

Division of Taxation
915 SW Harrison St
Topeka KS 66625-2007

Nick Jordan, Secretary
Steve Stotts, Director of Taxation



Phone: 913/631-0296
FAX: 866/743-4812
www.ksrevenue.org

Sam Brownback, Governor

APPLICATION FOR SPECIAL EVENT TAX CLEARANCE

1. Name and date of event for which you are requesting a clearance letter.

Event Name: _____ Event Date: _____

2. Applicant Information: (Please circle one) **Business** **Individual**

Name (registered with KDOR) Identification Number (FEIN or SSN)

Business Name (If different than registered name) Tax Identification Number (if applicable)

Current Street Address City, State, Zip

Daytime Telephone Number Fax Number

Email address

3. Previous events in Kansas at which you participated as a vendor

If you do not have a Kansas sales tax account, have you sold in Kansas in the past 3 years?

If so, please list the event(s) name, event city/county and event date(s) below:

4. Third Party copy

I _____, request that the Kansas Department of Revenue forward a copy of my tax clearance letter to

Entity/Coordinator requiring this letter for participation in the event.

5. Signature

Print Name Title (Corporate Officer, Partner, Individual, etc)

Signature Date

Complete and Return this request to the Kansas Department of Revenue Special Events:

By Mail: Kansas Department of Revenue Attn: Special Events Fax: 13420 W. 62nd Terr. Shawnee, KS 66216,

Email: kdor.special.events@kdor.ks.gov or FAX 1-866-743-4812.

Contact a Special Event Agent - (913) 631-0296 X 202 or 211