

# KANSAS DEPARTMENT OF REVENUE SPECIAL EVENT SALES TAX REMITTANCE RETURN

## KANSAS Retailers' *Special Event* Sales Tax Remittance Instructions

Filing Instructions: This return is intended for special event vendors who sell 4 or fewer times in Kansas yearly. Do not use this form if you have a Kansas sales tax number in your business name. File on-line using that number.

### HELPFUL INFORMATION FOR COMPLIANCE

- Most Kansas vendors, *including nonprofit groups*, are required to collect and remit sales tax.
- Tax rate and event jurisdiction code can be found at [www.ksrevenue.gov/atrl.html](http://www.ksrevenue.gov/atrl.html)
- **You must file a return even if there were no taxable sales.**
- Sales tax is due immediately after the conclusion of each event.
- If you have sales from other sources, obtain a sales tax account number and certificate by registering your business with the Kansas Department of Revenue (KDOR) at [www.ksrevenue.gov](http://www.ksrevenue.gov).
- For assistance, contact KDOR at [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov) or call 785-207-1572 in the Metropolitan Assistance Center territory or call 785-207-4972 in Wichita Assistance Center territory.
- Write the name of the event for which you are remitting sales tax on your check or money order.

Keep a copy of this completed form for your records.

### SPECIAL EVENT SALES TAX REMITTANCE RETURN

**\*Make check or money order payable to "Kansas Retailers' Sales Tax"**

EVENT INFORMATION	SALES AND TAX DUE	PERSONAL INFORMATION
EVENT NAME:	GROSS RECEIPTS:	BUSINESS NAME:
EVENT NUMBER or Jurisdiction (IF KNOWN)		Phone #:
EVENT DATE:	TAX RATE:	ADDRESS:
EVENT LOCATION – CITY:	TAX DUE:	CITY, STATE, ZIP CODE
EVENT LOCATION – COUNTY:	PAYMENT AMOUNT:	PRINTED NAME:
<ul style="list-style-type: none"> <li>• I have enclosed a check for the total tax due made out to Kansas Sales Tax. I authorize the Department of Revenue to process my check via Electronic Funds Transfer.</li> </ul>	<i>I certify this tax return is correct.</i>	SIGNATURE:
<b>Do NOT Send Cash</b>	DATE:	EMAIL:

MAKE COMPLETED FORM with PAYMENT TO:

KDOR SPECIAL EVENTS  
7600 W 119<sup>th</sup> St., Suite A  
Overland Park, KS 66213-1106