



# Employer Reporting, Compliance & Education



## \*\*\*IMPORTANT DEADLINE REMINDER\*\*\*

### ANNUAL EMPLOYER CERTIFICATION OF NON-CONTRIBUTING SERVICE PROVIDERS

Pursuant to KRS 61.5991 and 105 KAR 1:451, some KERS Nonhazardous employers are required to report specific individuals to the Kentucky Public Pensions Authority (KPPA) annually, beginning with Fiscal Year 2021-2022. For Fiscal Year 2025-26, employers must complete the "Contractor Wizard" available via Employer Self Service (ESS) and upload the required documentation **on or before April 15, 2026**.

Employers can access the online tool via the ESS module by going to the "Services" tab drop down and selecting "Contractor Wizard." For assistance with completing the wizard there is a link named "Contractor Wizard User Guide," which is a PDF document that provides further instructions and screen shots to assist.

Utilizing the Contractor Wizard automatically saves your information to where you can view what was submitted the previous year. Beginning with Fiscal Year 2025-26, completing the Contractor Wizard in the ESS module is a requirement, as KPPA will no longer allow the Form 6756, Annual Employer Certification of Non-Contributing Service Providers, to be completed manually.

Employers shall upload a copy of each contract that has not already been reviewed by KPPA between the employer and any independent contractor/third party, staffing company or other non-participating entity along with documentation explaining the services provided by each individual or entity. Contracts that otherwise met an exemption under KRS 61.5991 and, accordingly, were not listed on any previously submitted Form 6756s, Annual Employer Certification of Non-Contributing Service Providers, or submitted via the "Contractor Wizard" must still be submitted. Contracts that were previously approved by the KPPA shall be submitted if there have been subsequent modifications.

If a quasi-governmental employer contracts for any additional persons to provide services as core services independent contractors, core services leased employees, or through any other employment arrangement after the original submission but prior to the end of the fiscal year, the quasi-governmental employer shall complete the Contractor Wizard in ESS or file at the retirement office a completed supplemental Form 6756 reflecting only those persons not previously reported initially **on or before June 30, 2026**.

If you have any questions regarding this email or the deadline, please submit them to [D'Juan Surratt, Director of Employer Reporting, Compliance and Education](#).

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Kentucky Public Pensions Authority | 1260 Louisville Road | Monday - Friday 8:00 a.m. - 4:30 p.m. ET | Frankfort, KY 40601 US

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