

**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.

You may also email KDOL.UITax@ks.gov.

Instructions for completing K-CNS 111

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| 1. Your employer name and address. | 11.a List the same excess wage figure shown on K-CNS 100, Column 7. |
| 2. 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 | 11.b List the correct excess wage figure that should have been reported on K-CNS 100. |
| 3. Brief reason why this adjustment is necessary. | 12.a The total of Column 10.a for all pages (If there are multiple pages necessary, please complete a K-CNS 112). |
| 4. Employer account number. | 12.b The total of Column 10.b for all pages. |
| 5. Tax Rate. | 12.c The total of Column 11.a for all pages. |
| 6. Current page number out of total number of continuation pages. | 12.d The total of Column 11.b for all pages. |
| 7. Signature of owner, partner or corporate officer. Adjustment must be signed and dated. | 13. Difference in total wages reported and correct total wages.
(a) 12.a minus 12.b |
| 8. 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. | 14. Difference in excess wages reported and correct excess wages.
(a) 12.c minus 12.d |
| 9. Individual worker's name (Last, First 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). | 15. Net difference in taxable wages.
(a) Line 13 plus or minus Line 14. |
| 10.a List the same wage figure shown on K-CNS 100, Column 6. | 16. Total amount of taxes due or overpaid. Select either <i>Underpayment</i> or <i>Overpayment</i> . 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 <i>Kansas Employment Security Fund</i> . 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. |
| 10.b List the correct wage figure that should have been reported on K-CNS 100 | |

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 <https://www.dol.ks.gov/employers/directory-of-ui-tax-offices>

Assistance is also available by email: KDOL.UITax@ks.gov