

April 20, 2009

To: Providers Using Web File to Submit Utility Gross Receipts License Tax (UGRLT) Returns

From: Sabrena Kelly-Lewis, Section Supervisor

Re: Revised Specifications of Electronic Submission of UGRLT Returns via Web File

Effective **April 22, 2009** the specifications for the electronic submission of the UGRLT returns will be revised as highlighted in the table shown below. Complete specifications can be found on the department's website at:

<http://revenue.ky.gov/business/utillschool.htm>

Providers who do not update their file to the revised specifications will receive an error code when trying to file returns.

**Change: Location 6-35-District Name**

CODE R2 – Part II, Allocation Schedule Record			
LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "R2"
3-5	District Code	3	Enter the appropriate school district NUMERIC code.
6-35	District Name	30	Enter the appropriate school district name. <b>DO NOT enter special characters (i.e. dashes) within the school district name. See Appendix A for valid school district names.</b>
36-46	Gross Receipts Amount	11	No negative amounts. (dollars and cents, decimal implied) Right justify. If none, fill with blanks.
47-57	Consumer Purchases Amount	11	No negative amounts. (dollars and cents, decimal implied) Right justify. If none, fill with blanks.
58-68	EDP Account Holder Purchases	11	No negative amounts. (dollars and cents, decimal implied) Right justify. If none, fill with blanks.
69-75	Tax Rate	7	No negative amounts. (3% = 0030000) Right justify and zero fill.
76-86	Tax Amount	11	No negative amounts. (dollars and cents, decimal implied) Right justify and zero fill.
87	Service Type	1	Enter the appropriate service type for the school district, either "0" for Cable/DBS or "1" for Utility.
88-340	Reserved	253	Fill with blanks.

**If you have any questions regarding this, please contact Cheryl Hunt at (502) 564-9305.**

**Thank you.**