


RETAIL DEALER INCENTIVE
USER GUIDE
December 01, 2008

The 2007 Legislature passed House Bill 2145 which created the Kansas retail dealer incentive for renewable fuels and biodiesel, effective January 1, 2009.

See the Retail Dealer Incentive statutes K.S.A. 79-34,170 through K.S.A. 79-34,176 and Notice 07-04 for a summarization of 2007 House Bill 2145 on the website www.ksrevenue.org.

K.S.A. 79-34,174. Electronic filing for incentive; rules and regulations. (a) The retail dealer shall file electronically for the incentive for selling or dispensing of renewable fuels or biodiesel beginning January 1, 2009, and quarterly thereafter in the manner required by the department of revenue. The retail dealer shall file such information as the secretary of revenue may require by rules and regulations, but shall include the total number of gallons of renewable fuels or biodiesel sold.

To file for the quarterly retail dealer incentive you will need to be registered via the Kansas On-Line Business Center. The Online Business System allows you to list all of your business tax accounts in one directory. To sign into the Business Center go to www.ksrevenue.org and click on File Business Taxes Online under Your Business. If you are not already registered you will need to register creating your User ID and password.

Throughout the process you will see help pages. If you click on  it will take you to the 'Help' page where you will find information to assist you. Where you see *, this indicates required information.

REGISTRATION

If you are registered to use the Online Business Center, sign in using your User ID and Password. If you are not registered to use the Online Business Center click on 'Register Now'.

Thank you for using KS Webtax to manage your Kansas business tax accounts. If you are accessing our site for the first time, please select the Register Now button below. Otherwise, please enter your user ID and password.

User ID: **

Password: *

 Sign In

 Register Now

[Forgot your User ID/Password?](#)
[Need Help? Contact Us.](#)

During the On-Line Business Center Registration process you will need to complete all required information and assign a 'User ID' and 'Password'. Under 'Settings' you will click the radio button 'Tax: File and Pay'.

On-Line Business Center Registration	
Your Information:	
	Please enter the name of the business you work for.
Business Name:	<input type="text"/> **
Contact Title:	<input type="text"/> **
Contact Name:	<input type="text"/> **
Telephone Number:	Example: 785-555-1234 <input type="text"/> **
Telephone Extension:	<input type="text"/> *
Fax:	<input type="text"/> *
Email Address:	<input type="text"/>
Re-Enter Email Address:	<input type="text"/> *
User ID:	
	Must be at least 6 and no more than 12 characters in length.
User ID:	<input type="text"/> ***
Password:	
	Do not use something that is easily guessed. The more complex your password is, the more secure it is. Passwords must contain both numbers and letters. Passwords must be at least 6 and no more than 12 characters in length. Passwords may contain any of these symbols _ - . \$ % # @ ! = + : ;
Password:	<input type="password"/> *
Re-enter Password:	<input type="password"/> *
Settings:	
Your primary use of this site:	<input checked="" type="radio"/> Tax: File and Pay <input type="radio"/> Exemption Certificates: Apply, Modify, Print, and View <input type="radio"/> Tax Credit: Apply, Manage, Report
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

When you complete the required information click 'Continue'.

You will be asked to verify the information. If you need to change or correct any entry click 'Edit'. If everything is correct you should click 'Print' and keep a copy of the registration in your files. Once you have printed the registration screen then click 'Register'.

After registering and creating your user ID and password, you can organize your account directory by entering the employer identification number (EIN) or license number in the 'ID Number' field and the specific personal identification number (PIN) related to each tax type.

PIN's are Kansas Department of Revenue (KDOR) assigned 6 or 7 digit numbers specific to each tax account. If you do not have a personal identification number (PIN), you will need to contact the Kansas Department of Revenue Electronic Commerce Group at 1-800-525-3901 or 785-296-6993. Once you obtain the PIN you can attach the account to your registration by completing the 'Account Information' screen.

Account Information:

Enter your identification (ID) number and Personal Identification Number (PIN) below to set up your tax account.

ID Number: ***

PIN: **

Cancel **Continue**

Once you've entered an 'ID Number' and 'PIN' and clicked on 'Continue' an account list will appear on the next screen. To include the account on your registration click in the 'Add' box to the left of the business name then click 'Save'.

Account Information:

Add	Business Name	Account Number	Filing Frequency	Tax Type
<input checked="" type="checkbox"/>	Joe's Gas Station #1	49999	Monthly	Motor Fuel Retailers

Check the accounts you want added to this login and click the "Save" Button.

Cancel **Edit** **Save**

To add additional account(s) to this login click on 'Add an account to this login'.

FILING THE INCENTIVE REPORT

If you are finished adding accounts and wish to file a retail dealer incentive report click on the 'Tax Account Number' you wish to file for, or 'Manage Account'.

Click on tax account number to view account information, or click 'Manage Account' to file a return, make a payment, etc.

Tax Account Number	Business Name	Filing Frequency	Tax Account Type	
49999	Joe's Gas Station #1	Monthly	Motor Fuel Retailers	Manage Account

When adding a tax account, you will be prompted to enter your business Employer Identification Number (EIN) or license number and a Personal Identification Number (PIN). PIN numbers are unique to each tax account and only need to be entered once. Your PIN can be obtained by calling the KDOR Electronic Services unit at 1-800-525-3901 or by e-mail, eservices@kdor.state.ks.us
[Add an account to this login.](#)

To file a retail dealer incentive report click 'Renewable Fuel/Biodiesel Incentive'. To view previously filed Retail Dealer Renewable Fuels and Biodiesel Incentive reports click 'View Account History'.

Account:		Remove
Account ID: 49999 Business Name: JOES GAS STATION #1 Account Type: Motor Fuel Retailers Filing Frequency: Monthly		
Bank Information:		Edit
Bank Name: Not on file Bank Account Type: Not on file Bank Account: Not on file		
Account Management:		
Renewable Fuel/Biodiesel Incentive Apply for Renewable Fuel/Biodiesel Incentive View Account History View On-line Payments and Filed Returns View/Pay Bills View your current tax bills.		
Help		Go Back

An account information screen will be displayed.

Kansas Motor Fuel Retailer:		
License Number:	49999	EIN: 123456789
Business Name:	JOE'S GAS STATION #1	
Account Start Date:	6/17/2008 2:48:00 PM	
Filing Period:	2009 Q4 (October-December)	
Business Mailing Address		
Street 1:	PO BOX 367	
Street 2:		
City:	TOPEKA	
State:	Kansas	
Zip Code:	676630000	
Contact Information		
Contact Name:	Joe Smith	
Contact Phone:	785-296-7048	Extension: <input type="text"/>
Contact Email:	Joesmith@gasstation.net	
Help		Back
Continue		

If everything is correct click 'Continue'.

This will display a screen listing the location(s) registered under this license number. If you do not see a location listed that should be included in the submission, then complete the fields 'Business', 'Facility', 'Street', 'City' and 'Zip', and click 'Add'. If you no longer own a location listed, click 'Delete'.

You will also need to contact the Customer Relations, Motor Fuel tax section at 785-368-8222 to add or remove a location from your Motor Fuel Retail license.

Kansas Motor Fuel Retailer:			
License Number:	49999	EIN:	123456789
Business Name:	JOE'S GAS STATION #1		
Account Start Date:	6/17/2008 2:48:00 PM		
Filing Period:	2009 Q4 (October-December)		

Retail Locations:	
Select the addresses to include in this submission.	If you no longer own a listed location click on the 'Delete' link.

Include	Business	Facility	Street	City	State	Zip	
<input type="checkbox"/>	JOES STATION	12345	123 N SOUTH ST	TOPEKA	KS	666030000	Delete
<input type="checkbox"/>	JOES STATION	54321	321 S NORTH ST	WICHITA	KS	676570000	Delete
<input type="checkbox"/>					KS		Add

<input type="button" value="Help"/> <input type="button" value="Back"/> <input type="button" value="Continue"/>

Click in the box to the left of each location you wish to include on this submission. You will only be able to file one report for each license number. If you do not wish to include a location that may not sell renewable fuels or biodiesel then do not check the box next to that location. Once you've checked the boxes next to the location(s) you wish to include click 'Continue'.

You will be taken to a screen where you will complete;

Renewable Fuels Incentive

Line 1 Total Number of Gallons Sold (total gas, gasohol, ethanol gallons)

Line 2 Total Number of 'Renewable' Gallons Sold (total ethanol gallons)

Biodiesel Fuels Incentive

Line 8 Total Number of Gallons Sold (total diesel, biodiesel gallons)

Line 9 Total Number of 'Biodiesel' Gallons Sold (B100 and the biodiesel portion of the blend)

Kansas Motor Fuel Retailer:			
License Number:	49999	EIN:	123456789
Business Name:	JOE'S GAS STATION #1		
Account Start Date:	6/17/2008 2:48:00 PM		
Filing Period:	2009 Q4 (October-December)		
Renewable Fuels Incentive:			
1. Total Number of Gallons Sold (total gas, gasohol, ethanol gallons)		5000	
2. Total Number of 'Renewable' Gallons Sold (total ethanol gallons)		500	
3. Renewable Percentage (Line 2 divided by Line 1)		10%	
4. Required Percentage (based on period threshold)		10%	
5. Disparity (Line 4 minus Line 3)		0 %	
6. Per Gallon Incentive (\$0.065 if Line 5=0%; \$0.045 if Line 5=2% or less)		\$0.065	
7. Total Renewable Fuel Incentive (Line 2 times Line 6)		\$32.50	
Biodiesel Fuels Incentive:			
8. Total Number of Gallons Sold (total diesel, biodiesel gallons)		1000	
9. Total Number of 'Biodiesel' Gallons Sold		100	
10. Biodiesel Percentage (Line 9 divided by Line 8) Line 8)		10 %	
11. Required Percentage (based on period threshold)		2 %	
12. Per Gallon Incentive (\$0.03 if Line 10 is greater than or equal to Line 11)		\$0.03	
13. Total Biodiesel Fuel Incentive (Line 9 times Line 12)		\$3.00	
Estimated* Total Retailer Incentive Refund (Line 7 plus Line 13)		\$35.50 *	
* Actual Incentive Refund Amount Contingent On Pro-Rating			
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Help Back Calculate Continue </div>			

Once you've entered the gallons in Lines 1, 2, 8 and 9 click 'Calculate' at the bottom of the screen. The program will calculate the required threshold percentage, any disparity, amount per gallon you qualify for and the total renewable fuel and biodiesel incentive. Estimated Total Retailer Incentive Refund (Line 7 plus Line 13) will show at the bottom. The actual incentive refund amount is contingent on pro-rating. To continue processing the submission click 'Continue'.

On the next page that is displayed you will identify how you would like to receive your incentive. If you wish to have a check mailed to you click the radio button next to 'Mailing Address'. If you want to have the incentive directly deposited to your bank account and you've provide the financial information previously click the radio button next to 'Bank Account, Existing'. If you have not previously provided or would like to change bank account information then click the radio button next to 'Bank Account, New' and enter the 'Bank Routing Number', 'Account Number' and 'Account Type'.

Send Bio-/Renewable Fuel Incentive Amount to:	
<input type="radio"/>	Mailing Address:
Street 1:	PO BOX 367 **
Street 2:	*
City:	TOPEKA *
State:	Kansas ▼
Zip Code:	676630000 *
<input type="radio"/>	Bank Account, Existing:
Bank Name:	Not on file
Bank Account Type:	Not on file
Bank Account:	Not on file
<input type="radio"/>	Bank Account, New:
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> ⑆089430098⑆ 001409843⑆ 1438 Routing Number Account Number Check Number </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> For ⑆089430098⑆ 1438 3910 409843⑆ Routing Number Check Number Account Number </div>
Bank Routing Number:	* *
Account Number:	*
Account Type:	Checking ▼
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> Help Back Continue </div>	

Once you've identified how you would like to receive your incentive payment click 'Continue'.

The report verification page will then be displayed. Check the information on this page for accuracy. When you are ready to file the incentive report, read the agreement, check 'I Agree', enter the 'Filer's Name', 'Filer's Title' and click 'Submit'.

Retail Locations (addresses to include in this submission are checked):

Include	Business	Facility	Street	City	State	Zip
<input checked="" type="checkbox"/>	JOE'S STATION	12345	123 N SOUTH ST	TOPEKA	KS	666030000
<input type="checkbox"/>	JOE'S STATION	54321	321 S NORTH ST	WICHITA	KS	676570000

Renewable Fuels Incentive:

1. Total Number of Gallons Sold (total gas, gasohol, ethanol gallons)	5000.00
2. Total Number of 'Renewable' Gallons Sold (total ethanol gallons)	500.00
3. Renewable Percentage (Line 2 divided by Line 1)	10 %
4. Required Percentage (based on period threshold)	10 %
5. Disparity (Line 4 minus Line 3)	0 %
6. Per Gallon Incentive (\$0.065 if Line 5=0%; \$0.045 if Line 5=2% or less)	\$0.065
7. Total Renewable Fuel Incentive (Line 2 times Line 6)	\$32.50

Biodiesel Fuels Incentive:

8. Total Number of Gallons Sold (total diesel, biodiesel gallons)	1000.00
9. Total Number of 'Biodiesel' Gallons Sold	100.00
10. Biodiesel Percentage (Line 9 divided by Line 8)	10 %
11. Required Percentage (based on period threshold)	2 %
12. Per Gallon Incentive (\$0.03 if Line 10 is greater than or equal to Line 11)	\$0.03
13. Total Biodiesel Fuel Incentive (Line 9 times Line 12)	\$3.00

Estimated* Total Retailer Incentive Refund (Line 7 plus Line 13) \$35.50 *

* Actual Incentive Refund Amount Contingent On Pro-Rating

Send Bio-/Renewable Fuel Incentive Amount to:

Mailing Address:	
Street 1:	PO BOX 367
Street 2:	
City:	TOPEKA
State:	KS
Zip Code:	666030000

Return Verification and Agreement:

I declare under the penalties of perjury that to the best of my knowledge this is a true, correct and complete submission.

I Agree *

Filer's Name: **

Filer's Title: **

Back

Submit

The final page is displayed for this submission. You can view a printable copy of the return on this page. You will also see that a 'Confirmation Number' has been issued.

View Printable Return							
Kansas Motor Fuel Retailer:							
License Number:	49999			EIN:	123456789		
Business Name:	JOE'S GAS STATION #1						
Confirmation Number:	832642392860			Electronic Postmark Date:	01/15/2010 1:41:20 PM		
Filing Period:	2009 Q4 (October-December)						
Business Mailing Address:							
Street 1:	PO BOX 367						
Street 2:							
City:	TOPEKA						
State:	KS						
Zip Code:	676630000						
Contact Information:							
Contact Name:	Joe Smith						
Contact Phone:	785-296-7048						
Contact Email:	Joesmith@gasstation.net						
Retail Locations (addresses included in this submission are checked):							
	Include	Business	Facility	Street	City	State	Zip
	<input checked="" type="checkbox"/>	JOE'S STATION	12345	123 N SOUTH ST	TOPEKA	KS	666030000
	<input type="checkbox"/>	JOE'S STATION	54321	321 S NORTH ST	WICHITA	KS	676570000
Renewable Fuels Incentive:							
1. Total Number of Gallons Sold (total gas, gasohol, ethanol gallons)							5000.00
2. Total Number of 'Renewable' Gallons Sold (total ethanol gallons)							500.00
3. Renewable Percentage (Line 2 divided by Line 1)							10 %
4. Required Percentage (based on period threshold)							10 %
5. Disparity (Line 4 minus Line 3)							0 %
6. Per Gallon Incentive (\$0.065 if Line 5=0%; \$0.045 if Line 5=2% or less)							\$0.065
7. Total Renewable Fuel Incentive (Line 2 times Line 6)							\$32.50
Biodiesel Fuels Incentive:							
8. Total Number of Gallons Sold (total diesel, biodiesel gallons)							1000.00
9. Total Number of 'Biodiesel' Gallons Sold							100.00
10. Biodiesel Percentage (Line 9 divided by Line 8)							10 %
11. Required Percentage (based on period threshold)							2 %
12. Per Gallon Incentive (\$0.03 if Line 10 is greater than or equal to Line 11)							\$0.03
13. Total Biodiesel Fuel Incentive (Line 9 times Line 12)							\$3.00
Estimated* Total Retailer Incentive Refund (Line 7 plus Line 13)							\$35.50 *
* Actual Incentive Refund Amount Contingent On Pro-Rating							
Return Verification and Agreement:							
I declare under the penalties of perjury that to the best of my knowledge this is a true, correct and complete submission.							
Filer's Name:	Joe Smith						
Filer's Title:	Owner						
Finish							

To complete this submission and view an account detail summary click 'Finish'.

Account Details:	
Account ID:	49999
Business Name:	JOE'S GAS STATION
Account Type:	Motor Fuel Retailers
Filing Frequency:	Monthly

Payments:

Confirmation	Total Payment	Period End Date	Date Submitted	Effective Date

Filings:

Confirmation	Business Name	Filing Period	Incentive Requested	Incentive Paid	Date Submitted	
8326-2650-3884	JOE'S GAS STATION	12/31/2009	\$35.50	Under Review	11/21/2008 01:00:20 PM	View

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If you have questions or need additional assistance please contact the Motor Fuel tax section of Kansas Department of Revenue, Customer Relations at the address or phone number below.

DIVISION OF TAXATION, CUSTOMER RELATIONS
 DOCKING STATE OFFICE BUILDING, 915 SW HARRISON ST., TOPEKA, KS 66625-0001
 VOICE 785-368-8222 FAX 785-296-4993 HTTP://WWW.KSREVENUE.ORG/