

Dealer # \_\_\_\_\_ Folder# \_\_\_\_\_

Dealership Name \_\_\_\_\_

FEIN # \_\_\_\_\_

Total New Sales \_\_\_\_\_  
Total Used Sales \_\_\_\_\_  
Total Wholesale Sales \_\_\_\_\_

Dealer Address: \_\_\_\_\_

SS# \_\_\_\_\_

Total Taxable Sales \_\_\_\_\_  
(excludes wholesale and ST8B)

Monthly Report for: \_\_\_\_\_

1

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ 30-Day Permit Number \_\_\_\_\_  
Odometer Reading \_\_\_\_\_

Net Taxable Selling Price \_\_\_\_\_ Sales Tax Collected \_\_\_\_\_ ST 8# \_\_\_\_\_  
 Issued ST 8B  New  Used  Wholesale

2

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ 30-Day Permit Number \_\_\_\_\_  
Odometer Reading \_\_\_\_\_

Net Taxable Selling Price \_\_\_\_\_ Sales Tax Collected \_\_\_\_\_ ST 8# \_\_\_\_\_  
 Issued ST 8B  New  Used  Wholesale

3

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ 30-Day Permit Number \_\_\_\_\_  
Odometer Reading \_\_\_\_\_

Net Taxable Selling Price \_\_\_\_\_ Sales Tax Collected \_\_\_\_\_ ST 8# \_\_\_\_\_  
 Issued ST 8B  New  Used  Wholesale

4

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ 30-Day Permit Number \_\_\_\_\_  
Odometer Reading \_\_\_\_\_

Net Taxable Selling Price \_\_\_\_\_ Sales Tax Collected \_\_\_\_\_ ST 8# \_\_\_\_\_  
 Issued ST 8B  New  Used  Wholesale

5

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ 30-Day Permit Number \_\_\_\_\_  
Odometer Reading \_\_\_\_\_

Net Taxable Selling Price \_\_\_\_\_ Sales Tax Collected \_\_\_\_\_ ST 8# \_\_\_\_\_  
 Issued ST 8B  New  Used  Wholesale

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

- 1 All reports must be completed in full and signed.
- 2 Reports are due no later than the 20th of the following month.
- 3 A SEPARATE REPORT MUST BE SUBMITTED FOR EACH MONTH. If no sales, enter, "NO SALES"
- 4 Enter each temporary 30-day permit number issued, if applicable.
- 5 The TOTAL NUMBER of sales (vehicles) must be recorded, on the Sales Report Form and the Cover Sheet.
- 6 The TOTAL TAXABLE SALES (excluding wholesale and ST8's) must be recorded.
- 7 For OUT-OF-STATE SALES, enter the customers name and out-of-state address; leave Net Taxable Selling Price, Sales Tax Collected, and ST8# blank.
- 8 **YOUR COVER SHEET must accompany all sales reports (please place on top of reports).**
- 9 You must retain a copy of this report for 5 years.
- 10 You must use FEIN number if available.

## 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**