

**Completing the Adjustment to
Quarterly Wage Report, K-CNS 111**
This report can be filed online at:
www.KansasEmployer.gov

The K-CNS 111 is to amend a previously filed "Quarterly Wage Report & Unemployment Tax Return," K-CNS 100. Complete this adjustment in duplicate and keep one copy for your records.

NOTE: If no tax is due, you may fax the adjustment to 785-291-3425.

If you have questions about the completion of this report, you may call your closest unemployment tax representative. This is not a free call. You may also email uitax@dol.ks.gov.

Instructions for completing K-CNS 111

1. Your business name.
2. Your 6-digit, employer serial number. This number is Item 2 of your "Quarterly Wage Report & Unemployment Tax Return."
3. Tax Rate. (See K-CNS 100, line 15, for the tax rate for the quarter being adjusted.)
4. Calendar year and quarter. Submit a separate adjustment for each quarter. Identify quarters as follows:
Quarter - Year
Quarter Ending March 31 1-20XX
Quarter Ending June 30 2-20XX
Quarter Ending September 30 3-20XX
Quarter Ending December 31 4-20XX
5. Social Security number of individual workers.
If an individual worker's Social Security number was incorrectly reported, list incorrect Social Security number on one line and the correct number on the line below.
6. Individual worker's name (Last, First Initial and Middle Initial). List only those workers for which corrections are necessary for either an individual worker's total wages (K-CNS 100, Column 6) or an individual worker's excess wages (K-CNS 100, Column 7).
7. List the same wage figure shown on K-CNS 100, Column 6.
8. List the correct wage figure that should have been reported on K-CNS 100.
9. List the same excess wage figure shown on K-CNS 100, Column 7.
10. List the correct excess wage figure that should have been reported on K-CNS 100.
11. Number of continuation sheets attached.
12. The total of Columns 7, 8, 9, and 10 for this page only.
13. The total of Columns 7, 8, 9, and 10 for all pages (If there are multiple pages necessary, please complete a K-CNS 112).
14. Brief reason why this adjustment is necessary.
15. Difference in total wages reported and correct total wages.
(a) Line 13, Column 7 minus Line 13, Column 8.
16. Difference in excess wages reported and correct excess wages.
(a) Line 13, Column 9 minus Line 13, Column 10.
17. Net difference in taxable wages.
(a) Line 15 plus or minus Line 16.
18. If taxes are due, enter the amount here. If the amount due is \$5 or greater, accompany this adjustment with a remittance, payable to the "Kansas Employment Security Fund."
19. If taxes are overpaid, enter the amount here. If the amount overpaid is \$5 or greater, a credit will be issued which can be applied to future taxes due, or you may request a refund. For a refund you must complete and submit an IRS Form W-9 with your written request for refund.
20. Signature of owner, partner or corporate officer. Adjustment must be signed and dated.

For help in completing this tax return or filing an adjustment to a prior return, you may call your local unemployment tax office.

A list of offices is at http://www.dol.ks.gov/UI/EnSec15_DBR.aspx

Assistance is also available from our administrative office in Topeka, 785-296-5027, and by email: uitax@dol.ks.gov