**Memorandum**

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| **Identifying Information:** | **Policy Council Administrative Determination** |

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| **Tax Type:** | **Alcoholic Beverage Control; Bingo; Cereal Malt Beverages and Malt Products; Cigarette and Tobacco Products; Corporate Income Tax; Dry Cleaning Environmental Surcharge; Dry Cleaning Solvent Fee; Gallonage Tax; Grain Tax; Intoxicating Liquors and Beverages; Kansas Compensating Tax; Kansas Retailers' Sales Tax; Liquefied Petroleum Fuel Tax; Liquor Drink Tax; Liquor Enforcement Tax; Lottery; Mineral Severance Tax; Motor Vehicle Fuel Tax; Privilege; Sand and Gravel; Special Fuel Tax; Tire Tax; Transient Guest Tax; Vehicles Rental Excise Tax; Withholding and Declaration of Estimated Tax** |
| **Brief Description:** | **Registration by FAX** |
| **Keywords:** |  |
| **Effective Date:** | **11/13/1997** |

**Body:**

**Memorandum**

**Policy Council Administrative Determination**

TO: John LaFaver
Richard Oxandale
Karla Pierce
Bernie Norwood
Mark Beck
Betty McBride
Doug Hager

FROM: Shirley Sicilian, Director
Office of Policy and Research

DATE: November 24, 1997

RE: Administrative Change - Registration by FAX

On November 13, 1997, the policy council met to determine an administrative change regarding whether the department can and should accept fax copies of applications, bonds, and other supporting documentation required for registration should be implemented.

**Issue:**

Can and should the department accept fax copies of applications, bonds, and other supporting documentation required for registration?

**Policy Council Decision:**

The Kansas Department of Revenue can begin accepting facsimiles of Business Registration applications, surety bond forms, and escrow agreements for the purpose of registering an account for business tax types. The Policy Council has reviewed and approved this authorization.

Associates should ensure that all faxed documents received are readable and copies are legible for microfilming, imaging and future reference purposes.

**Date Composed: 12/23/1997 Date Modified: 10/09/2001**