



## KANSAS BALANCE SHEET

A balance sheet listing all assets and liabilities as of the end of the tax year must be included with Form K-150. A federal balance sheet may be submitted, or you may use the following Kansas Balance Sheet.

Assets	Beginning of tax year		End of tax year	
	(a)	(b)	(c)	(d)
1 Cash				
2a Trade notes and accounts receivable				
b Less allowance for bad debts				
3 Inventories				
4 U.S. government obligations				
5 Tax-exempt securities				
6 Other current assets				
7 Loans to shareholders				
8 Mortgage and real estate loans				
9 Other investments				
10a Buildings and other depreciable assets				
b Less accumulated depreciation				
11a Depletable assets				
b Less accumulated depletion				
12 Land (net of any amortization)				
13a Intangible assets (amortizable only)				
b Less accumulated amortization				
14 Other assets				
15 Total assets				
<b>Liabilities</b>				
16 Accounts payable				
17 Mortgages, notes, bonds payable in less than 1 year				
18 Other current liabilities				
19 Loans from shareholders				
20 All nonrecourse loans				
21 Mortgages, notes, bonds payable in 1 year or more				
22 Other liabilities				
23 Capital stock (preferred and common)				
24 Additional paid-in capital				
25 Retained earnings (appropriated and unappropriated)				
26 Adjustments to shareholders' equity				
27 Less cost of treasury stock		(            )		(            )
28 Partners' capital accounts				
29 Total liabilities and shareholders' equity				



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## When to File

**Calendar Year:** If your return is based on a calendar year it must be filed no later than April 15.

**Fiscal Year:** If your return is based on a tax year other than a calendar year it must be filed no later than the 15<sup>th</sup> day of the fourth month following the end of your tax year.

**Amended Returns:** In general, amended returns must be filed with the Department of Revenue within three (3) years of when the original return was filed. If the amended return will result in a refund the amended return must be filed within three (3) years of when the original return was filed, or within two (2) years from the date the tax was paid, whichever is later.

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## Where to File

Use the preaddressed envelope in this tax booklet to mail your tax return. This envelope is designed for use in our automated mail-opening equipment and will expedite the processing of your return. If you are expecting a refund place an "X" in the box on the front of the envelope. If your envelope has been misplaced, mail your return to the following address:

KANSAS FRANCHISE TAX  
KANSAS DEPARTMENT OF REVENUE  
915 SW HARRISON ST.  
TOPEKA, KS 66699-5000

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## If You Need Forms

Kansas tax forms are available from our Taxpayer Assistance Center or by calling our voice mail forms request line at (785) 296-4937 and from our web site at [www.ksrevenue.org](http://www.ksrevenue.org).

**Important:** Due to the sensitivity of the Department's imaging equipment for tax return processing only an original preprinted form or an approved computer-generated version should be filed.

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## Extension of Time to File

If you are unable to complete your Franchise Tax return by the filing deadline you may request an extension of time to file. If you filed federal form 7004 with the Internal Revenue Service for an extension of time, enclose a copy of that form with your completed K-150 return to *automatically receive a six-month extension to file your Franchise return*. If you did not file a federal 7004, you may submit a written explanation with the filing of the completed K-150 return to receive a six-month extension.

An extension of time to file is not an extension of time to pay. However, if an extension of time to file is granted, no penalty will be imposed if 90% of the tax liability is paid on or before the original due date.

To pay the tax balance due for an extension, use the Kansas Franchise Tax Payment Voucher (K-150V) located in this book. Check the box indicating extension payment.

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## Payment of Tax

**Calendar Year:** If your return is based on a calendar year the tax must be paid no later than April 15.

**Fiscal Year:** If your return is based on a tax year other than a calendar year the tax must be paid no later than the 15<sup>th</sup> day of the fourth month following the end of your tax year.

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## Extension of Time to Pay

If you are unable to pay your Franchise Tax when it is due, you may request, in writing, an extension of time for the payment of tax for a reasonable period not to exceed six months. Any extension may exceed six months in the case of a taxpayer who is abroad. Interest accrues at the rate prescribed by K.S.A. 79-2968 during the extension period.

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## Completing Your Return

All applicable lines of Form K-150 must be completed. Be certain to complete all boxes in the Taxpayer Information section of the return.

**The Form K-150 must be accompanied by a balance sheet** listing all assets and liabilities as of the end of the tax year. **A federal balance sheet may be submitted, or the Kansas Balance Sheet on the back of Form K-150 may be used.** In the case of a business trust the balance sheet shall be as of the end of the tax period, certified by the trustee, fairly and truly reflecting the trust assets and liabilities and specifically setting out its corpus. In the case of a foreign business trust the balance sheet shall also fairly and truly reflect an allocation of its moneys and other assets as between those located, used or to be used in Kansas and those located, used or to be used elsewhere.

In addition, Form K-150 must be accompanied by sufficient information to show the allocation and apportionment calculations used in computing the amount of the tax.

# SPECIFIC LINE INSTRUCTIONS

## TAXPAYER INFORMATION

**Beginning and Ending Dates:** Enter the beginning and ending dates of the tax year for the corporation or entity, even if your tax year is a calendar year. Enter the dates as mm/dd/yyyy.

**Name and Address:** Please PRINT or TYPE the entity's name and address. If either the name or address changed since last year, mark an "X" in the name/address change box.

**Additional Information:** Complete all the requested information. Be sure to indicate the type of ownership or form of entity for which you are filing a return.

**Federal Tax Type Used:** Place an "X" on the appropriate line that represents the type of federal tax form used by this entity. If not listed, place an "X" by "Other" and indicate form type. For example, a single entity LLC would indicate "Other" and enter "1040".

## KANSAS PERCENTAGE



*Enter all percentages rounded to the fourth decimal point.*

**LINE 1 – AVERAGE VALUE OF REAL AND TANGIBLE PERSONAL PROPERTY OWNED OR RENTED DURING THE TAXABLE YEAR:** Enter the average value of the corporation's or entity's real and tangible personal property owned or rented in Kansas during the next preceding tax period. Enter the average total value of the corporation's or entity's real and tangible personal property owned or rented everywhere and used during the next preceding tax period. Divide the average value of the corporation's or entity's real and tangible personal property owned or rented in Kansas during the next preceding tax period by the average total value of the corporation's or entity's real and tangible personal property owned or rented everywhere and used during the next preceding tax period.

**LINE 2 – TOTAL PAYROLL:** Enter the total amount of payroll paid by the corporation or entity in Kansas during the next preceding tax period. Enter the total amount of payroll paid everywhere by the corporation or entity during the next preceding tax period. Divide the total amount of payroll paid by the corporation or entity in Kansas during the next preceding tax period by the total amount of compensation paid everywhere by the corporation or entity during the next preceding tax period.

**LINE 3 – SALES:** Enter the total sales of the corporation or entity in Kansas during the next preceding tax period. Enter the total sales of the corporation or entity everywhere during the next preceding tax period. Divide the total sales of the corporation or entity in Kansas during the next preceding tax period by the total sales of the corporation or entity everywhere during the next preceding tax period.

**LINE 4 – AVERAGE PERCENT TO KANSAS:** Add the percentages on lines 1 through 3 and divide by the number of factors used.

## TAX COMPUTATION

**LINE 5 – NET WORTH (TOTAL SHAREHOLDERS EQUITY):** For a corporation, enter the total amount of shareholder's equity. "Shareholder's equity" means the sum of: (1) paid-in capital stock, except that paid-in capital stock does not include any capital stock issued by a corporation and reacquired by such corporation through gift, purchase or otherwise and available for resale or retirement; (2) capital paid in, in excess of par; and (3) retained earnings. This same information should be listed on the corporation's federal income tax return.

For a limited liability company, enter the net book value as calculated on an income tax basis.

For a limited partnership or limited liability partnership, enter the net capital accounts as stated on the federal income tax return.

**LINE 6 – AVERAGE PERCENTAGE:** Enter the average percentage shown on line 4.

**LINE 7 – KANSAS NET WORTH (SHAREHOLDER'S EQUITY ATTRIBUTABLE TO KANSAS):** Multiply line 5 by line 6. Enter the result on line 7.

**LINE 8 – TOTAL KANSAS FRANCHISE TAX:** Multiply line 7 by .125% (.00125). If the result is \$20,000 or less, enter the result on line 8. If the result is more than \$20,000, enter \$20,000 on line 8.

**LINE 9 – AMOUNT PAID WITH EXTENSION:** Enter the amount paid with your extension of time to file.

**LINE 10 – REFUND:** If the amount on line 9 is greater than the total Kansas franchise tax on line 8, subtract line 8 from line 9 and enter the result on line 10. No refund will be made for amounts less than \$5.00. Before mailing, mark an "X" in the refund box on the front of the envelope.

**LINE 11 – TAX DUE:** If the amount on line 8 is greater than the amount paid with extension on line 9, subtract line 9 from line 8 and enter the result on line 11.

**LINE 12 – INTEREST:** Effective for calendar year 2005 - if you paid your Kansas tax after the original due date, compute interest at the rate of .417% per month (or fraction thereof) on the amount on line 8. Enter the result on line 12. Interest is to be computed in whole months.

**LINE 13 – PENALTY:** If you paid your Kansas tax after the original due date, compute penalty at 1% for each month (or fraction thereof) the tax is unpaid on the amount on line 8, up to a maximum of 24%. Enter this amount on line 13.

**LINE 14 – TOTAL TAX, INTEREST AND PENALTY DUE:** Add lines 11, 12 and 13. Enter the result on line 14.

The Department of Revenue offers two different payment options to pay your Kansas Franchise Tax:

**Direct Payment.** This payment option is available if you WebFile. It is not available if you file a paper Form K-150 return. When you select Direct Payment and provide your bank routing number and bank account number, you are authorizing the Department to initiate an electronic payment from your bank account for payment of your balance due.

Direct Payment allows you to “file now, pay later”. For example, if you file your return on February 20 and elect Direct Payment for a return due April 15<sup>th</sup>, our automated debit request will not occur until the April 15<sup>th</sup> due date.

With Direct Payment you are also assured that your payment is made on time. Direct Payment authorizations on returns filed by midnight of their due date are considered to be timely paid.

Direct payment saves time since there is no check to write and no K-150V voucher to complete and mail. If you need to revoke your election of this payment authorization you must notify the Department at 1-800-525-3901 by 4:00 PM two business days before the scheduled payment date.

Before deciding to use Direct Payment please check with your financial institution to be sure they allow an electronic debit (withdrawal) from your bank account.

Check or Money Order. If you chose this payment option you must complete Form K-150V, Franchise Tax Voucher, and enclose it with your return and payment. Write your

EIN number on your check or money order and make it payable to “Kansas Franchise Tax”. DO NOT send cash. DO NOT staple or tape your payment to the Form K-150 or K-150V. Instead, enclose it loosely with your return. A balance due of less than \$5.00 does not need to be paid.

Returned check charge: A fee of \$30.00, plus costs for a registered letter (approximately \$8.00), is charged on all returned checks.

## SIGNATURE AND VERIFICATION

The return filed for a corporation must be signed and sworn to by the president, vice president, or other principal officer of the corporation. The return filed for a limited liability partnership must be signed by a partner of the limited liability partnership. The return filed for a limited liability company must be signed by a member of the limited liability company.

Any person or persons who prepares the return for compensation must sign the return.

# EFT and ONLINE PAYMENTS

## How & When to Apply to Use EFT

The easiest way to **file and pay** Kansas Franchise Tax is through our Online Business Center at [www.webtax.org](http://www.webtax.org). With this system you can also make **electronic payments** for most business tax types such as, Withholding Tax, Privilege Tax, Corporate Income Tax, or Corporate Estimate Tax. All you need to get started in the Online Business Center is your personal identification numbers (PINs) that are assigned for each tax type. Please call our Electronic Services staff at 1-800-525-3901 for your PIN assignment(s).

Alternative electronic payment methods will require you to submit the EF-101, Authorization for Electronic Funds Transfer. We will need this form if you decide to pay electronically as an ACH Credit, or if you choose to initiate your payment through our touch-tone telephone service. The EF-101 is available on our website or you can request it from our office by calling the number above.

## More Online Options

The Online Business Center simplifies your Kansas business tax payments by having all of your tax accounts available in one “easy to access” location at [www.webtax.org](http://www.webtax.org). The first time you use the Online Business Center, you will initiate your payment with your nine-digit federal Employer Identification Number (EIN), or license number and your seven-digit Personal Identification Number (PIN). After your initial payment, you will no longer be required to enter the specific PIN that relates to each tax type. Instead, you will access the Online Business Center by entering a user name and password created by you.

You are also able to file your Kansas Retailers’ Sales and Use Tax returns in the secure environment of our new online tax management system. If you compile your sales and use reporting information in a computer-based spreadsheet, the Online Business Center allows the capability to upload your reporting data in an easy-to-format file from your desktop folder to the online application. Otherwise, you can manually enter your information, saving and storing it until the time you are ready to submit your completed tax return.

**Please visit us at  
[www.webtax.org](http://www.webtax.org)  
for the most  
up-to-date electronic  
information.**



State of Kansas  
Department of Revenue  
Docking State Office Building, 915 SW Harrison St.  
Topeka, KS 66612-1588

PRSR STD  
U.S. POSTAGE  
**PAID**  
KANSAS DEPT.  
OF REVENUE



## Taxpayer Assistance

### **BY PHONE**

If you have a question about completing your Kansas Franchise Tax return, call 785-368-8222 to speak with a customer representative.

If you prefer, you may fax information to 785-291-3614.

TTY Users  
Telecommunications  
Device for the Deaf  
785-296-6461



### **IN PERSON**

Personal assistance to complete your return is also available at the following location:

Taxpayer Assistance Center  
Docking State Office Building - 1st floor  
915 SW Harrison Street  
Topeka, KS 66625-2007

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **REQUEST FOR TAX FORMS - 785-296-4937**

Tax forms are available at most city and county clerk offices, banks, libraries, and other places of convenience. To obtain forms by mail, contact the Kansas Department of Revenue voice mail system at 785-296-4937. You will be asked to give your name, address, telephone number, and form(s) you desire. Please allow about two weeks for delivery of your form(s). Tax forms can also be found on the Department of Revenue's web site at [www.ksrevenue.org](http://www.ksrevenue.org).