



KANSAS

Sales Tax TeleFile

Worksheet and Instructions

Welcome to TeleFile!

FILE AND PAY BY TOUCH-TONE PHONE!
24 HOURS A DAY, 7 DAYS A WEEK!
FILE TODAY AND PAY LATER!

TeleFile is the fast, friendly and free way to file and pay your Retailers' Sales Tax. All you need is a touch-tone phone and this packet.

You can TeleFile your return if you meet the following criteria:

- You are filing for a single business location.
You have a touch-tone phone.
- You are not required to make estimated tax payments.

Your Kansas Retailers' Sales Tax is due on the 25th day of the month following the end of your filing period.





*If you prefer to file your taxes using a computer, try **KS WebTax!***



KS WebTax, a quick, easy, smart way to get your Business Taxes where you want them to be-DONE! Visit www.webtax.org to log-in.

SALES TAX TELEFILE INSTRUCTIONS

BEFORE YOU CALL

-  If your packet contains pre-printed information, does the information exactly match your business name, current address, and period end date? If any information is different, contact the Department of Revenue. (See taxpayer assistance numbers below.)
-  Complete the white boxes on the front and back of the TeleFile Worksheet (ST-16TEL) including deductions.
-  Complete the banking information if you are a first time TeleFiler **or** if there are changes to your banking information and you elect to use ACH Debit method.
-  Has your business location changed during the filing period in which you are filing? If so, you must contact the Department of Revenue. (See taxpayer assistance numbers below.)

YOUR PAYMENT OPTIONS

EFT (Electronic Funds Transfer) - ACH Debit or ACH Credit: You may elect to remit electronically instead of mailing in your payment. With *ACH Debit*, TeleFile will prompt you to enter your bank routing information. The information is retained in our database so you will not enter it again unless your financial institution or account changes. If you choose to remit using the ACH Credit method, TeleFile will prompt you with directions for completing your payment transaction. Contact the Kansas Department of Revenue for instructions prior to making your first payment.

If you file before the due date you may choose to “warehouse” your payment, which means that your EFT payment will not be initiated until the 25th of the month for timely settlement to the Department of Revenue. If the 25th of the month falls on a weekend or bank holiday, your payment will be timely initiated on the first available business day.

Credit Card: This service is available on the Internet through Official Payment Corporation (OPC), a third party vendor. OPC accepts VISA, MasterCard, Discover and American Express and charges a service fee. Rules regarding credit card transactions and how to sign up are available at the vendors web site: www.officialpayments.com.

Check or Money Order: If you choose to mail your payment rather than use EFT, you will need to complete a voucher (ST-TEL) and enclose it with your check or money order. *To save postage and time, you are encouraged to use one of the EFT methods of payment.*

Due Date for Returns and Payments: To avoid penalty and interest charges, your return must be filed and payment made by the 25th day of the month following your filing period.

Penalty and Interest: Penalty will be computed at the rate of 1% per month on the balance due with a maximum penalty not to exceed 24% (maximum 10% penalty on field audits). Information regarding the current or prior interest rates can be obtained from our web site: www.ksrevenue.org.

WHAT TO EXPECT DURING YOUR CALL

- Use the keypads of your touch-tone phone to enter the information from your completed TeleFile Worksheet. TeleFile will use the information you enter to calculate your Kansas Retailers’ Sales Tax.
- When entering a date you must enter the 2-digit month, 2-digit day and 2-digit year. For example, December 2003 must be entered as 123103.
- If you have a **temporary number** instead of a federal EIN, and your temporary number contains either a letter K or letter A, substitute the following numbers for the letter: Press “5” for the letter “K” and press “2” for the letter “A.”
- You **must enter both dollars and cents** for each financial entry. For example \$54.00 should be entered as 5400.
- TeleFile will calculate your tax and provide information for the shaded boxes on the TeleFile Worksheet (ST-16TEL). Enter the information given by TeleFile in the appropriate shaded boxes.
- At the end of the call you will be asked to confirm that the information provided is true and correct.



CAUTION: Do not hang up until TeleFile gives you a 12-digit confirmation number. If you hang up before you are given a confirmation number, your return will not be filed and your payment will not be processed.

TAXPAYER ASSISTANCE

If you have a question about completing your return, call 785-368-8222. If you prefer you may fax your question to 785-291-3614. Office hours are 8:00 AM to 5:00 PM, Monday through Friday.

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



4. TeleFile will calculate your **net sales**. Enter the amount in the shaded box
5. TeleFile will calculate your **net tax**. Enter the amount in the shaded box
Press to hear the amount again or press to continue.
6. If applicable, enter the amount of the **credit memo** received from the Department of Revenue. **If you are filing an amended return**, enter the total amount previously paid for the filing period you are reporting. If none, enter zero
7. TeleFile will calculate the **total due**. Enter the amount in the shaded box
Press to hear the amount again or press to continue.

BANKING INFORMATION

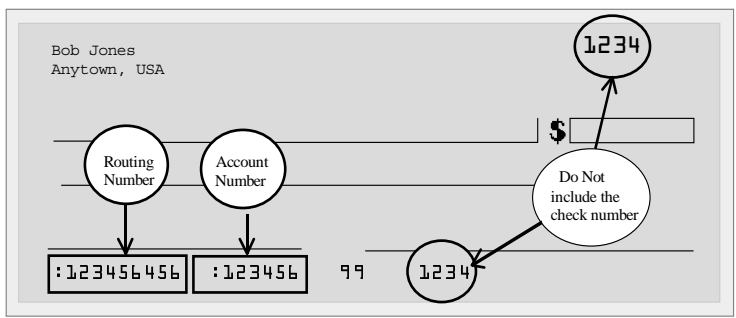
If you are a first time user for the ACH Debit Method of payment or need to change your banking information, complete this section and be prepared to enter the bank account and routing numbers. (Note: The information you provide here is the same information reflected on your check.) After you have provided your banking information to the Department of Revenue, it will be stored in our database and you will not need to enter it again.

Check the type of **bank account** you will be paying from: Checking Press Savings Press

Enter your **account number**

Enter your nine-digit **routing number**

The example to the right shows where you can obtain the account number and routing number from your check.



TeleFile will give you the amount that will be debited from your account and remitted to the Department of Revenue. Enter the amount in the shaded box

To acknowledge that payment will be deducted from your account on the 25th, press . If you prefer to use the next business day rule and have your payment deducted the day after you TeleFile, press .



DO NOT HANG UP UNTIL YOU RECEIVE YOUR CONFIRMATION NUMBER

TeleFile will give you a 12-digit **confirmation number**. Enter the number in the shaded boxes. (REMINDER: If you hang up before you receive your confirmation number, your return will not be filed and your payment will not be processed)

Press to hear your confirmation number again or press to continue.

Enter the date you TeleFiled your return

You are now ready to TeleFile. Dial 1-877-317-5639. This is a toll free call.

DO NOT MAIL YOUR TELEFILE WORKSHEET - KEEP IT FOR YOUR RECORDS

INSTRUCTIONS FOR COMPLETING THE ST-TEL PAYMENT VOUCHER

Print your business name and address in the space provided.

Enter your tax account number in the space provided.

Enter the period beginning date for the return you are TeleFiling. For example, when filing for the month of September 2004 enter **090104**.

Enter the period ending date for the return you are TeleFiling. For example, when filing for the month of September 2004, enter **093004**.

Enter the tax due amount as indicated on line 7 of your TeleFile Worksheet.

Enter the amount of payment in the space provided.

Write your Tax Account Number on your check or money order and make payable to Retailers' Sales Tax. Send your payment to: Kansas Department of Revenue, 915 SW Harrison St., Topeka, KS 66625-5000.