

W-1 Filing Specification Guide

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Louisville Metro Revenue Commission

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1. Introduction

All employers are required to withhold Occupational License Fees/Taxes from the gross salaries, wages, commissions, and other forms of compensation earned by employees for work performed within Louisville Metro, Kentucky to be deposited to the Louisville Metro Revenue Commission (LMRC). (Louisville Metro includes the area within the boundaries of Jefferson County, Kentucky. [LMCO §110.5](#)) Form W-1 is submitted quarterly to report wages earned by employees working in Louisville Metro, Kentucky.

1.1. Electronic Filing Requirements

All employers/preparers/providers who report more than 10 W-1 returns on behalf of themselves or their clients must submit the records electronically ([LMCO §110.18](#)). Failure to timely file electronically may result in penalties [LMCO §110.99 L \(Penalty\)](#).

This guide provides the details on how to meet the electronic filing specifications. The guide will be updated annually to reflect any changes to the e-file process. It is the taxpayer’s responsibility to review the specifications prior to filing each year.

2. What’s New

2.1. Change Log

Section	Description	Change Date
All	Initial Publication	2020.01.31
5.3	Added information about calculated fields and country codes and LMRC account id.	2020.11.01
2.2.3	Added updates for TY 2021	2021.08.24
3.1.1	Comma delimited format no longer accepted.	2021.08.24
6.2.1	Tipped Employees filed should have 14 zeros if no tipped employee wages or cannot report in this file.	2021.08.24
6.3	Clarification regarding record and field format details- <ul style="list-style-type: none"> Individual name as a legal name should be entered as last, first Enter 14 zeros if no tipped employee wages or cannot report Added details to monthly deposits due (9a-9c) specifying only for depositors. Updated Total deposits paid clarifying this field is only for a depositor and not for a single payment.	2021.08.24
6.2.2	<ul style="list-style-type: none"> Updated section to refer to Kentucky Business Initiative Programs 	2021.10.18
6.3	Updated line numbers due to adding tipped income tax shortage on the physical form.	2022.07.31
6.3	Updated line numbers due to adding tipped income tax shortage on the physical form.	2022.07.31

2.2. Yearly Summary

2.2.1. Tax Year 2021

- No longer accepting comma delimited format.
- Added clarification on several record and field format details but no updates to validation rules.

- Updated section to refer to Kentucky Business Initiative Programs

2.2.2. Tax Year 2022

- Added tipped income tax shortage onto paper form as line 8, lines thereafter shifted down one number.

2.2.3. Tax Year 2023

- No changes.

3. Acceptable Format

There are two methods that meet the electronic filing requirement: the Metro Integrated Tax System (eMINTS) bulk upload method using these specifications and the eMINTS single W-1 submission method. CD submission does not meet the electronic filing requirement and will not be accepted.

3.1. eMINTS Bulk Upload Method

The preferred method of submitting W-1 returns is via the bulk upload functionality in eMINTS. You must have a logon with our online portal to upload. For instruction on how to create a logon, see [eMINTS 101](#). Submissions must follow the specifications outlined in this document. Select *W-1 Bulk Fixed Width* as the file type.

3.2. eMINTS Single W-1 Submission Method

The W-1 return may be entered directly into eMINTS. You must have a logon with our online portal to file. For instruction on how to create a logon, see [eMINTS 101](#). Navigate to the quarter end filing period within the W-1 account and file Form W-1.

4. Deadline

W-1 returns are due on the last day of the monthly following the quarter ending:

Quarter Ending	Due Date
March	April 30
June	July 31
September	October 31
December	January 31

5. eMINTS Bulk Upload File Format

The W-1 file format is a fixed width text (.txt) file.

Standard ASCII code is required for all files. A text file with .txt file extension is the only format that will be accepted. LMRC does not accept any zip files, self-extracting zip files or compressed files. The maximum file size LMRC will accept is 20MB. If your file is larger than the LMRC maximum file size, you must create and transmit separate files.

5.1. Record Specifications

- Each record must be a fixed length of 649 positions.
- Each record must end in a carriage return.

- For all fields marked “Required” the transmitter must provide the information described under description and remarks.
- For those fields not marked “Required”, the transmitter must allow for the field but may be instructed to enter blanks or zeros in the indicated field positions.
- For alpha/numeric fields, left justify and fill with blanks. When a field shows blank, all positions must be blank and not zero.
- For money fields, include only numbers with no punctuation. Signed amounts are not permitted. Include both dollars and cents. The last two digits will be the cents. (Example \$253.14 = 0000000025314) Do not enter negative values in money fields. Right justify and zero fill to the left. Do not round to the nearest dollar. Any money field that has no amount to be reported must be filled with zeros, not blanks.

5.2. Special Considerations

5.2.1. Employers with Tipped Employees

A single field (position 636-649) has been added to the end of the specification to capture the aggregate total of tax not withheld on behalf of tipped employees. Provide the information as defined in the record and field format details. Do not adjust any of the wage totals on the W-1 fields to account for tipped employees.

If you do not have tipped employees or your system does not track this information, enter 14 zeros for this field. If field position 636-649 has 14 zeros and the employer has tipped employees, they may receive a ‘Notice of Payment Due’ as the tax liability will not be reduced. The LMRC may request detailed information regarding the tipped income amounts. Employers should maintain detailed records for tipped employees and provide them upon request.

To calculate the total to enter in the wages for tipped employees not included in the W-1 wage calculations field, use the following steps:

1. Determine if the tipped employee should be taxed at the resident (works and lives in Louisville Metro, Kentucky) or non-resident (works in Louisville Metro, Kentucky, but lives outside Louisville Metro, Kentucky) tax rate.
 - a. resident tax rate =2.2%
 - b. non-resident tax rate=1.45%
2. Calculate tax due per tipped employee.
 - a. employee wages * tax rate = employee tax due
3. Calculate tax owed by tipped employee.
 - a. employee total tax due – tax withheld by employer =tax owed by tipped employee
4. Calculate tip income tax shortage.
 - a. Add together for all your tipped employees the tax owed by each tipped employee.
5. Report the tip income tax shortage field (position 636-649).
 - a. This total will reduce the tax liability for the employer W-1. The tax shortage due should be remitted to the LMRC by the employee via a filed Form OL-3.

Example

Employee Name	Employee Wages	Tax Rate	Employee Tax Due	Taxes Withheld by Employer	Tax Owed by Tipped Employee
A	15,000.00	0.0220	330.00	200.00	130.00

B	10,000.00	0.0145	145.00	145.00	0.00
C	25,000.00	0.0220	550.00	20.00	530.00
D	30,000.00	0.0145	435.00	300.00	135.00
Total Tipped Employee Taxes Not Withheld by Employer					795.00

5.2.2. Employers enrolled in Kentucky Business Incentives Programs

There is no eMINTS Bulk Upload Method for employers enrolled in Kentucky Business Incentives Programs filing with the W-1(KJC) form. Use the eMINTS Single W-1 Submission Method and indicate you are claiming a Kentucky Jobs Credit (KJC) when beginning your return. You will then select your job credit location, job credit program, and job credit rate.

A paper version of an employer filing a W-1(KJC) will also be accepted when an employer is claiming a KJC. Do not send paper for employers not claiming the KJC. Penalty may be assessed if paper returns are submitted improperly.

5.3. Record and Field Format Details

- Many of the calculated fields have not been included in this spec. Our system will use the numbers provided to calculate values. Fields from the physical form not included are –
 - 1a – Louisville Metro (1.25%) and TARC (.2%) tax due
 - 3 – Total Resident Wages
 - 5a – School Board (.75%) tax due
 - 7 – Penalty and Interest
 - 9 – Total Amount Due
 - 12 – Additional Payment Due

Field Position	Field Title	Length	Description
1-3	ID Type	3	Required. Must be FID, TIN, SSN FID - Federal Identification Number. Use for corporations and partnerships. SSN - Social Security Number. Use for individuals. TIN - Individual Taxpayer Identification Number. Use for individuals who do not have an SSN.
4-12	ID Number	9	Required. Format numbers only. Must be valid ID number. 9 digits, do not enter dashes.
13-22	LMRC W-1 Account ID	10	Required. Format numbers only. Valid 10-digit LMRC W-1 Account ID. Examples: 1012114321 - W-1 Account ID.
23-57	Last Name	35	Required - for individuals using SSN.
58-92	First Name	35	Required - for individuals using SSN.
93-93	Middle initial	1	Enter a letter or enter a blank.
94-143	Legal Name/Business	50	Required - for business entities and individuals using FID. If you are entering a person’s name for the legal name enter it Last Name, First Name (Ex. Smith, John) If you are entering business entity name or dba name, use the business name on file with the LMRC.

144-183	Address (number/street)	40	Required.
184-203	Unit/Apt no	20	Enter information or enter blanks.
204-238	City	35	Required.
239-240	State	2	Required.
241-249	Zip	9	Required. For USA or blank country: Must be 5-9 digits. For Foreign Addresses: 5-9 alphanumeric characters. No spaces. Do not enter dashes.
250-253	Country	4	USA will be assumed if empty. Required if not USA and entering a foreign address. Two letter codes defined by the IRS will be allowed as well as the three-letter ISO 3166 alpha-3 country codes.
254-303	Email	50	Enter valid email. Fill unused positions with blanks.
304-318	Phone	15	Required. Enter numbers only. Do not enter any dashes. Fill unused positions with blanks.
319-323	Ext	5	Optional. Fill unused positions with blanks.
324-331	Quarter Ending	8	Required. (mmdyyy) Only options include - <ul style="list-style-type: none"> • 0331yyyy • 0630yyyy • 0930yyyy • 1231yyyy If any other month and date combination are submitted, your file will be rejected. Minimum Quarter =03312012 Maximum Quarter = current quarter
332-332	No Employees	1	Required. 1 - I have no employees I paid this quarter. 0 - I have employees I paid this quarter. W-1 must be filed even if employer did not have any employees during the quarter.
333-333	Amended Return	1	Required. 1 - Yes, this is an amended return. 0 - No, this is the first return filed for this quarter. If this field ins not marked correctly, this could delay processing of the return.
334-334	Final Return	1	Required. 1 - I no longer have employee withholding on this account. I want to close my W-1 account. 0 - I am still in business and have employees.
335-342	Employee Cease Date	8	Required if indicated final return and want to close W-1 account. mmdyyy Leave blank if not a final return.

343-356	Total Wages Earned for work performed in Louisville Metro, KY	14	Required. Line 1 on the return. Enter the gross wages paid to all employees for work that was performed within Louisville Metro, Kentucky. Exclude amounts earned by ordained ministers. Enter 14 zeros if no gross wages to enter.
357-370	Non-resident Wages	14	Required. Line 2 on the return. Wages earned by non-resident employees for work that was performed within Louisville Metro, Kentucky. Exclude amounts earned by ordained ministers. Enter 14 zeros if no portion of the wages were earned by non-resident employees.
371-384	Minster Wages	14	Required. Line 4 on the return. Enter the total wages paid to Ministers who live and work in Louisville Metro, Kentucky. Enter 14 zeros if no resident minster wages.
385-398	Total Tax Due	14	Required. Line 6 on the return. Add line 1a and Line 5a. Enter 14 zeros if no total tax due.
399-412	1st Monthly Deposit Due	14	Required. For depositors only. Line 10a on return. If a depositor, enter the amount of the required deposit for the first month of the quarter being reported. Enter 14 zeros if no deposit amount due.
413-426	2nd Monthly Deposit Due	14	Required. For depositors only. Line 10b on return. If a depositor, enter the amount of the required deposit for the second month of the quarter being reported. Enter 14 zeros if no deposit amount due.
427-440	3rd Monthly Deposit Due	14	Required. For depositors only. Line 10c on return. If a depositor, enter the amount of the required deposit for the third month of the quarter being reported. Enter 14 zeros if no deposit amount due.
441-454	Total Deposits Paid for Quarter	14	Required. For depositors only. Line 11 on return. Total of actual deposits made for the quarter reported. Only enter an amount if you are a depositor per our requirements. Do not enter amount of a single payment being sent in conjunction with your W-1 filing. If you are not required to make monthly deposits, enter 14 zeros.

455-468	Overpayment to be credited to next Quarter	14	<p>Required. Line 13 on return. If total deposits (Line 11) are greater than total amount due (Line 9), Enter the amount on Line 13 to have overpayment credited to the next quarter. Enter 14 zeros If no overpayment to be applied to the next quarter. Note: <i>If prior unpaid balances exist, the overpayment will offset any debt before being credited to next quarter.</i></p>
469-482	Overpayment to be Refunded	14	<p>Required. Line 14 on return. If total deposits (Line 11) are greater than total amount due (Line 9), Enter 14 zeros If no overpayment to be refunded. Note: <i>If prior unpaid balances exist, the overpayment will offset any debt before being refunded.</i></p>
483-517	Preparer Name	35	<p>If return is filed by a third party, (CPA/Payroll Company/etc.), complete all the preparer fields.</p> <p>**Failure to provide preparer information could result in LMRC applying penalty as the records were not submitted in our prescribed manner. **</p> <p>Name of individual preparing the W-1 information.</p>
518-526	PTIN	9	<p>Required if filed by a preparer. Enter 9 digits, do not enter dashes. Leave blank if no preparer used or preparer does not have PTIN. Review IRS PTIN requirements for tax return preparers to determine if you should have a PTIN.</p>
527-561	Firm Name	35	<p>Required if filed by a preparer. Leave blank if no preparer used.</p>
562-570	Firm EIN	9	<p>Required if filed by a preparer. Enter 9 digits, do not enter dashes. Leave blank if no preparer used.</p>
571-620	Firm Address	50	<p>Required if used a preparer. Leave blank if no preparer used.</p>
621-635	Firm Phone	15	<p>Required if used a preparer. Leave blank if no preparer used.</p>
636-649	Tip income tax shortage	14	<p>Required. Line 8 on return. If you have tipped employees, enter total taxes not withheld by employer. Review section Employers with Tipped Employees for complete information. Enter 14 zeros if no tipped income tax shortage.</p>

6. Corrected W-1s

Once a file has been accepted via bulk upload the file will be processed. If you have filed any of the returns in error, resubmit a new file with the corrected returns only. Indicate it is an amended return by entering a "1" in the amended return field (position 333).

7. FAQs

How will I know if I have generated an acceptable file?

If the file meets the specifications of this document, the file will be validated in real time when submitted. LMRC will not accept the file if it does not pass the validation rules. Once the file is accepted, an email confirmation will be received.

I am filing form W-1 returns on behalf of my clients(taxpayers) and I do not know their W-1 account number. Can I include W-1s without account numbers in the file or send paper copies?

No. As the preparer you can create a third-party logon for eMINTS and use the Client Account ID Lookup tool to attain the account ID(s) needed for filing or you may consult with your client(s) to get their account number(s). In most cases, a new LMRC customer can get an account number immediately via eMINTS. Do not send paper forms or reports without an account ID listed. Penalties may be applied if paper forms or reports are submitted when electronic submission is required.

Are there any additional requirements if I file a W-1?

You must also file a Form W-3 Annual Reconciliation and provide W-2 information for individual employees. Form W-3, Annual Reconciliation of Employers Quarterly Return of Occupational License Fees Withheld, is due each February 28th. W-2 information for all employees who worked in Louisville Metro, Kentucky during the calendar year is due each February 28th. Refer to the specifications for filing W-3s and W-2s on our [Forms and Publications page](#) for more information.

How do I make an additional payment?

Review the Electronic Funds Transfer ACH Credit Electronic Filing Specification Guide on the LMRC website for more information [regarding payments](#).

My software will not capture the tip income tax shortage. What do I do? If an employer has tipped employees that did not have taxes withheld but they cannot report this number, enter 14 zeros. The employer may receive a 'Notice of Payment Due' as the tax liability will not be reduced. The employer will need to provide the tip income tax shortage amount to LMRC.