu is open, showing four options: 'No I do not want to apply a credit' (selected), 'Yes, apply credit from a different period', and 'Yes, apply Economic Incentive Credit'. The label 'Apply credit?' is visible to the left of the dropdown.

If a credit from a different period is to be used, the user will select the appropriate option and additional fields will appear.

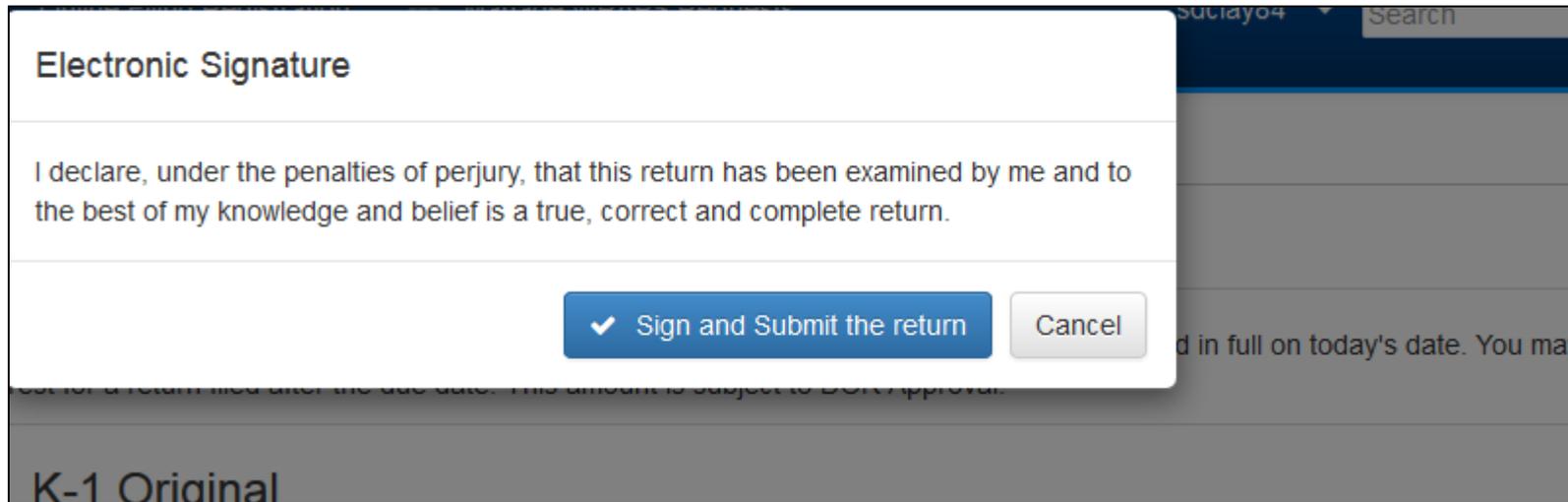
A screenshot of the credit application form. The 'Apply credit?' dropdown is set to 'Yes, apply credit from a different period'. Below it are fields for 'Apply credit amount' (containing '\$0.00') and 'Apply credit from period' (containing 'MM/dd/yyyy' and a calendar icon). A red warning message is displayed: '⚠ You have selected to apply a credit from a previous period. Please enter the period to apply the credit from.' At the bottom is a text area for 'Apply credit comments' with the placeholder text: 'Please enter any comments or information you would like for us to consider while reviewing this request.'

If the Economic Incentive Credit is to be used, the user will select the appropriate option and additional fields will appear.

<b>Apply credit?</b>	Yes, apply Economic Incentive Credit ▼
<b>Apply credit amount</b>	\$0.00
<b>Apply credit comments</b>	Please enter any comments or information you would like for us to consider while reviewing this request. 

## Electronic Signature

In order to submit the return, the user will need to agree to the electronic signature terms and submit 'Sign and Submit the return.'



The image shows a screenshot of a software interface with a modal dialog box titled "Electronic Signature". The dialog box contains the following text: "I declare, under the penalties of perjury, that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return." Below the text are two buttons: a blue button with a checkmark icon and the text "Sign and Submit the return", and a grey button with the text "Cancel". The background of the software interface is dimmed and shows a search bar with the text "Search" and a dropdown menu with "suclay04". At the bottom of the background, the text "K-1 Original" is visible.

## View Return

In order to view the filed return, the user can view the summary or click the return link on the Period Screen to view the detailed return.

The screenshot displays the WRAPS web interface for a user. The top navigation bar includes the Kentucky One Stop logo, the WRAPS logo, and links for Online Filing Registration and Manage WRAPS Requests. A search bar is also present. The main content area is titled "Period Ending 9/30/2014" and includes a breadcrumb trail: "One Stop / WRAPS Home / [Redacted] / Period Ending 9/30/2014".

A blue message box states: "Your return was submitted to the Department of Revenue on 12/22/2014. You can pay the amount owed, \$10.00, by clicking the Make Payment button on the right." Below this, a gear icon indicates: "The return for period ending date 9/30/2014 is being processed. Once the return has been completely processed you will be able to make amendments if necessary. The business is able to file up to 5 amendments." On the right side, there are buttons for "Return Filing Unavailable" and "Click here to make a payment".

The main summary table for "Period Ending 9/30/2014" is as follows:

Period Ending 9/30/2014	
	K-1 Original 12/22/2014
Employee Count	0
Total Wages	\$0.00
Income Tax Withheld	\$0.00

On the right, the "Business Profile" section shows redacted information for Tax Number, FEIN, and Filing Frequency (Monthly).

## Edit a Return

The user can edit the return by clicking the 'click here to edit the return' button.

 12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
12/16/2014	12/31/2014	1/31/2015	 <a href="#">Click here to edit the return</a> This return has not been processed. You may edit the return if corrections are needed.
12/1/2014	12/15/2014	12/26/2014	 Not available for online filing
8/16/2014	8/31/2014	9/15/2014	 <a href="#">Click here to view the return</a> This return has been processed and you can now file up to 5 amendments online.
8/1/2014	8/15/2014	8/31/2014	 <a href="#">Click here to view the return</a> This return has been processed and you can now file up to 5 amendments online.

Note: If corrections for period are needed, it can only be EDITED before it is processed. Once the return has been processed, changes can only be made by AMENDING the return.

Kentucky One Stop Business Portal WRAPS Online Filing Registration Manage WRAPS Requests Search

Period Ending 12/31/2014

One Stop / WRAPS Home [redacted] Period Ending 12/31/2014

This business is not active in the Withholding Returns and Payment System (WRAPS) and will no longer receive electronic returns. If you believe you have reached this message in error, please contact the Department of Revenue at (502) 564-7287.

If corrections for period ending 12/31/2014 are needed, it can only be EDITED before it is processed. Once the return has processed, changes can only be made by AMENDING the return.

Period Ending 12/31/2014

K-3 Original  
7/6/2015

Business Profile

Tax Number [redacted]  
FEIN [redacted]  
Filing Frequency Twice-Monthly  
Account Status Active  
WRAPS Status Inactive

Edit K-3 Original

Click here to make a payment

Note: If corrections for period are needed, it can only be EDITED before it is processed. Once the return has been processed, changes can only be made by AMENDING the return.

## Disabled Period

The user can notice that a period is disabled as the return for that period cannot be filed online.

12 Month Filing History			
Period Begin Date	Period End Date	Due Date	Return Status
12/16/2014	<a href="#">12/31/2014</a>	1/31/2015	<a href="#">Click here to edit the return</a>
12/1/2014	<a href="#">12/15/2014</a>	12/26/2014	Not available for online filing
8/16/2014	<a href="#">8/31/2014</a>	9/15/2014	<a href="#">Click here to view the return</a>
8/1/2014	<a href="#">8/15/2014</a>	8/31/2014	<a href="#">Click here to view the return</a>

### Period Ending 12/15/2014

One Stop / WRAPS Home / XXXXXXXXXX  
 / Period Ending 12/15/2014

The return for period ending 12/15/2014 cannot be filed online.

Return Filing Unavailable

Click here to make a payment

After the user has clicked the “Not available for online filing” in the ‘Return Status’ column, the user can notice a disabled tab that states ‘Return filing unavailable’.

## Amend Return

**Note** To amend the return, the user will need to click “File Amendment” from the Period Screen for the Business.

The screenshot displays the 'Period Ending 9/30/2014' screen in the WRAPS system. At the top left, there is a calendar icon and the text 'Period Ending 9/30/2014'. Below this is a breadcrumb trail: 'One Stop / WRAPS Home / [redacted] / Period Ending 9/30/2014'. A green notification box contains a checkmark icon and the text: 'The return for period ending date 9/30/2014 has been processed and is considered completed. You can file an amendment by clicking the File K-1 Amendment 1 button.' To the right of the notification are three buttons: a blue button labeled 'File K-1 Amendment 1' (circled in red), a grey button labeled 'Click here to make a payment', and a grey button labeled 'Business Profile'. Below the notification is a blue header bar for the 'Period Ending 9/30/2014' section, which also contains a 'File K-1 Amendment 1' button (circled in red). Underneath this header, the text 'K-1 Original' is visible.

The user will need to update any values necessary and click 'Submit the return'.

**K-1 Amendment 1 - 9/30/2014**

[One Stop](#) / [WRAPS Home](#) / XXXXXXXXXX / [Period Ending 09/30/2014](#) / [K-1 Amendment 1 - 9/30/2014](#)

**i** You filed the original return on 12/17/2014 and have filed 0 of the 5 amendments allowed to be filed online for this period. The values to the right of your new return are the most recent values you have provided us. They are from the return filed on 12/17/2014.

**i** The Total Amount Due is calculated with the assumption that all values entered were accurate and that The Total Amount Due will be paid in full on or before the Return Due Date. This amount is subject to DOR Approval.

	K-1 Amendment 1	K-1 Original filed 12/17/2014
Employees for the period	<input type="text" value="52"/>	<input type="text" value="52"/>
Total wages paid	<input type="text" value="\$20,000.00"/>	<input type="text" value="\$20,000.00"/>
Income tax withheld	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Apply credit?	<input type="text" value="No I do not want to apply a credit"/>	
Tax payments made prior to today for this period	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.	
Total tax due	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Total penalty	<input type="text" value="\$48.00"/>	<input type="text" value="\$96.00"/>
Total interest	<input type="text" value="\$8.94"/>	<input type="text" value="\$8.28"/>
Total amount due	<input type="text" value="\$856.94"/>	<input type="text" value="\$904.28"/>
Explanation of Adjustment	Please enter any comments or information you would like for us to consider while reviewing this request.	

A return may only be amended up to 5 times online. Once the maximum number of amendments has been reached, the user will be allowed to download a paper amendment form.



You have filed 5 amendments and must submit future amendments by completing the paper amendment form. Click the link below to open and print the amendment form.



Download Amendment Form

# Managing Users

In order to add, remove or update a user's permissions, the business administrator will access the Business' home screen.



The screenshot displays a table titled "You have 3 businesses registered with your account". The table has four columns: "Account Number", "Business Name", "Role", and "Alerts". The "Business Name" column is highlighted with a brown box, and a callout box below it contains the text: "Click the business name above to access its home screen."

Account Number	Business Name	Role	Alerts
██████	████████████████████	filer, payer	Filing available
██████	████████████████████	filer, payer	Filing available
██████	████████████████████	admin	

## Adding Users

To add a new user to the Business, the Business Administrator will click 'Add WRAPS User'.

The screenshot shows the Kentucky One Stop WRAPS interface. The top navigation bar includes 'Kentucky One Stop Business Portal', 'WRAPS', 'Online Filing Registration', and 'Manage WRAPS Requests'. A search bar is located on the right. The main content area is divided into several sections:

- 12 Month Filing History:** A table with columns for 'Period Begin Date', 'Period End Date', 'Due Date', and 'Return Status'.
- Available Periods:** A green box containing text: "You will be able to file for periods according to your filing frequency. Email notification will be received each time a period is made available in WRAPS. To change your filing frequency, please contact the Department of Revenue at (502) 564-7287."
- Business Profile:** A section showing business details:
 

Tax Number	[Redacted]
FEIN	[Redacted]
Filing Frequency	Twice-Monthly
Account Status	Active
WRAPS Status	Active
- Business Users:** A section showing 'Business Users: 3' with an 'Add WRAPS User' button circled in orange. Below it is a table of current users:
 

User Name	Role
[Redacted]	filer, payer
[Redacted]	admin
[Redacted]	filer, payer

The Business Administrator will then enter the email address that is associated with a user registered with One Stop and click 'Search for a registered email address'.

The screenshot shows a web interface for inviting users to a WRAPS business account. On the left side, there is a button labeled "Cancel". The main interface has a blue header with a white envelope icon and the text "Invite users to join this WRAPS business account". Below the header, the section is titled "Enter Email Address". It contains a text input field with a small envelope icon on the left and the placeholder text "Enter the user's email address". Below the input field is a button labeled "Search for a registered email address". At the bottom of the main panel, there is a paragraph of text: "Enter the email address of the person you want to register with this business. We will attempt to verify the email address is registered and allow you to review the results before continuing."

If the user is registered with One Stop, the Business Administrator will be presented with the option to grant the user one of the following roles: Filer & Payer, Filer, Payer, Viewer or Administrator.

The screenshot shows a web interface titled "Add WRAPS User". At the top left, there is a breadcrumb trail: "One Stop / WRAPS Home / [redacted] / Add WRAPS User". A "Cancel" button is located on the left side. A green notification bar at the top right contains a checkmark icon and the text: "The email address [redacted] is registered to [redacted] which role do you want to grant them?". Below this, a instruction reads: "Please read all of the options before selecting the role to assign to [redacted]".

There are five role options, each with a description and a corresponding button:

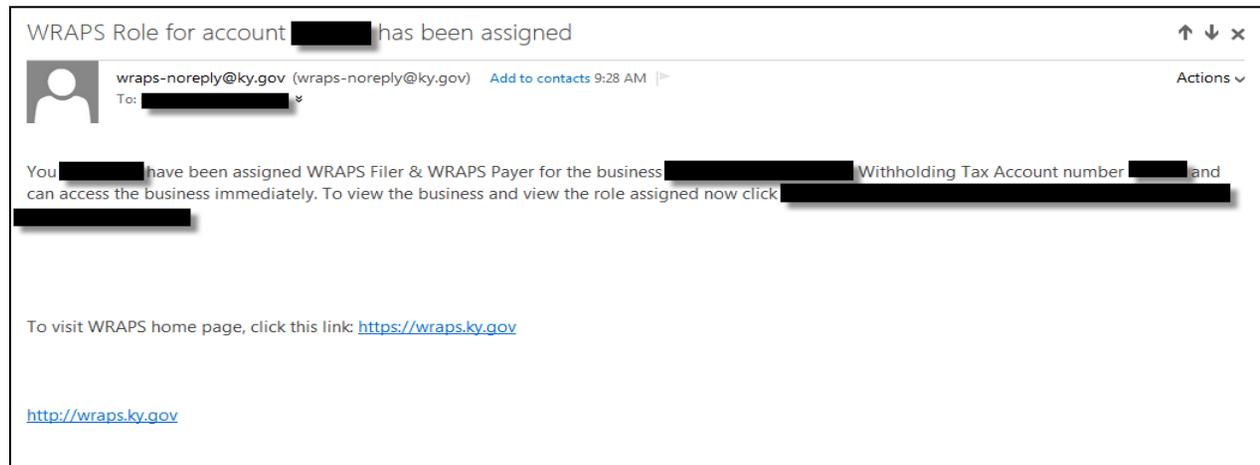
- Grant the role of WRAPS Filer & Payer**: A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business. Button: "Grant the role of WRAPS Filer & Payer"
- Grant the role of WRAPS Filer**: A WRAPS Filer can file returns and amendments on behalf of the business. Button: "Grant the role of WRAPS Filer"
- Grant the role of WRAPS Payer**: A WRAPS Payer can make online payments on behalf of the business. Button: "Grant the role of WRAPS Payer"
- Grant the role of WRAPS Viewer**: A WRAPS Viewer can view the returns and amendments filed online by the business. Button: "Grant the role of WRAPS Viewer"
- Grant the role of WRAPS Administrator**: A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to [redacted] your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287. Button: "Grant the role of WRAPS Administrator"

## Inviting Users

If the user is not registered with One Stop, the Business Administrator will be presented with the option to send the user an invitation to create a user account. To send the invitation, the Business Administrator will need to click 'Send invitation to: (email address)'.



The user will receive an email similar to the one below, indicating to which business the user has been added and the permission level that was granted.



## Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the Business Administrator will need to click on the user name or the role.

Business Users: 1 <span style="float: right;">Add WRAPS User</span>	
User Name	Role
[REDACTED]	admin

The Business Administrator will then need to choose to 'Remove user access' or grant the user another permission level.

Cancel

 [REDACTED] has the role of WRAPS Filer and can file returns and amendments on behalf of the business.

**?** How do you want to change the WRAPS role?

You can change the role or remove access of [REDACTED] for [REDACTED] with the options below. Please read all of the options before selecting your response to the request for access to this business.

**Remove user access**  
Remove all access to this business

Remove business access

**Grant the role of WRAPS Payer**  
A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

**Grant the role of WRAPS Viewer**  
A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

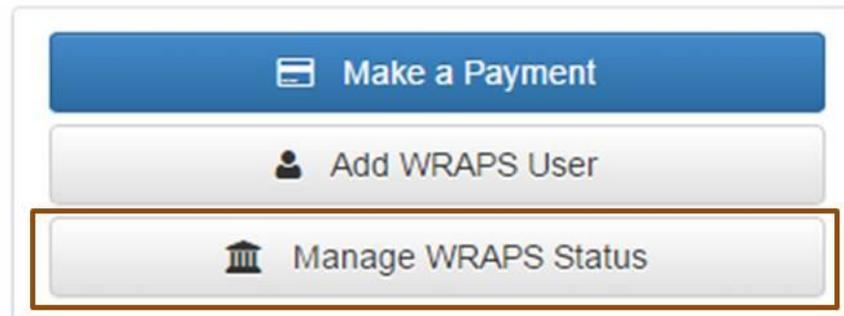
**Grant the role of WRAPS Administrator**  
A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to [REDACTED] your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

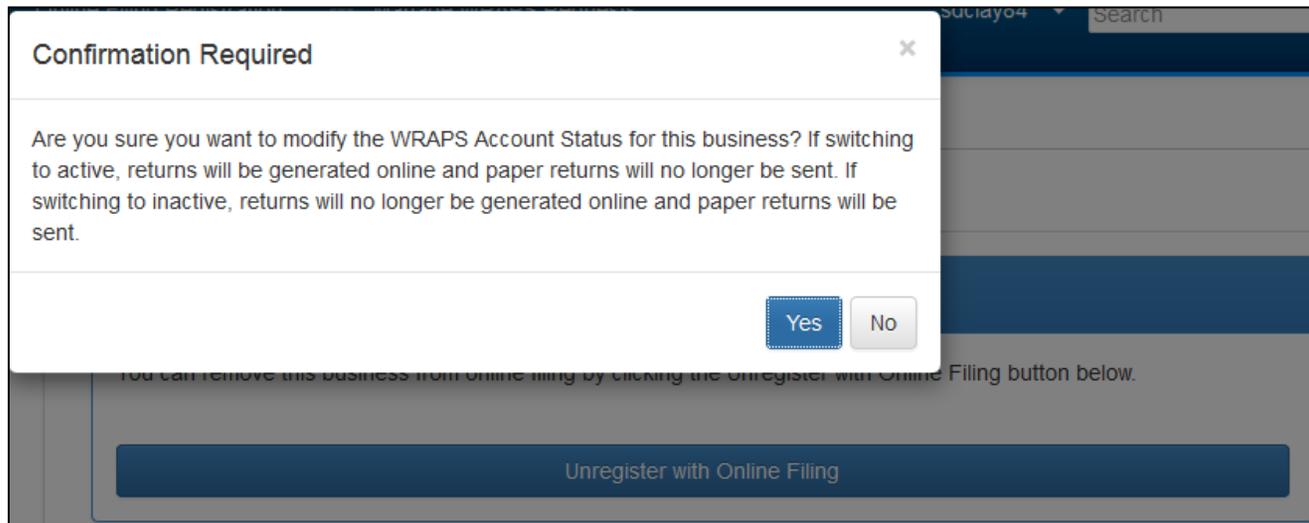
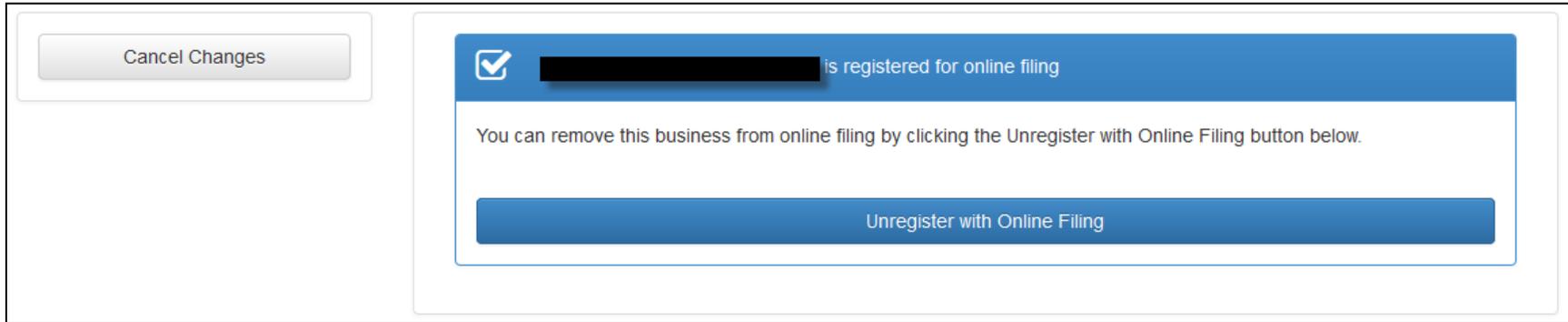
# WRAPS Status

## Update WRAPS (Online Filing) Status

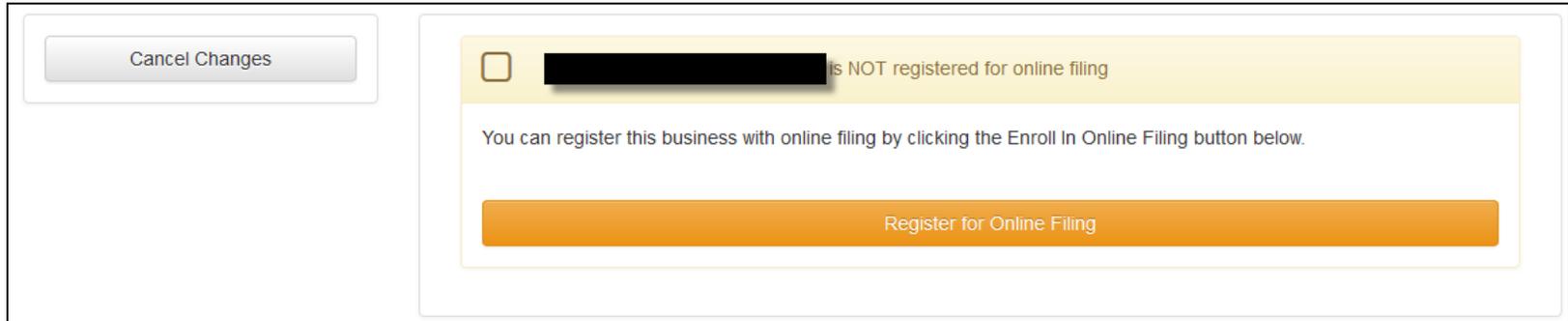
To update the Online Filing Status, the Business Administrator will need to access the Business Home Screen in WRAPS and click 'Manage WRAPS Status'.



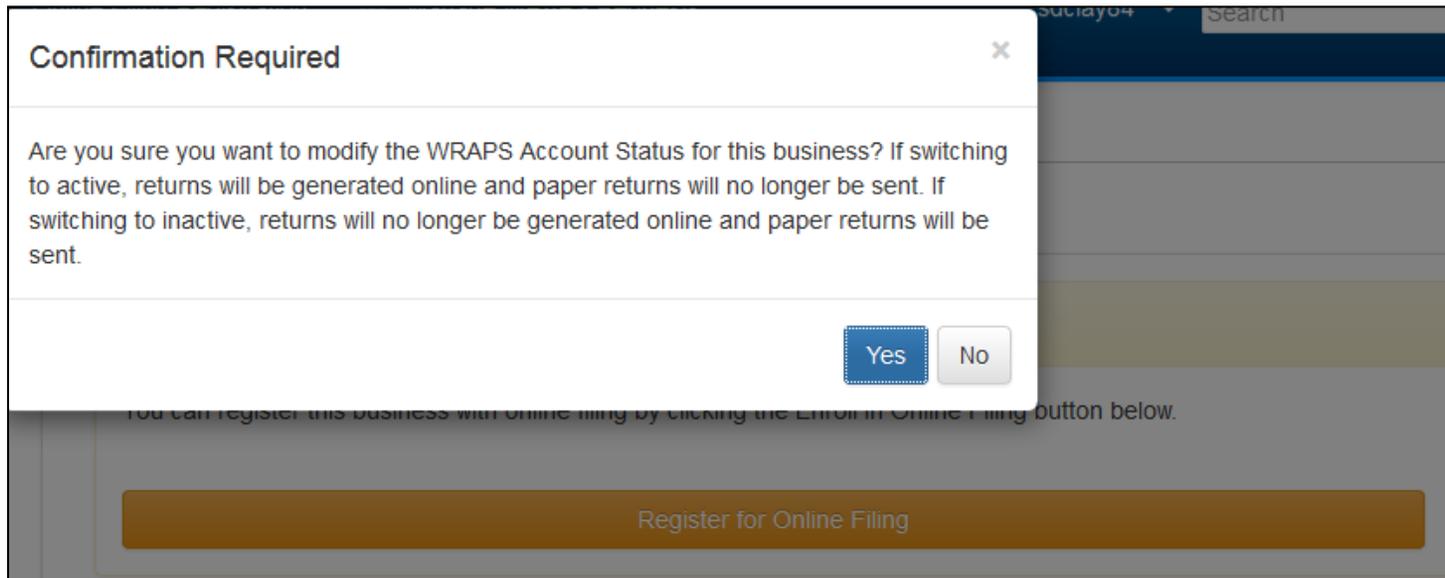
If the Business is currently registered for online filing, the Business Administrator will need to click 'Unregister with Online Filing', and then click 'Yes' in the confirmation box.



If the Business is not currently registered for online filing, but was at one time, the Business Administrator will need to click “Register for Online Filing” and click “Yes” in the confirmation box.



The screenshot shows a web interface with a 'Cancel Changes' button on the left. On the right, a yellow notification box contains a checkbox that is unchecked, followed by the text 'is NOT registered for online filing'. Below this, a message states: 'You can register this business with online filing by clicking the Enroll In Online Filing button below.' At the bottom of the notification box is a large orange button labeled 'Register for Online Filing'.



The screenshot shows a 'Confirmation Required' dialog box overlaid on the registration page. The dialog box has a title bar with a close button (X) and contains the following text: 'Are you sure you want to modify the WRAPS Account Status for this business? If switching to active, returns will be generated online and paper returns will no longer be sent. If switching to inactive, returns will no longer be generated online and paper returns will be sent.' At the bottom right of the dialog box are two buttons: 'Yes' (highlighted in blue) and 'No'. The background shows the 'Register for Online Filing' button from the previous screenshot, which is dimmed.

# Important Links

The screenshot displays the 'Withholding Return and Payment System - WRAPS' interface. At the top, there is a navigation bar with 'Kentucky One Stop' and 'WRAPS' logos, along with links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar is also present. Below the navigation, the main content area includes a status message: 'You have 7 returns that can be filed, 4 are overdue.' and another message: 'You have 4 businesses registered with your account'. A table lists these registered businesses with columns for Account Number, Business Name, Role, and Alerts. The 'Alerts' column shows 'Filing available' for the first three entries. To the right, there are three buttons: 'Register a business for online filing', 'Request access to a registered business', and 'Manage WRAPS Requests'. Below these buttons is a section titled 'Important Links' (circled in red) containing links for 'Withholding Business Registration', 'Registration Application', 'Account Cancellation', 'Public User Guide', and 'Contact Us'. The footer contains links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', along with the 'Kentucky' logo and the text '©2014 Commonwealth of Kentucky. All Rights Reserved.'

Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	filer, payer	Filing available
[REDACTED]	[REDACTED]	filer, payer	Filing available
[REDACTED]	[REDACTED]	filer, payer	
[REDACTED]	[REDACTED]	admin	

## Links in WRAPS

The following links can be found on the WRAPS Home Page:

1. Withholding Business Registration (paper registration form)
2. Registration Application form
3. Account Cancellation form
4. Public User Guide
5. Contact Us Link

