

Dealer # _____ Folder# _____

Dealership Name _____

Dealer Address: _____

**Kansas Department of Revenue
Dealer Licensing Bureau
Auction Monthly Sales Reports**

Total New Sales _____

Monthly Report for: (Check One) January - February - March - April - May - June - July - August - September - October - November - December

	Date Sold	Name of Seller Complete Address of Seller	Seller's D #	Vehicle Year	Make Style	Vehicle ID Number from MSO/Title	Name & Address of Purchaser	Purchaser D #	Odometer Reading	Temporary Permit #
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

By my signature, I swear or affirm that this is a true and correct statement. I am aware that law provides severe penalties for making false statements.

Name _____

Signature _____

Title _____

Instructions

- * All reports must be completed in full and signed.
- * Reports are due no later than the 20th of the following month.
- * **A SEPARATE REPORT MUST BE SUBMITTED FOR EACH MONTH.** If no sales, enter, "NO SALES"
- * Enter each temporary 30-day permit number issued, if applicable.
- * The **TOTAL NUMBER** of sales (vehicles) must be recorded, on the Sales Report Form and the Cover Sheet.
- * The **TOTAL TAXABLE SALES** (excluding wholesale and ST8's) must be recorded.
- * **YOUR COVER SHEET** must accompany all sales reports (please place on top of reports).
- * You must retain a copy of this report for 5 years.

REMINDER

Late Monthly Sales Reports will delay any 30-Day Permit orders and renewal of your dealers license.

MAIL MONTHLY REPORTS TO:

**Dealer Licensing Bureau
Post Office Box 2369
Topeka, Kansas 66601-2369**