



915 SW Harrison St  
Topeka KS 66625-2007

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www.ksrevenue.org

Dear Tax Preparer:

As you are aware, the economic recession has created serious revenue shortfalls for Kansas government and that has prompted the Department of Revenue (KDOR) to trim costs to help balance the budget. We no longer have funding to hire temporary employees that help open mail and enter paper returns into our tax system. We also lack funding to print and mail forms in the same manner as we have in the past. This lack of funding has required that we make some tough business decisions; some of which affect you if you are using paper forms to prepare tax returns.

Our primary goal is to produce less paper and promote our electronic filing and payment services. Using an electronic method is the most cost-effective way of getting your clients' returns into our tax system. It's **simple, fast** and **safe!** Last year 67% of individuals and 39% of businesses used an electronic method to file and pay their Kansas tax – which saved thousands of dollars in processing costs for the state of Kansas. With your help we can increase that number and, in turn, increase our state revenues. **Please consider using Kansas WebFile or IRS e-File** to prepare returns for your clients. For more information about our electronic services, visit our web site at: [www.webtax.org](http://www.webtax.org).

If you choose to continue the use of paper in preparing Kansas returns, you may obtain forms from KDOR at a cost to you (see order form on the back of this notice). The amount you pay for the forms and instructions will be used to print and distribute them and process the paper when the returns are filed.

We appreciate your patience and understanding in these tough economic times. Thank you in advance for working with us to help rebuild our economy and put the state of Kansas back on the road to prosperity!

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MAILING ADDRESS: (Complete address information is required. **Do not use a PO Box** – your order can be shipped to a **street** address only.)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Street Address only:** \_\_\_\_\_

City State Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your form request **must include payment**. Orders without payment or the sales tax included in the payment will be returned. **NO refund** will be made for an overpayment amount. Make your check or money order payable to the *Kansas Publication Fee Fund* and mail it, along with this order form and letter (for address information) to the following address:

Publication Fee Fund  
Kansas Department of Revenue  
915 SW Harrison St.  
Topeka, KS 66625-2898

# REQUEST FOR KANSAS TAX FORMS

For Office Use Only

Be sure your correct name and address information is on the back side of this form. **Payment** (including sales tax) **must be included** with this request. Form requests without payment will be returned. No refunds will be issued for overpayment.

Form Number	Form Description	Unit Price	Amount Ordered	Total Price
<b>Individual Income Tax</b>				
K-40	Individual Income Tax & Food Sales Tax Return (set of 25)	\$5.00 / set		
SCH-S	Supplemental Schedule (set of 25)	\$5.00 / set		
K-40V	Individual Income Tax Voucher (set of 25)	\$5.00 / set		
K-40ES	Individual Estimated Tax Voucher (set of 25)	\$5.00 / set		
IP	Individual Income Tax Instructions	\$2.00 / ea.		
<b>Homestead &amp; Low Income Property Tax Relief</b>				
K-40H	Homestead Claim (set of 25)	\$5.00 / set		
K-40PT	Property Tax Relief Claim for Low Income Seniors (set of 25)	\$5.00 / set		
HRP	Homestead & Low Income Property Tax Relief Instructions	\$2.00 / ea.		
<b>Fiduciary Tax</b>				
K-41	Fiduciary Tax Return (set of 25)	\$5.00 / set		
K-18	Fiduciary Report of Nonresident Beneficiary Tax Withheld (set of 25)	\$5.00 / set		
FP	Fiduciary Tax Instructions	\$2.00 / ea.		
<b>Corporate / S-Corporation / Privilege / Franchise Taxes *</b>				
K-120	Corporate Income Tax Return (set of 25)	\$5.00 / set		
K-120S	S Corporation or Partnership Tax Return (set of 25)	\$5.00 / set		
K-130	Privilege Tax Return (set of 25)	\$5.00 / set		
K-150	Franchise Tax Return (set of 25)	\$5.00 / set		
<b>Withholding Tax</b>				
KW-3	Employer's Annual Withholding Tax Return (set of 25)	\$5.00 / set		
KW-3E	Employer's Annual Withholding Tax Return for EFT (set of 25)	\$5.00 / set		
KW-5	Withholding Tax Deposit Report (set of 25)	\$5.00 / set		
KW-7/7S	Nonresident Owner Withholding Return & Schedule (set of 25)	\$5.00 / set		
<b>Sales &amp; Compensating Use Tax</b>				
ST-16	Retailers' Sales Tax Return for single jurisdictions (set of 25)	\$5.00 / set		
ST-16TEL	Sales Tax TeleFile Worksheet & Voucher (set of 25)	\$5.00 / set		
ST-36	Retailers' Sales Tax Return for multiple jurisdictions (set of 25)	\$5.00 / set		
CT-9U	Retailers' Compensating Use Tax Return (set of 25)	\$5.00 / set		
CT-10U	Consumers' Compensating Use Tax Return (set of 25)	\$5.00 / set		
CT-114	Vehicle Lease Retailers' Compensating Use Tax Return (set of 25)	\$5.00 / set		
<b>Return Envelopes</b>				
K-10	Individual Income & Food Sales Tax Envelope (box of 500)	\$35.00 / box		
K-11	Corporate Income Tax Envelope (box of 500)	\$35.00 / box		
K-12	Partnership / S-Corporation Tax Envelope (box of 500)	\$35.00 / box		
K-13	Privilege Tax Envelope (box of 500)	\$35.00 / box		
K-14	Fiduciary Income Tax Envelope (box of 500)	\$35.00 / box		
K-15	Homestead Claim Envelope (box of 500)	\$35.00 / box		
K-16	Franchise Tax Envelope (box of 500)	\$35.00 / box		
K-20	Estimated Tax Envelope (box of 500)	\$35.00 / box		
KW-30	Withholding Tax Envelope (box of 500)	\$35.00 / box		
ST-29C	Sales & Excise Tax Envelope (box of 500)	\$35.00 / box		
Package XK	Reference copies of Kansas Tax Forms and Instructions	\$15.00 / ea.		

\* Instructions for corporate, privilege and franchise tax forms are available on our web site only.

**Subtotal:** \_\_\_\_\_

Forms order will not be processed without sales tax included in the total.    .    % **Sales Tax:** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_