RD-113 Bulk Upload File Formatting Guide

Q: What is the purpose of this guide?

A: The RD-113 bulk upload file must be submitted in the XML format described below.

Q: Where is the file uploaded?

A: The file is uploaded on your bulk filing account in the City of Kansas City, MO's Quick Tax system.

Q: How is the file formatted

A: The main node of the file is the <ReturnBatch> which is seen below in Figure 1. The return batch will contain one <BatchHeader> node and one or many <KC_WithholdingAnn> nodes. Each return in the file is represented by the <KC_WithholdingAnn> node.

The file can contain the following version node as some programs automatically put this in, however it is **not required**. The version node typically looks like this:

<?xml version="1.0" encoding="UTF-8"?>

The <ReturnBatch> node must contain the following namespace as shown in figure one.

<ReturnBatch xmlns="http://kcmo.org/quicktax">

The <BatchHeader> node highlighted in Figure 1 in red contains the following:

> **<BatchID>** – This is an Id used to define the batch. Simply enter any name to identify you or your company. This node cannot be blank.

> **<TotalItems>** – This is the total number of returns you are uploading in the file. This number must match the total number of returns or you will be unable to upload the file. This node cannot be blank.

> **<AccountType>** – The account type should always be **WHA** which stands for withholding annual. This node cannot be blank.

You must then use </BatchHeader> to show that you are closing the batch header node.

As mentioned above, each return in this file is a <KC_WithholdingAnn> node. A <KC_WithholdingAnn> node contains a <ReturnHeader> node and a <WithAnn> node.

The <ReturnHeader> node highlighted in green in Figure 1, contains the following nodes:

<FilingPeriod> – This is the filing period that the return will be posted to. This node cannot be blank. It should also use the following date format: 20XX-12-31 (yyyy-mm-dd) and should always be the last day of the filing year.

<FEIN> – This is the taxpayer's Federal Employer Identification number. You must either have a FEIN or SSN to upload a return for a given taxpayer. Both cannot be blank.

<SSN> – This is the taxpayer's Social Security Number. Again, you must have either a FEIN or SSN. Both cannot be blank.

<ACCID> – This is the city provided account ID. If you do not know the taxpayer account ID, please leave this node blank as this is not a required element.

Close the return header with the </ReturnHeader> closing tag.

The <WhtAnn> node which is seen in yellow in Figure 1, contains the following nodes:

<NoOfEmployees> – This is the number of employees and cannot be left blank. Line 1 of the RD-113 tax return.

The following four nodes describe how much was held during each quarter of a given year. If no amount was withheld for a certain quarter, add 0.00 to the node as seen for the first quarter in Return 2 of Figure 1. **A decimal point must be included in all the following fields. Do not round.**

<WithheldQtrOne> – Line 2 of the RD-113 tax return.

<WithheldQtrTwo> – Line 3 of the RD-113 tax return.

<WithheldQtrThree> – Line 4 of the RD-113 tax return.

<WithheldQtrFour> – Line 5 of the RD-113 tax return.

<TotalWithheld> – The total withheld for the year which should add up to be all four quarter for the filing year. Line 6 of the RD-113 tax return.

<TotalPayments> – The total number of payments made for the tax year. Add 0.00 if no payments were made. Line 7 of the RD-113 tax return.

Close the return line items with </WhtAnn> and be sure to close the whole return with </KC_WithholdingAnn>

At this point you can continue to add another return with an opening <KC_WithholdingAnn> node as seen in figure one. Once you have added all the returns to the file, close the whole file with the closing </ReturnBatch>

Figure 1

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ReturnBatch xmlns="http://kcmo.org/quicktax">   Make sure to include the namespace
    <BatchHeader>
        <BatchID>Tax Preparer LLC</BatchID>
        <TotalItems>2</TotalItems>                          Batch Header
        <AccountType>WHA</AccountType>
    </BatchHeader>
    <KC_WithholdingAnn>
        <ReturnHeader>
            <FilingPeriod>2015-12-31</FilingPeriod>
            <FEIN>123456789</FEIN>                           Return 1 Header
            <SSN></SSN>
            <ACCID>111111111</ACCID>
        </ReturnHeader>
        <WhtAnn>
            <NoOfEmployees>10</NoOfEmployees>
            <WithheldQtrOne>588.06</WithheldQtrOne>
            <WithheldQtrTwo>572.95</WithheldQtrTwo>
            <WithheldQtrThree>558.78</WithheldQtrThree>      Return 1 Line Items
            <WithheldQtrFour>0.00</WithheldQtrFour>
            <TotalWithheld>1719.79</TotalWithheld>
            <TotalPayments>1719.79</TotalPayments>
        </WhtAnn>
    </KC_WithholdingAnn>
    <KC_WithholdingAnn>
        <ReturnHeader>
            <FilingPeriod>2015-12-31</FilingPeriod>
            <FEIN></FEIN>                                    Return 2 Header
            <SSN>555555555</SSN>
            <ACCID></ACCID>
        </ReturnHeader>
        <WhtAnn>
            <NoOfEmployees>5</NoOfEmployees>
            <WithheldQtrOne>200.00</WithheldQtrOne>
            <WithheldQtrTwo>225.00</WithheldQtrTwo>
            <WithheldQtrThree>227.55</WithheldQtrThree>      Return 2 Line Items
            <WithheldQtrFour>230.00</WithheldQtrFour>
            <TotalWithheld>882.55</TotalWithheld>
            <TotalPayments>0.00</TotalPayments>
        </WhtAnn>
    </KC_WithholdingAnn>
</ReturnBatch>
```