

## QUESTIONS?

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Taxpayer Assistance Center: (785) 368-8222

Special Projects: (785) 296-3199

Tax Clearance FAQs can be found at:

<http://www.ksrevenue.org/taxclearfaq.htm>

## WHAT ELSE SHOULD I KNOW?

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- Tax clearance certificates are valid for 90 days after the issue date. To renew a certificate, you must submit a new application.
- If you provided an email address on your application, you will receive an email containing the transaction number and a link to retrieve the status of the tax clearance.
- If you submit your application by 5:00 PM Central time Mon - Thurs, your TC status should be available the following business day. If the application is submitted later, or on a weekend, it may take until the next business day to retrieve your status.

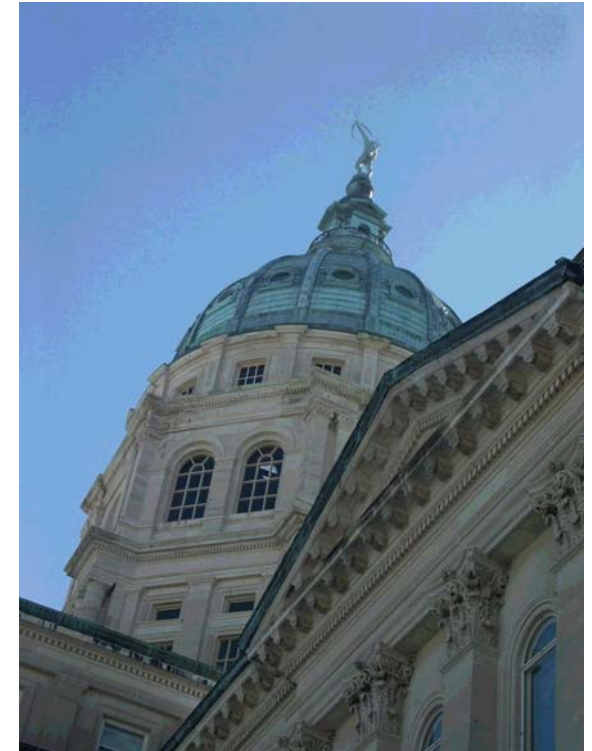
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KANSAS DEPARTMENT OF  
REVENUE

SELF-SERVE WEB TAX  
CLEARANCE PROGRAM

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*Ensuring Tax Compliance*



Docking State Office Building  
915 SW Harrison St  
Topeka, KS 66625  
Phone (785) 296-3199

# SELF-SERVE WEB TAX CLEARANCE APPLICATION

The Kansas Department of Revenue now provides the option of applying for tax clearance on-line.

## Why would I need a tax clearance?

You may be required to provide a Kansas tax clearance certificate or letter as part of a loan approval, to obtain a contract, apply for citizenship, as part of an employment application, professional licensing, passport applications, political appointments, grant applications and other various reasons.

Additionally, individuals and businesses applying for contract through the State Division of Purchasing are required by Kansas statute to provide a valid tax clearance certificate with their application for bid package. (75-3740 c.)

## WHAT A TAX CLEARANCE PROVIDES

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A tax clearance certificate or letter provides an official statement as to the results of an account review done by the Kansas Department of Revenue. The department reviews master tax files to verify if all applicable tax returns are on file, the account is paid in full, or on a department approved payment plan. Other information checked is if the account is pending any appeals or other compliance initiatives. The

tax clearance process is a comprehensive search to verify compliance with Kansas tax laws. Tax clearance should not be confused with a "Letter of Good Standing", which is an unrelated document issued by the Kansas Secretary of State's office. Tax clearance results are subject to change for various reasons including audits, agent actions, hearings, and other legal actions.

## HOW TO APPLY

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Log on to the Kansas Department of Revenue's website at [www.ksrevenue.org](http://www.ksrevenue.org). Follow the *tax clearances* link to the application options. From here, chose Online Application.

You will be asked to provide identifying information and answer some questions. Upon submission, you will be issued a transaction id. It is important that you retain this id, as you will need it to retrieve the tax clearance status the following business day.

## WHO CAN RECEIVE TAX CLEARANCE INFORMATION

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According to Kansas Law, tax information is **CONFIDENTIAL**. An official tax clearance certificate or letter for an individual will only be released to the following:

- The individual taxpayer (individual requests)
- Business owner (business requests)
- Corporate Officer (business requests)
- An individual who has notarized authorization from the taxpayer/business to request and receive tax information. (Please

- provide a copy. Cannot use online application)
- An individual who has statutory authority or legal power of attorney to request and receive tax information for the taxpayer. (Please provide a copy. Cannot use online application)

## OBTAINING A CERTIFICATE

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Once a tax clearance has been approved, you can view and print you clearance certificate from the web. On the certificate is your confirmation number. This number validates the APPROVED status of the clearance. If for some reason your application was not approved, you will be prompted to call the Department's Special Projects Team for account reconciliation. (785) 296-3199

## CERTIFICATE VERIFICATION

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If you are the recipient of a tax clearance certificate and would like to verify that the confirmation number you were provided is accurate, current, and valid you can do so by following the same link to submit an application, but instead choose "Verify Certificate".

Note: Tax clearance certificates are valid for 90 days after issue. To renew a clearance, you must submit a new application.

## ARE THERE FEES

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The Kansas Department of Revenue does not charge any fees to apply for or receive a tax clearance.

<http://www.ksrevenue.org/taxclearance.htm>