

State of Kansas

SALES TAX PACKET REQUEST FOR SPECIAL EVENTS

For use by Special Events Coordinators

Use form when requesting sales tax packets for an event that does not begin within 10 days of submitting the form. If your event takes place within 10 days of this request or you have questions about sales tax, please contact a KDOR Special Event Agent at (913) 631-0296 Ext.202 (Eastern KS) or 316-337-6167(Western KS)

Please provide each vendor with one of the sales tax packets you will receive as a result of this request.

Event Name: _____

Event Date(s): _____ Number of vendors: _____

Event Street Address: _____

Event Venue: _____

Event City/County: _____ / _____

Event within city limits: Yes / No

Name of person requesting packets: _____

Mailing Address for packets: Street _____

City /State/Zip: _____

Phone Number: #1 _____ #2 _____

- Thank you for taking time to request sale tax packets for your event.
- By requesting sales tax packets you agree to assist the Department of Revenue by remitting a list of the vendors attending your event two weeks prior to the event.
- The list includes name, business name, address, phone number and email address.
- Email list or request for packets to kdor_special_events@kdor.state.ks.us or mail or fax to the appropriate KDOR office by clicking on the Special Event Map for address and fax number information.