

## Workshops for CONSTRUCTION CONTRACTORS

The following workshops are devoted exclusively to sales tax issues for construction contractors and subcontractors (i.e., those who provide plumbing, carpentry, electrical, roofing, heating/air conditioning, landscaping, etc.). We will discuss how sales tax applies to materials and labor, the use of Project Exemption Certificates, and explain invoicing and billing your customer.

LOCATION	DATE	TIME
Chanute	May 22	1:00 - 3:00 PM
Colby	April 25	1:00 - 4:30 PM
Dodge City	March 21	1:00 - 3:00 PM
Emporia	June 12	10:00 AM - Noon
Fort Scott	March 29	1:00 - 3:00 PM
Garden City	March 20	1:00 - 3:00 PM
Hays	April 26	1:00 - 4:30 PM
Liberal	March 19	1:00 - 3:00 PM
Manhattan	April 24	1:00 - 3:00 PM
Overland Park	January 17	9:00 - 11:30 AM
	February 1	2:00 - 4:30 PM
	March 27	9:00 - 11:30 AM
	April 18	9:00 - 11:30 AM
	May 17	2:00 - 4:30 PM
	June 19	9:00 - 11:30 AM
Topeka	January 25	1:30 - 4:00 PM
	March 22	1:30 - 4:00 PM
	May 24	1:30 - 4:00 PM
Wetmore	April 19	12:30 - 3:30 PM
Wichita	January 30	9:30 AM - Noon
	April 17	1:00 - 3:30 PM
	May 30	9:30 AM - Noon
	June 14	1:00 - 3:30 PM

**Join us for class!**

**TO REGISTER CONTACT  
THE SPONSORS OF THESE CLASSES  
LISTED INSIDE THIS BROCHURE.**

## CREATE YOUR OWN WORKSHOP



If your trade association, professional organization or group of businesses would like to know more about how Kansas sales and use tax applies to your industry, contact the Tax Education Specialist listed below. He will develop a specialized presentation based on your questions and tax situations that will help you avoid costly mistakes and take advantage of the exemptions and credits available to your business. *(Travel reimbursement and minimum number of attendees required.)*

Visit KDOR's website for information on future workshops and other business resources.

**Taxpayer Education Unit  
Kansas Department of Revenue  
109 SW 9th St.  
Topeka, Kansas 66612**

[ksrevenue.org](http://ksrevenue.org)

**Carl York  
Tax Specialist  
785-296-1048  
carl.york@ks.gov**

EDU-70 (Rev. 11/17)



# 2018

## Small Business Sales & Use Tax Workshops

*(January – June)*

PROVIDING INFORMATION ON YOUR  
SALES TAX RESPONSIBILITY TO THE  
**STATE OF KANSAS**

[ksrevenue.org](http://ksrevenue.org)

These workshops are sponsored by the  
**Kansas Small Business  
Development Centers**

# 2018 KANSAS SALES & USE TAX WORKSHOPS

For many new business owners, the everyday activities of a business can be a time consuming and confusing process. Tax forms usually fall to the bottom of the priority list. To reduce your time spent filing Kansas Department of Revenue (KDOR) documents, and as part of our commitment of service to the business community, the Taxpayer Education Unit within KDOR conducts workshops on sales and compensating use taxes.

- Do you know if you are responsible for collecting and remitting sales tax?
- Do you know if you are liable for Kansas compensating use tax when you buy items outside of Kansas?
- Do you know what tax form is needed and how to file it?
- Do you know if you have to collect or pay another state's sales tax?

If the answer is "No" to any or all of the questions above, then KDOR strongly encourages you, your office manager, and/or your bookkeeper to attend one of our workshops. **KDOR does not charge for these workshops, however the Small Business Development Centers (SBDC) may charge a fee to help recover their costs in sponsoring the workshop.**

Each workshop covers the topics of both Kansas Sales and Compensating Use Tax.

## SALES AND COMPENSATING USE TAX FOR RETAIL BUSINESS

The following list of workshops are for businesses making retail sales. We will explain the differences between the Kansas Retailers' Sales Tax, the Kansas Retailers' Compensating Use Tax, and the Kansas Consumers' Compensating Use Tax. You will gain a basic understanding of the goods and services subject to sales tax and applicable exemptions. Regardless of whether you sell bubble gum or tractors, this is a class for you.

**IMPORTANT — The timeframe for these classes will not include discussion of tax for construction contractors. A list for those workshops is on the other side.**

LOCATION	DATE	TIME
Chanute	May 22	9:00 AM - Noon
Colby	April 25	9:00 AM - Noon
Dodge City	March 21	9:00 AM - Noon
Emporia	June 12	1:00 - 4:00 PM
Fort Scott	March 29	9:00 AM - Noon
Garden City	March 20	9:00 AM - Noon
Hays	April 26	9:00 AM - Noon
Liberal	March 19	9:00 AM - Noon
Manhattan	April 24	9:00 AM - Noon
Overland Park	January 17	1:00 - 5:00 PM
	February 1	6:00 - 9:30 PM
	March 27	1:00 - 5:00 PM
	April 18	1:00 - 5:00 PM
	May 17	6:00 - 9:30 PM
Topeka	June 19	1:00 - 5:00 PM
	January 25	8:30 AM - Noon
	March 22	8:30 AM - Noon
Wetmore	May 24	8:30 AM - Noon
	April 19	8:30 AM - Noon
	Wichita	January 30
April 17		8:30 AM - Noon
May 30		1:00 - 4:30 PM
June 14		8:30 AM - Noon

**— IMPORTANT —**  
**Pre-registration is required through the SBDC**

**Use the following list to locate a SBDC near you.**

The following are the Small Business Development Center sponsors and corresponding contact information for locations of the Kansas sales and use tax workshops:

### Emporia State University SBDC (620) 341-5308

**Emporia:** Lyon County Extension Office, 2632 W Hwy-50.

### Fort Hays State University SBDC (785) 628-5615

**Colby:** Thomas County Office Complex Conference Room, 350 S. Range Ave.

**Hays:** Sternberg Museum, 3000 Sternberg Dr.

### Seward County Community College SBDC (620) 417-1955

**Dodge City:** 2nd floor, Historic Santa Fe Depot, 101 E. Wyatt Earp Blvd.

**Garden City:** Chamber of Commerce 1509 E Fulton Terrace

**Liberal:** Rock Island Depot, 4 Rock Island Road

### Johnson County Community College (JCCC) SBDC (913) 469-3878

**Overland Park:** JCCC, 12345 College Blvd., Regnier Center.

### Pittsburg State University SBDC (620)235-4920

**Chanute:** Neosho County Community College Student Union Rm 213, 800 W. 14th

**Fort Scott:** Fort Scott Community College Greyhound Room 2108 S. Horton

### Washburn University SBDC (785) 234-3235

**Manhattan:** Manhattan Area Chamber of Commerce 501 Poyntz Ave.

**Topeka:** Chamber of Commerce Board Room in downtown Topeka, 120 SE 6th Ave.

*(6th & Kansas Ave, paid parking in nearby garage)*

### Wichita State University SBDC (316) 978-3193

**Wichita:** Hughes Metro Complex, 5015 East 29th St. (29th & Oliver)