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## **FILE YOUR LIQUOR TAXES ON-LINE!**

Did you know that Kansas offers a simple electronic file and pay solution for your Liquor taxes? You can use **KS WebTax for online filing and payment** for most business tax accounts, including your Liquor Enforcement and Liquor Drink tax types. First, go to **webtax.org** and create an email address and a password, then attach your business tax accounts. **Each tax account has a unique access code** that only needs to be entered once. This access code binds your account to your login ID. For future filings, you simply log into your account using your email address and password. A history of all returns filed or payments made electronically is retained in KS WebTax.

**Electronic tax payments** must be made on or before the due date. Using the KS WebTax system, you can have the Kansas Department of Revenue debit the tax payment electronically from your bank account (ACH Debit). Or, if you prefer, you may initiate the tax payment yourself through your bank (ACH Credit\*). *\* The ACH Credit option is NOT available for the "Liquor Drink" tax type.*

The **online KS WebTax** application is **simple, safe, FREE** and conveniently available 24 hours a day, 7 days a week! There are many **other advantages and efficiencies to filing and paying electronically** – your return preparation is more accurate with built in edits, you get an acknowledgment that your return is received, and there is no check to write or form to mail. Additionally, reducing paper consumption is both cost effective and environmentally friendly. These efficiencies are more important than ever as businesses and government try to find ways to provide quality service at a reduced cost.

Refer to the chart on the back of this notice for requirements needed to file and pay your Liquor taxes on-line.

## ELECTRONIC FILE and PAY OPTIONS

For assistance with filing your return or making your payment electronically, contact our **Electronic Services** staff at **785-296-6993**. You may also e-mail Electronic Services at: [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov)

If you need an access code to file your Liquor taxes on-line, contact our **Miscellaneous Tax** staff at **785-368-8222** (press 5, then press 4).

### Liquor Enforcement Tax

ELECTRONIC METHOD	PROGRAM DESCRIPTION	FORM TYPE ACCEPTED	REQUIREMENTS	GETTING STARTED
<b>ONLINE</b> <b>webtax.org</b>	Use <b>KS WebTax</b> to file Liquor Enforcement (LE) tax returns or make a Liquor Enforcement tax payment. Your payment options with this application are through either the ACH Debit <sup>1</sup> or ACH Credit <sup>2</sup> method. Or, you may complete the on-line voucher and pay by check.  A <b>Form EF-101</b> , Authorization for Electronic Funds Transfer, must be completed <b>for ACH Credit</b> before using the EFT payment method. This form is available on our web site at: <b>ksrevenue.org</b>	<ul style="list-style-type: none"> <li>▪ LE-3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internet access</li> <li>▪ Access code</li> <li>▪ Liquor license number</li> <li>▪ EF-101 form (ACH Credit Payments)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Go to <b>webtax.org</b> and click the “Use WebTax Now” button.</li> <li>➤ Create an email address and password.</li> <li>➤ Contact KDOR for your access code if you did not receive it with your liquor license.</li> <li>➤ Connect your tax account to your login and begin filing.</li> </ul>

<sup>1</sup> **ACH Debit:** The Kansas Department of Revenue debits the payment from your bank account.

<sup>2</sup> **ACH Credit:** You initiate the payment through your bank.

### Liquor Drink Tax

ELECTRONIC METHOD	PROGRAM DESCRIPTION	FORM TYPE ACCEPTED	REQUIREMENTS	GETTING STARTED
<b>ONLINE</b> <b>webtax.org</b>	Use <b>KS Web Tax</b> to file Liquor Drink (LD) tax returns and make your tax payment through the ACH Debit method.  <i>NOTE: Liquor Drink tax filers must use ACH Debit to pay electronically.</i>	<ul style="list-style-type: none"> <li>▪ LD-1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internet access</li> <li>▪ Access code</li> <li>▪ Liquor license number</li> </ul>	<ul style="list-style-type: none"> <li>➤ Go to <b>webtax.org</b> and click the “Use WebTax Now” button.</li> <li>➤ Create an email address and password.</li> <li>➤ Contact KDOR for your access code if you did not receive it with your liquor license.</li> <li>➤ Connect your tax account to your login and begin filing.</li> </ul>