

KANSAS DEPARTMENT OF REVENUE
SPECIAL EVENT COORDINATOR'S SALES TAX PACKET REQUEST

For an event that begins more than 14 days from today
Thank you for requesting the sales tax packets for your event.

If your event is scheduled less than 14 days from now or you have questions about sales tax, please contact a Kansas Department of Revenue (KDOR) Special Event Agent at one of the numbers listed below.

Special Event regional map <http://www.ksrevenue.gov/pdf/specialEventsMap.pdf>

Kansas MAC I Region – 785-207-1572

Kansas MAC II Region– 913-942-3082

Kansas MAC III Region– 913-942-3063

Wichita Region II – 785-207-4972

Please provide each vendor with one of the sales tax packets received as a result of this request.

Event Name: _____

Event Date(s): _____ Number of vendors: _____

Event Street Address: _____

Event Venue: _____

Event City/County: _____ Event within city limits: Yes / No

Name of Event Coordinator: _____

Mailing Address for packets: Street: _____

City/State/Zip: _____

Phone Number: #1 _____ #2 _____

Event Coordinator Email: _____

- By requesting sales tax packets, you agree to remit a list of your event vendors to the KDOR within two weeks after the event. The list should include name, business name, address, phone numbers and email address for each vendor.
- Email vendors list or request for packets to kdor_special.events@ks.gov, fax to 866-743-4812 or mail to the appropriate KDOR office by clicking on the special events map found at: <http://www.ksrevenue.gov/pdf/specialEventsMap.pdf>