

When forms must be submitted

Report or form

- Monthly Report to the library board
- Federal, Soc. Sec., Medicare taxes.
- KW-5 State Tax Withholding
- KPERS Optional Group Life Report
- System Grant Questionnaire
- State Aid Application & Proposed Budget
- State Aid Evaluation
- Interlibrary Loan Statistical Report
- W-5 Earned Income Credit
Advanced Payment Certificate
- KPERS Annual Report of Contributions
- KPERS Electronic Funds Transfer
- State Library Statistical Report
- W-4 Withholding Forms
- Distribute 1099 Forms
- KW-3
- W-3 at Social Security Administration
- 941 Employer Quarterly Federal Tax Return
- KCNS-101 Quarterly Wage Report and
Unemployment Tax Return
- Summer Library Program Evaluation
- I-9 Work Authorization for Immigrants

When due

Monthly Library board

Monthly (15th) <http://tinyurl.com/apu242a>

Monthly (15th) <http://tinyurl.com/lb4l7yn>

Monthly (30th) <http://tinyurl.com/qdsymhm>

Jan. CKLS

Jan. State Library

Jan. State Library

Jan. State Library

Jan. Google: w-5 form [current year]

Jan. <http://tinyurl.com/qdsymhm>

Jan. <http://tinyurl.com/qdsymhm>

Jan.-Mar. State Library

Jan. 31 <http://tinyurl.com/apu242a>

Jan. 31 <http://tinyurl.com/oyovb6x>

Feb. 28 <http://tinyurl.com/lb4l7yn>

Feb. 28 <http://tinyurl.com/nb7j2kf>

Quar. <http://tinyurl.com/orfr6ty>

Quar. <http://tinyurl.com/ncnd8ku>

Aug. CKLS

New hires <http://tinyurl.com/pbx6auk>