



Payroll Import XML specifications

This is version 1.4 of the specifications, last updated on March 27, 2025.

Version History [🔗](#)

Version	Date	Change Notes
1.1	01/31/2024	<ul style="list-style-type: none">Initial version
1.2	11/16/2024	<ul style="list-style-type: none">Updated information around payments to support ACH
1.3	11/22/2024	<ul style="list-style-type: none">Updated filing requirements and payment info
1.4	03/27/2025	<ul style="list-style-type: none">Added notes on special characters in XMLAdded examples of error messagesClarified language regarding filing payments

1. Introduction [🔗](#)

Kenton County will begin accepting Quarterly Payroll Withholdings through the Payroll Import portal in Q1 of 2024. This allows payroll organizations to file quarterly withholdings in bulk for businesses that reside in or do business in the County, and pay the tax fees due through an online payment portal.

Payroll Import portal URL: <https://payroll.kentoncounty.org>

2. Acceptable Format [🔗](#)

The only format that the Kenton County Payroll Import portal accepts is XML.

3. Payment Requirements [🔗](#)

Payment for a filing must be made on or before the due date for the filing quarter and must match total due of XML file. Quarterly Withholdings are due on the last day of the month following the end of the quarter (e.g. last day of April for Q1 withholdings). If this date lands on a weekend or holiday, the due date will be pushed to the next business day.

Upload and payment must be completed on or before the filing due date, but both actions do not need to be performed on the same day.

4. Elements / Entities [↗](#)

The following table outlines all of the elements that are expected to be present in your XML file. **All of these elements are required**, with the exception of the `excludedWagesCity` element; the presence of this element will depend on the data for the given employee.

Please note that the node for filing information, which contains year and quarter, must precede the list of accounts (i.e. it should be near the top of the file). See section 7 for an example.

Element name	Parent element	Contents	Description	Requirements
<code>filing</code>	N/A	children elements	Top-level element containing filing info and list of accounts.	
<code>filingInfo</code>	<code>filing</code>	children elements	Year and quarter of the filing.	
<code>account</code>	<code>filing</code>	children elements	Account information and payroll withholding details.	
<code>year</code>	<code>filingInfo</code>	value	Filing year.	Must be exactly 4 consecutive digits and be a valid year, with a minimum value of <code>2024</code> .
<code>quarter</code>	<code>filingInfo</code>	value	Filing quarter.	Must contain exactly 1 digit, with a minimum value of <code>1</code> and maximum value of <code>4</code> .
<code>number</code>	<code>account</code>	value	Account number.	Must be exactly 8 consecutive digits. Must match an account in the County's system.
<code>ein</code>	<code>account</code>	value	Employee Identification Number	Must be exactly 9 consecutive digits. Must match the EIN in the County's system.
<code>businessName</code>	<code>account</code>	value	Name of the business.	Must match the name in the County's system.
<code>businessDbas</code>	<code>account</code>	value	DBA of the business.	
<code>businessAddress</code>	<code>account</code>	children elements	Full address of the business.	
<code>address1</code>	<code>businessAddress</code>	value	Street address of the business.	
<code>address2</code>	<code>businessAddress</code>	value (optional)	Suite or apartment number of the business.	
<code>city</code>	<code>businessAddress</code>	value	City in which the business is located.	
<code>state</code>	<code>businessAddress</code>	value	State in which the business is located.	Must be exactly 2 non-numeric characters and a valid state code.
<code>zip</code>	<code>businessAddress</code>	value	ZIP code in which the business is located.	Must be exactly 5 consecutive digits.
<code>cities</code>	<code>account</code>	children elements	Payroll withholding details.	

city	cities	children elements	Payroll withholding detail and employee details.	
name	city	value	Name of the city.	Must be written in full, no abbreviations, and must not contain more than 1 space between each word.
grossEarnings	city	value	Total gross earnings for the city.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
excludedEarnings	city	value	Total excluded earnings for the city.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
taxableEarnings	city	value	Total taxable earnings for the city.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
amountWithheld	city	value	Total amount withheld for the city.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
employees	city	children elements	List of employee details.	
employee	employees	children elements	Employee information.	
firstName	employee	value		
lastName	employee	value		
socialSecurityNumber	employee	value		Must be exactly 9 consecutive digits.
address	employee	children elements	Full address of the employee.	
grossYearToDateWages	employee	value	Gross YTD wages earned by the employee.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
grossQuarterlyWages	employee	value	Gross wages earned by the employee in the filing quarter.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
excludedWages	employee	value	Employee wages excluded per Kenton County maximum.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.

otherJurisdictionWages	employee	value	Employee wages earned in other jurisdictions.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
taxableWages	employee	value	Employee wages that are subject to taxation. Calculated by subtracting excluded wages and wages from other jurisdictions from employee gross wages for the quarter.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
amountWithheld	employee	value	Amount withheld from employee's wages.	Must contain a minimum of 3 digits and 1 decimal point, with at least 1 digit preceding the decimal, and exactly 2 digits following the decimal.
excludedWagesCities	employee	children elements (optional)	List of cities outside of the County in which the employee earned wages.	
address1	address	value	Street address of the employee.	
address2	address	value (optional)	Apartment number or suite of the employee.	
city	address	value	City in which the employee resides.	
state	address	value	State in which the employee resides.	Must be exactly 2 non-numeric characters and a valid code.
zip	address	value	ZIP code in which the employee resides.	Must be exactly 5 consecutive digits.
excludedWagesCity	excludedWagesCities	value	City and state outside of the County in which the employee earned wages.	Must each be the full city name, followed by a comma, a space, and the state code.

5. Special Characters in Text Fields [🔗](#)

When uploading XML files to the web application for processing, please be aware that certain special characters are not allowed in text fields, due to conflicts with characters in XML syntax. These characters must be replaced with their respective XML-encoded entities to ensure proper processing.

The special characters and their encoded representations are as follows:

- **Double Quotes ("):** Replace with `"`;
- **Apostrophes / Single Quotes ('):** Replace with `'`;
- **Amperands (&):** Replace with `&`;
- **Greater-than and Less-than Signs (> , <):** Replace with `>` and `<` , respectively.

Example [↗](#)

Account name: John's "Fancy" Auto Parts & Repair Services

Encoded account name: John's "Fancy" Auto Parts & Repair Services

6. Other requirements [↗](#)

Underlined items indicate that the requirement *must* be met for each account in order to submit a filing, and will show up as an **error** in the Payroll Import processing portal. All other requirements that are not met will be displayed as **warnings** in the portal, but will not prevent a filing from being submitted.

Cities [↗](#)

- Kenton County must be included in the list of cities.
- Gross earnings for each city must be greater than or equal to the excluded city earnings.
- Taxable earnings for each city must be equal to the gross city earnings minus the excluded city earnings.
- Amount withheld for each city must be within \$5.00 of the tax fee due for the city calculated by the County's system.
- Gross earnings for the County must be greater than or equal to the sum of all gross city earnings.
- If taxable wages are greater than zero, amount withheld must also be greater than zero.
- Number of County employees must be greater than or equal to the sum of all city employees.
- If wages are reported for the County, and any cities (excluding Covington) are active for a given account, wages must be reported for at least one of the active cities as well.

Employees [↗](#)

- Gross employee earnings for the County must be greater than or equal to the sum of all gross employee city earnings.
- Gross wages for each employee must be greater than or equal to the employee's excluded wages.
- Taxable wages for each employee must be equal to the employee's gross wages minus the employee's excluded wages.
- Amount withheld for each employee must be within \$5.00 of the tax fee due for the employee calculated by the County's system.

Example Errors [↗](#)

Aside from the two potential errors underlined above, there are other errors that may occur when your filing is processed. These examples are provided for reference, and may not exactly match the verbiage shown in the application.

- **"Invalid year or quarter provided"**
 - The year or quarter do not meet the requirements specified in section 4, or the year and quarter indicated do not match the current filing quarter. Only files for the current quarter are allowed to be uploaded.
- **"Account 10000000 not found"**
 - The specified account number did not match any records in the County's system.
- **"Account 10000000 is not active"**
 - The specified account was found in the County's system, but is not currently active. Business Services can assist with reactivating the account, or providing other support for this issue.
- **"Account EIN is invalid"**
 - The EIN is not in the proper format as specified in section 4.
- **"Account EIN does not match Kenton County record"**
 - The EIN specified does not match the EIN on record for the account in the County's system.
- **"City 'Ft Mitchell' not found"**
 - The city name provided does not match any city records in the County's system. Please check the spelling, and ensure no abbreviations are used. Only cities for which Kenton County collects should be included in the filing.
- **"Account Processor failed"**

- This typically means that an unknown error occurred while your XML was being processed. If you come across this error, you should reach out to Kenton County Business Services for assistance.

There are also errors that can occur due to malformed XML or duplicate accounts being present. The messages regarding issues parsing the XML will vary, but will indicate what elements are missing, out of order, or unable to be parsed. Please carefully review the example file below (section 7), the table of elements above (section 4), and how to encode special characters in relevant text fields (section 5).

7. Example XML file [🔗](#)

```
1  <filing>
2    <filingInfo>
3      <year>2024</year>
4      <quarter>1</quarter>
5    </filingInfo>
6    <account>
7      <number>12345678</number>
8      <ein>123456789</ein>
9      <businessName>Alphabet Organizers ABC123</businessName>
10     <businessDb>AlphaOrg</businessDb>
11     <businessAddress>
12       <address1>1234 Shelby Street</address1>
13       <address2>Suite 4567</address2>
14       <city>Bromley</city>
15       <state>KY</state>
16       <zip>41016</zip>
17     </businessAddress>
18     <cities>
19       <city>
20         <name>Bromley</name>
21         <grossEarnings>50000.00</grossEarnings>
22         <excludedEarnings>15000.00</excludedEarnings>
23         <taxableEarnings>35000.00</taxableEarnings>
24         <amountWithheld>350.00</amountWithheld>
25         <employees>
26           <employee>
27             <firstName>John</firstName>
28             <lastName>McClane</lastName>
29             <socialSecurityNumber>123456789</socialSecurityNumber>
30             <address>
31               <address1>222 E 16th St</address1>
32               <address2></address2>
33               <city>New York</city>
34               <state>NY</state>
35               <zip>10003</zip>
36             </address>
37             <grossYearToDateWages>25000.00</grossYearToDateWages>
38             <grossQuarterlyWages>25000.00</grossQuarterlyWages>
39             <excludedWages>0.00</excludedWages>
40             <otherJurisdictionWages>5000.00</otherJurisdictionWages>
41             <taxableWages>20000.00</taxableWages>
42             <amountWithheld>200.00</amountWithheld>
43             <excludedWagesCities>
44               <excludedWagesCity>Fairview, KY</excludedWagesCity>
45               <excludedWagesCity>Walton, KY</excludedWagesCity>
46             </excludedWagesCities>
47           </employee>
48         <employee>
```

```

49         <firstName>Richard</firstName>
50         <lastName>Thornburg</lastName>
51         <socialSecurityNumber>987654321</socialSecurityNumber>
52         <address>
53             <address1>5432 Premiere Ave</address1>
54             <address2></address2>
55             <city>Lakewood</city>
56             <state>CA</state>
57             <zip>90712</zip>
58         </address>
59         <grossYearToDateWages>25000.00</grossYearToDateWages>
60         <grossQuarterlyWages>25000.00</grossQuarterlyWages>
61         <excludedWages>10000.00</excludedWages>
62         <otherJurisdictionWages>0.00</otherJurisdictionWages>
63         <taxableWages>15000.00</taxableWages>
64         <amountWithheld>150.00</amountWithheld>
65         <excludedWagesCities></excludedWagesCities>
66     </employee>
67 </employees>
68 </city>
69 <city>
70     <name>Fort Wright</name>
71     <grossEarnings>80000.00</grossEarnings>
72     <excludedEarnings>25000.00</excludedEarnings>
73     <taxableEarnings>55000.00</taxableEarnings>
74     <amountWithheld>544.50</amountWithheld>
75     <employees>
76         <employee>
77             <firstName>James</firstName>
78             <lastName>Cameron</lastName>
79             <socialSecurityNumber>132547698</socialSecurityNumber>
80             <address>
81                 <address1>3422 Niagara St</address1>
82                 <address2></address2>
83                 <city>Cincinnati</city>
84                 <state>OH</state>
85                 <zip>45251</zip>
86             </address>
87             <grossYearToDateWages>80000.00</grossYearToDateWages>
88             <grossQuarterlyWages>80000.00</grossQuarterlyWages>
89             <excludedWages>12500.00</excludedWages>
90             <otherJurisdictionWages>12500.00</otherJurisdictionWages>
91             <taxableWages>55000.00</taxableWages>
92             <amountWithheld>544.50</amountWithheld>
93             <excludedWagesCities>
94                 <excludedWagesCity>Cincinnati, OH</excludedWagesCity>
95             </excludedWagesCities>
96         </employee>
97     </employees>
98 </city>
99 <city>
100     <name>Kenton County</name>
101     <grossEarnings>130000.00</grossEarnings>
102     <excludedEarnings>40000.00</excludedEarnings>
103     <taxableEarnings>90000.00</taxableEarnings>
104     <amountWithheld>818.73</amountWithheld>
105     <employees>
106         <employee>

```

```
107      <firstName>James</firstName>
108      <lastName>Cameron</lastName>
109      <socialSecurityNumber>132547698</socialSecurityNumber>
110      <address>
111          <address1>3422 Niagara St</address1>
112          <address2></address2>
113          <city>Cincinnati</city>
114          <state>OH</state>
115          <zip>45251</zip>
116      </address>
117      <grossYearToDateWages>80000.00</grossYearToDateWages>
118      <grossQuarterlyWages>80000.00</grossQuarterlyWages>
119      <excludedWages>12500.00</excludedWages>
120      <otherJurisdictionWages>12500.00</otherJurisdictionWages>
121      <taxableWages>55000.00</taxableWages>
122      <amountWithheld>500.34</amountWithheld>
123      <excludedWagesCities>
124          <excludedWagesCity>Cincinnati, OH</excludedWagesCity>
125      </excludedWagesCities>
126  </employee>
127  <employee>
128      <firstName>John</firstName>
129      <lastName>McClane</lastName>
130      <socialSecurityNumber>123456789</socialSecurityNumber>
131      <address>
132          <address1>222 E 16th St</address1>
133          <address2></address2>
134          <city>New York</city>
135          <state>NY</state>
136          <zip>10003</zip>
137      </address>
138      <grossYearToDateWages>25000.00</grossYearToDateWages>
139      <grossQuarterlyWages>25000.00</grossQuarterlyWages>
140      <excludedWages>0.00</excludedWages>
141      <otherJurisdictionWages>5000.00</otherJurisdictionWages>
142      <taxableWages>20000.00</taxableWages>
143      <amountWithheld>181.94</amountWithheld>
144      <excludedWagesCities>
145          <excludedWagesCity>Fairview, KY</excludedWagesCity>
146          <excludedWagesCity>Walton, KY</excludedWagesCity>
147      </excludedWagesCities>
148  </employee>
149  <employee>
150      <firstName>Richard</firstName>
151      <lastName>Thornburg</lastName>
152      <socialSecurityNumber>987654321</socialSecurityNumber>
153      <address>
154          <address1>5432 Premiere Ave</address1>
155          <address2></address2>
156          <city>Lakewood</city>
157          <state>CA</state>
158          <zip>90712</zip>
159      </address>
160      <grossYearToDateWages>25000.00</grossYearToDateWages>
161      <grossQuarterlyWages>25000.00</grossQuarterlyWages>
162      <excludedWages>10000.00</excludedWages>
163      <otherJurisdictionWages>0.00</otherJurisdictionWages>
164      <taxableWages>15000.00</taxableWages>
```



```
165         <amountWithheld>136.45</amountWithheld>
166         <excludedWagesCities></excludedWagesCities>
167     </employee>
168 </employees>
169 </city>
170 </cities>
171 </account>
172 </filing>
```

8. FAQs [↗](#)

Payments [↗](#)

How do I make a payment for the quarterly withholdings I file? [↗](#)

Payment is made via ACH after submitting the XML file. ACH information such as **Routing Number** and **Account Number** will be available to view in the web application upon successful submission, as well as in an email that is sent to the user who uploaded the file, and the administrators of the organization. All filings include a reference number, which should be included as an addenda to the ACH payment. The format of the reference number must match exactly, including the hash symbols (e.g. #1234#). Payment amount must match total due of XML file.
