



Dear Executive Branch State Employees:

The Kentucky Department of Revenue is pleased to offer **free e-filing of completed individual income tax returns** with both the Kentucky Department of Revenue and the Internal Revenue Service for all **EXECUTIVE BRANCH STATE EMPLOYEES (no extended family or friends)**. Electronic filing offers many benefits such as faster processing, fewer errors, faster refunds and direct deposit. The deadline to submit your returns and forms to the department for this service is April 6, 2018.

Please note, this service does not include returns with business schedules such as C, D, E, F or Form 2106.

Employees in Frankfort can drop off their **completed tax returns** at the front desk located inside of the State Office Building at 501 High Street in Frankfort. Please label your envelope “ATTN: Frankfort Taxpayer Service Center” so your return can be routed to the appropriate location.

Employees outside of Frankfort may drop off **completed returns** at any of the other nine taxpayer service centers located throughout the state. For a list of locations and telephone numbers of all taxpayer service centers visit <http://revenue.ky.gov/Get-Help/Pages/Service-Centers.aspx>

Participating employees must complete and sign their federal and state tax returns as well as the following forms noted below (links provided):

- 1) *Federal Form 8879* <https://www.irs.gov/pub/irs-pdf/f8879.pdf>
- 2) *Form 8879-K* <https://revenue.ky.gov/Forms/8879-K.pdf>
- 3) *Federal Form 14446 Taxpayer Consent* <https://www.irs.gov/pub/irs-pdf/f14446.pdf> Please complete part III of the form.
- 4) *Federal Form 13614-C Intake/Interview & Quality Review Sheet* <https://www.irs.gov/pub/irs-pdf/f13614c.pdf>
- 5) *Copy of your Photo ID as well as copies of the social security cards for everyone on your return.*

Please include your completed tax returns, your W-2s, and all of the above forms in an envelope with your name, phone number and email address where you can be reached during business hours on the front. Once the IRS has acknowledged that your return has been accepted, you will be contacted that your return is ready for pickup at the location you dropped it off. Returns will be entered and transmitted as soon as possible, usually within four to five working days depending on the volume of returns.

If you have questions, please contact your local taxpayer service center.