

RD-110 Bulk Upload XML File Formatting Guide

Q: What is the purpose of this guide?

A: This guide outlines the file format used to bulk upload RD-110s to the Revenue Division of Kansas City, Missouri. The RD-110 bulk upload file can be submitted using the XML format described below.

Q: Where is the file uploaded?

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

Q: How is the file formatted?

A: The main node of the file is the <ReturnBatch> (seen below in Figure 1). The return batch will contain one <BatchHeader> node and one or many <KC_WithholdingQtr> nodes. Each return in the file is delineated with the <KC_WithholdingQtr> node.

The file can contain the following version node, which some programs automatically add; 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 (highlighted in pink in Figure 1):

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

The <BatchHeader> node (highlighted in orange in Figure 1) 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 in the file or you will be unable to complete the upload. This node cannot be blank.

<AccountType> – The account type should always be **WHQ** – which stands for withholding quarterly. 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_WithholdingQtr> node. A <KC_WithholdingQtr> node contains a <ReturnHeader> node and a <WhtQtr> node.

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

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

<FEIN> – This is the taxpayer’s Federal Employer Identification Number. You must either enter 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 enter either a FEIN or SSN. Both cannot be blank.

<ReceivedDate> – This is the date that the form is being submitted. It must use the following date format: YYYY-MM-DD.

<FilingPeriod> – This is the filing period for which this return is being filed. This node cannot be blank. It must use the following date format: YYYY-MM-DD.

<BusinessName> – This is the name of the taxpayer for whom the withholding return is being filed. This name must be between 1 and 255 characters. This node cannot be blank.

<Street1> – This is the first line of the taxpayer’s street address. This node must be between 1 and 255 characters and cannot be blank.

<Street2> – This is the second line of the taxpayer’s street address. This node can be between 0 and 255 characters and may be left blank.

<City> – This is the city of the taxpayer’s address. This node must be between 1 and 100 characters and cannot be blank.

<State> – This is the state of the taxpayer’s address. This node must be between 1 and 15 characters and cannot be blank.

<Zip> – This is the zip code of the taxpayer’s address. This node must be between 1 and 30 characters and cannot be blank.

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

The <WhtQtr> node (highlighted in yellow in Figure 1) contains the following nodes:

<TaxableKCMO> – This is the amount of income taxable by Kansas City, Missouri (Line 1 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<TaxWithheld> – This is the amount of income withheld for Kansas City, Missouri (Line 2 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<PenaltyInterest> – This is the amount of penalty and interest due for this taxpayer (Line 3 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node (as seen in Figure 1).

<AmountDue> – This is the total amount due to Kansas City, Missouri (Line 4 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<PriorPayment> – This is the amount that was previously paid on this filing period (Line 5 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node (as seen in Figure 1).

<Remittance> – This is the amount remitted for this filing period (Line 6 of the RD-110). A decimal point must be included in this node. Do not round. If there is no amount, please enter 0.00 in the node.

<Amended> – This indicates whether the return contains an amendment (Line 7 of the RD-110). This node requires a Boolean value – enter 0 or leave blank if the return has not been amended or enter 1 if the return has been amended.

<CeaseDate> – This field is the date that the withholding account was closed (Line 8 of the RD-110). **If the account has not been closed, please do not include the <CeaseDate> tags** (see Figure 1).

Close the return line items with </WhtQtr> and be sure to close the whole return with </KC_WithholdingQtr>.

You can continue to add returns in the same way using the <KC_WithholdingQtr> tags (highlighted in light blue in Figure 1). Once you have added all the returns to the file, close the whole file with the closing </ReturnBatch> tag.

Figure 1

```
<?xml version="1.0" encoding="UTF-8"?>
<ReturnBatch xmlns="http://kcmo.org/quicktax"> ← Include namespace
  <BatchHeader>
    <BatchID>Example_Tax_Preparer</BatchID>
    <TotalItems>2</TotalItems>
    <AccountType>WHQ</AccountType>
  </BatchHeader>
  <KC_WithholdingQtr>
    <ReturnHeader>
      <ACCID>0123456789</ACCID>
      <FEIN>11111111</FEIN>
      <SSN></SSN>
      <ReceivedDate>2017-01-01</ReceivedDate>
      <FilingPeriod>2016-12-31</FilingPeriod>
      <BusinessName>Example_Business</BusinessName>
      <Street1>Address_Line_1</Street1>
      <Street2>Address_Line_2</Street2>
      <City>Kansas_City</City>
      <State>Missouri</State>
      <Zip>64106</Zip>
    </ReturnHeader>
    <WhtQtr>
      <TaxableKCMO>11111.00</TaxableKCMO>
      <TaxWithheld>1111.11</TaxWithheld>
      <PenaltyInterest>0.00</PenaltyInterest>
      <AmountDue>1111.11</AmountDue>
      <PriorPayment>0.00</PriorPayment>
      <Remittance>1111.11</Remittance>
      <Amended></Amended>
    </WhtQtr>
  </KC_WithholdingQtr>
  <KC_WithholdingQtr>
    <Return 2 .....>
  </KC_WithholdingQtr>
</ReturnBatch>
```