

FORM RD-109
(09/12)

City of Kansas City, Missouri - Revenue Division
WAGE EARNER RETURN
EARNINGS TAX



KANSAS CITY
MISSOURI

Phone: (816) 513-1120
E-file: www.kcmo.org/revenue

First Name: _____ Middle Name: _____ Last Name: _____
 SSN: _____ Street Address: _____ Unit: _____
 Account ID: _____ City: _____ State: _____ ZIP: _____

Period From: _____ Period To: _____

1. Enter "X" in box if amended return	1	DOLLARS										CENTS					
2. Salaries, wages, commissions (attach copy of W-2 and 1099)	2																
3. Amount of nonresident adjustment (enter amount from RD-109NR line 5)	3																
4. Total taxable wages (line 2 less line 3)	4																
5. Earnings tax (1% of line 4)	5																
6. Earnings tax paid with extension RD-112	6																
7. Local tax withheld by employer as shown on W-2	7																
8. Earnings tax paid to other city (residents only, not to exceed line 5)	8																
9. Tax Due (line 5 less lines 6, 7 and 8, not less than 0)	9																
10. Penalty (5% per month, not to exceed 25%)	10																
11. Interest (1% per month until tax is paid in full)	11																
12. Total Amount Due (sum of lines 9, 10 and 11)	12																
13. Overpayment to be refunded (lines 6 + 7 + 8 less 5 - no refunds less than \$1.00)	13																
14. Amount Paid	14																

15. Refund: Have it directly deposited to your checking or savings account.

a. Routing Number:	15a																
b. Account Number:	15b																
c. Account Type:	15c	Checking		Savings													

Notes:
 Do not file this form if your 1% earnings tax is fully withheld by your employer.
 File this return on or before April 15th.
 The Revenue Division and the IRS routinely share computer tapes and audit results. Differences, other than those allowed under City Ordinance, will be identified and may result in an audit or further investigation.
 Do not include Business Income on this form.
 Write your SSN on your check.

DO NOT SEND CASH. Make check payable to: KCMO City Treasurer
Mail to: City of Kansas City, Missouri, Revenue Division, PO Box 842707 Kansas City, MO 64184-2707
 For changes to name, address or FEIN/SSN, please contact us at revenue@kcmo.org or the phone number at the top of your return.
 I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer. Yes No
 Under penalties of perjury, I declare this return to be a true, correct, and complete accounting for the taxable year stated.

Print Name of Taxpayer	Signature	Title	Date	Phone
Preparer Name (if other than taxpayer)	Signature	Title	Date	Phone

FORM RD-109NR
(09/12)

City of Kansas City, Missouri - Revenue Division
**NON RESIDENT SCHEDULE
WAGE EARNER RETURN**



KANSAS CITY
MISSOURI

Legal Name: _____
FEIN / SSN: _____
Account ID: _____

A. _____
Occupation Daytime Phone

B. RESIDENT / NONRESIDENT STATUS

Nonresident for entire year																		
Part Year Resident																		
Resident:	from	M	M	/	D	D	/	Y	Y	to	M	M	/	D	D	/	Y	Y
Nonresident:	from			/			/			to			/			/		

C. NON-RESIDENCY ALLOCATION FORMULA
(If not using a standard 260 days, attach a separate sheet to explain your reason and method of calculation.)

1. Total days worked everywhere. (A STANDARD WORK YEAR IS 260 DAYS) You may not deduct vacation, sick, holiday or other leave from total working days	1																	
2. Actual days worked outside the city You may not deduct vacation, sick, holiday or other leave as days worked outside the city	2																	
3. Percentage of days worked outside the city (Line 2 divided by Line 1)	3							%										
4. Gross wage per Federal W-2 (Box 1 on W-2)	4																	
5. Non-residency deduction Enter amount on line 3 of RD-109 (Line 4 x Line 3)	5																	

D. 6. Amount of severance pay included in your compensation	6																	
7. Date of separation	7			/			/											
		M	M		D	D		Y	Y									

E. 8. LIST BELOW THE RECORD(S) YOU MAINTAIN TO SUPPORT CALCULATIONS FOR DAYS WORKED OUTSIDE OF THE CITY

PLEASE NOTE: Although you are not submitting documentation at this time to support your claim of days worked outside of the city you may be requested to submit this documentation at a later date for verification before refund is approved.

F. 9. May the City contact your employer? YES NO Claims for non-residency / days worked outside of the city will be verified.
You must provide the following information before your refund request can be processed.

Employer's name and KCMO address: _____

Employer's e-mail address: _____

Name of employer's contact person: _____

Contact person's phone number: _____

Under penalties of perjury, I declare this schedule to be true and correct. Yes No

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KANSAS CITY
MISSOURI

Phone: (816) 513-1120
E-file: www.kcmo.org/revenue

GENERAL INSTRUCTIONS FOR COMPLETING FORM RD-109

1. Who must file:

- a) Every resident individual who derives income from salaries, wages, commissions or other compensation for which the tax has not been withheld by the resident's employer(s). If your income is derived from the ownership of a business or other self-employment, you **MUST** file a Profits Return form RD-108.
- b) Every nonresident individual working or providing services within the city who derives income from salaries, wages, commissions or other compensation from which the tax has not been withheld by the employer.
- c) **Exception:** Where city earnings tax has been withheld from an individual's entire taxable earnings by his or her employer (s), no further payment is due and a return does not need to be filed. **If you are no longer required to file a return, please call 513-1120 to explain why it is not required.**

2. When to file:

- a) The return is to be filed on or before April 15 of each year. Please file electronically at www.kcmo.org/revenue.
- b) Extension--An extension of time to file the Kansas City, MO, Wage Earner Return (RD-109) may be obtained **by filing form RD-112, Application for Automatic Extension (or state or federal extension forms) with PAYMENT of the estimated tax due on or before April 15. Extension payment must be 90% of the tax due to avoid penalty and interest.**

3. Where to file:

RETURNS AND SCHEDULES FOR REFUND REQUESTS SHOULD BE MAILED TO:
City of Kansas City, Missouri, Revenue Division, PO Box 842707 Kansas City, MO 64184-2707

EXTENSION REQUESTS SHOULD BE MAILED TO:
REVENUE DIVISION, PO Box 843825, KANSAS CITY, MO 64184-3825

4. Securely tape (do not staple) W-2s and 1099 forms to an 8-1/2 x 11 sheet of paper.

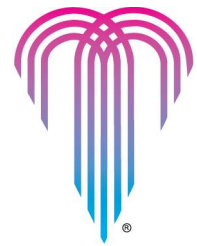
The information below answers frequently asked questions. **These lists are not comprehensive.**
Please contact the Revenue Division at (816) 513-1120 if you have further questions

WHAT IS TAXABLE

- Salaries, wages, tips, bonuses, and commissions
- Sick, vacation, severance pay and salary continuation plans
- Moving expenses reimbursement
- Value of life insurance premiums over \$50,000 of coverage
- Nonqualified stock option distributions

WHAT IS NOT TAXABLE

- Interest and dividends
- Social Security
- Pension benefits
- Employer contributions to pension plans
- Capital Gains
- Unemployment or disability benefits
- Insurance proceeds
- Gain on sale of home
- Estate income
- Employee contributions to deferred compensation plans such as 401(k) plans



INSTRUCTIONS FOR COMPLETING FORM RD-109 (continued)

Fill out your name, address, and social security number and tax period. List employer name(s) and addresses. Attach an additional sheet of paper, if necessary. To avoid delays in processing, use this form and securely tape (do not staple) W-2s and 1099 forms to an 8-1/2 x 11 sheet of paper.

- Line 1.** Put an "X" in box if this is an amended return.
- Line 2.** Enter total salaries, wages, commissions, and other compensation.
- Line 3.** **NONRESIDENTS ONLY:** Enter amount of nonresident adjustment (Enter amount from line 5 of RD-109NR) **Attach the Nonresident Schedule RD-109NR**
- Line 4.** Subtract line 3 from line 2 and enter Total taxable wages
- Line 5.** Multiply line 4 by .01 (1%) and enter Earnings Tax.
- Line 6.** Enter amount of tax paid with Application for Automatic Extension form (RD-112).
- Line 7.** Enter amount of local tax withheld by employer(s)
- Line 8.** **RESIDENTS ONLY:** Enter earnings tax or income tax paid to another city on line 8 as a credit. This credit is allowed only to the extent of the tax imposed by Kansas City (1% of taxable earnings) or actual tax paid, whichever is less.
- Line 9.** Enter amount due (Line 5 less lines 6, 7, and 8). If negative, enter zero and go to line 13.
- Line 10.** If amount on line 9 is past due, **add penalty at rate of 5% per month** (not to exceed 25%) from due date to date of payment.
- Line 11.** If amount on line 9 is past due, **add interest at rate of 1% per month** from due date until tax is paid in full.
- Line 12.** Enter total amount due (sum of lines 9, 10, and line 11).
- Line 13.** If the sum of lines 6, 7, and 8 less line 5 results in an overpayment, enter amount to be refunded. **See line 15, if you want to receive your refund request via direct deposit.**
- Line 14.** Enter amount paid. **Write your social security number on check and make check payable to KCMO City Treasurer.**
- Line 15.** **DIRECT DEPOSIT:** Choose direct deposit for a fast, simple, safe, secure way to have your refund deposited automatically to your checking or saving account. Fill in boxes 15a, 15b, and 15c to request that your refund be issued via direct deposit.
- Line 15a.** The routing number must be nine digits. The first two digits must be 01 through 12 or 21 through 32. The number is located on the left bottom corner of your personal/business checks.
- Line 15b.** The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. The account number is to the right of the routing number on personal/business checks. **Be sure not to include the check number.**
- Line 15c.** Check the box for the type of account that corresponds to the routing and account numbers listed on lines 15a and 15b.

The City is not responsible if a financial institution rejects a direct deposit request in which case the City will issue a refund check.

BE SURE TO SIGN YOUR RETURN
DO NOT SEND CASH

Visit our website at www.kcmo.org/revenue for more forms and instructions



INSTRUCTIONS FOR COMPLETING NONRESIDENT SCHEDULE RD-109NR

Who must file a Wage Earner Nonresident Schedule (RD-109NR):

The Wage Earner - Nonresident Schedule should be used by nonresidents who have performed services within and outside the city. This form is used in conjunction with the RD-109 Wage Earner Return - Earnings Tax Form to calculate a refund or an overpayment of taxes for services performed outside of Kansas City, Missouri. If you meet the qualifications above and are requesting a refund, this form must be attached to the RD-109 along with a current copy of your W-2(s). These forms and documents must be filed no later than April 15th of each year unless an extension has been requested.

Section A Fill out occupation and daytime phone number.

Section B Resident / Nonresident Status

Check whether you were a nonresident the entire year or a part year resident. If a part year resident enter dates you were a resident and dates you were a nonresident.

Section C Non-Residency Allocation Formula

1. Enter 260 for days worked everywhere. If not using a standard 260, enter days worked, write your reason and method of calculation on the lines provided and attach supporting documentation.
2. Enter actual days worked outside the city.
3. Enter percentage of days worked outside the city. (Line 2 divided by Line 1)
4. Enter total gross wages of all W-2(s). (Box 1 on W-2)
5. Enter non-residency deduction. (Line 4 x Line 3). Enter this amount on line 3 of the RD-109.

Section D 6. Enter amount of severance pay included in compensation.
7. Enter date of separation.

Section E 8. Enter type of record(s) you maintain to support your calculations for days worked in and outside of the city.

Section F 9. Fill out employer's name, e-mail address, contact person and contact's phone number.

General Information

Documentation may be requested from you during the review process to verify your days worked outside the city. Days worked outside the city must reflect the number of whole days worked outside of the city. The number of work days for a standard work year is 260. **You may not deduct** vacation, sick, holiday or other leave when calculating the number of days worked everywhere or outside the city. **Any portion of the day worked in the city is a full day in the city.**

The following may delay issuance of your refund: failure to provide required information when requested, failure to use approved forms, not able to verify days worked outside of the city, inconsistencies on returns, failure to sign return, extensive or incomplete supporting documentation.

When documentation is requested you must provide definitive details about the number of days worked outside of the city, including dates, location, and business purpose. Types of documentation include, but may not be limited to the following which can be verified by employer records: appointment calendar, work and/or travel orders, time and/or payment records, travel logs, certain types of receipts, proof of change of address such as utility bills, lease agreements, and property tax receipts.

Failure to provide documentation when requested will result in your refund being denied.