

FORM RD-EWVR 2021

City of Kansas City, Missouri - Revenue Division E-FILE MANDATE WAIVER REQUEST



KANSAS CITY
MISSOURI

Phone: (816) 513-1120
E-file: kcmo.gov/quicktax

Legal Name: _____ FEIN: _____
DBA Name: _____ Withholding Account ID: _____

PURPOSE: This form is used to request an exemption from the e-file mandate which requires employers to file their withholding quarterly tax returns, withholding annual reconciliation and W-2s electronically. This waiver is for one year only. No extensions will be granted. Also, this waiver is only available to employers with special circumstances.

MANDATE WAIVER REQUEST DUE DATE: Requests cannot be filed retroactively. Requests must be received by the filing due date of the quarter you are requesting the waiver to begin (see due date chart in instructions). An approved waiver is valid for four consecutive quarters beginning with the effective quarter. Requests received after the due date for the quarter will be processed for the subsequent quarter. Upon the expiration of the approval period, an employer must start to electronically file Forms RD-110, RD-113 and W-2s to avoid a non-compliance penalty.

IMPORTANT: THIS FORM MAY NOT BE PROCESSED IF ANY INFORMATION IS MISSING

WAIVER REQUEST INFORMATION	YEAR		QTR
Quarter you request this waiver to begin	2	1	Q- _____

Quarter Requested	Due Date
Qtr 1: January 1 - March 31	April 30
Qtr 2: April 1 - June 30	July 31
Qtr 3: July 1 - September 30	October 31
Qtr 4: October 1 - December 31	January 31

Select the reason you are unable to e-file

- Lack computer access
- Severe economic hardship
- Other good cause. Explain:

This waiver request must be faxed to (816) 513-1077 or mailed to: City of Kansas City, Missouri, Revenue Division, 414 E 12th Street, 2nd Floor - East, Kansas City, MO 64106-2786

DECLARATION: I certify under penalties of perjury that the above information is true, correct, and complete and I have the authority to sign on behalf of the above business.

Signature

Date

Print Name

Title

Phone



INSTRUCTIONS FOR COMPLETING E-FILE MANDATE WAIVER REQUEST

This form may not be processed if any information is missing.

- Enter Federal ID number, ten-digit employer withholding tax account number and business name.
- Enter two-digit year and quarter you are requesting the mandate waiver.

Example: Tax year 2021, 1st quarter

- Select the reason you are unable to comply with the electronic requirements. If “other good cause” is selected, provide an explanation.
- Sign the form under penalty of perjury. A form with a missing signature will not be processed.
- Date the form, print name and title, and include the daytime phone number.

DID YOU KNOW?

Employers can use QuickTax to comply with the e-file mandate. QuickTax is a fast, easy, and secure way to manage your employer payroll tax account online. Get enrolled today! Just go to kcmo.gov/quicktax.

GENERAL INFORMATION

Mandate waiver requests cannot be filed retroactively. You will receive an approval or denial letter from the City Revenue Division by mail. The approval letter will indicate the approval period. Please keep the waiver response letter for your records. Failure to file electronically after the expiration date of this waiver may result in fees being assessed on your account.

MANDATE WAIVER REQUEST DUE DATE

Mandate waiver requests must be received by the final filing date of the quarter you are requesting the waiver to begin. Requests received past the due date of the quarter requested will be processed for the subsequent quarter plus three additional quarters.

Quarter Requested	Due Date
Qtr 1: January 1 - March 31	April 30
Qtr 2: April 1 - June 30	July 31
Qtr 3: July 1 - September 30	October 31
Qtr 4: October 1 - December 31	January 31

HOW TO SUBMIT

This waiver request can be faxed to (816) 513-1077 or mailed to:

City of Kansas City, Missouri
Revenue Division, 2nd Floor East
414 E 12th Street
Kansas City MO 64106-2786

ADDITIONAL INFORMATION

For additional information or questions regarding the e-file mandate, go to kcmo.gov/tax or contact Taxpayer Assistance at (816) 513-1120.