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**FINANCE AND ADMINISTRATION CABINET
OFFICE OF THE CONTROLLER
DIVISION OF LOCAL GOVERNMENT SERVICES**

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David Whittaker
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MEMORANDUM

TO: All Master Commissioners

FROM: Tammy Taylor, Social Security Program Manager
Division of Local Government Services
Social Security Branch

DATE: October 7, 2025

SUBJECT: Master Commissioner Updates

The Social Security Branch, within the Division of Local Government Services has been working to develop new electronic procedures that will advance processes, improve efficiencies, save money and time. The system "BOX" was selected for our office to house electronic files that we process and to organize electronic forms.

Previously, the Social Security Branch mailed an annual reporting packet the first week of January in time for the first report that's due February 5th. Unfortunately, last year, the Postal Service mailing issues meant that many of you did not receive your packets in time. Beginning with Tax Year 2026, our office has developed fillable electronic forms that will help ensure timely delivery, easier completion and more resourceful processing.

To accomplish new processes, an email address will now be required for all Master Commissioners and any staff member(s) that need to access required forms. Please complete the following steps:

1. Download the **Master Commissioner Contact Form** from the Finance Cabinet website:
<https://finance.ky.gov/Office-of-the-Controller/Division-of-Local-Government-Services/Pages/master-commissioners.aspx>
 - a. Save form and rename using the Office Code & County Name (example: 0011-Adair)
2. Upload the Master Commissioner Contact Form to **BOX** using the file request link:
<https://ky.app.box.com/f/2729b1a00fff48269f029446d1acdb9c>
 - a. Drag/drop the completed Master Commissioner Contact Form to BOX
 - b. Submit completed form in BOX by **November 30, 2025**

Stay tuned for additional electronic processing information coming soon.