



State of Kansas
Department of Revenue
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Web Filing for Business Walk-Through

What is WebTax?

KS WebTax is a secure, easy and convenient way to manage business tax accounts. Businesses can make electronic payments, file Sales, Use or Franchise tax returns and view online activity. KS WebTax simplifies your accounting process by having everything available in one easy-to-access location.

KS WebTax is available on the Internet at www.webtax.org. This page displays a number of filing options for personal, vehicle and business purposes. Click 'File Business Taxes On-Line' under the business section to access the KS WebTax main page. ->



Sign In

From the KS WebTax entry page, click the "Continue on to the sign-in page" to enter the system.

Registration

You must have a User ID and Password before you can use KS WebTax. To establish a new User ID, click the "Register Now" and continue to the registration page.

Registration Form

Completing the registration form allows you to set up an on-line business profile in the WebTax system. Your contact information will not be shared outside of the Kansas Department of Revenue (KDOR) but will be used to contact you should questions arise or if there is important information to be shared. You define your User ID and Password.

If you forget your User ID or Password and need assistance logging into WebTax, you may call Electronic Services at 1-800-525-3901. The KDOR representative will ask you your security question for verification.

At the bottom of the registration form, you can specify how you intend to use WebTax and if you would like to be notified when certain actions occur.

Once you complete the registration form, click the "Continue" button to go to the confirmation page. If all the information is correct, click the "Register" button on the confirmation screen. You are now ready to add tax accounts to your newly established WebTax profile.

Select Tax Jurisdictions (Part III)

The first screen of the report is generated using the information you specified. If you opted to “Remember Prior Period Jurisdiction Codes,” those



jurisdictions will appear in the list. →

← The next step is to identify sales tax jurisdictions for the reporting period.

To add or change a jurisdiction, click the “Add Jurisdiction” button

at the bottom of the screen. Using the lookup tool, enter enough information to identify the correct jurisdictions.

By selecting the “Return All Jurisdictions” option in the lookup tool, → you can select the appropriate areas from a list. Once you completed your selection, click the “Add Selected” button at the bottom of the list to add the jurisdictions. Jurisdictions can be removed by clicking the “delete” link on the jurisdiction report page (Part III) discussed above.



Enter Sales Amounts

You are now ready to input the sales information in the tax return. Enter the amount collected for each jurisdiction on the appropriate line. ↓



Once you have completed adding your information, click the “Continue” button to move to the next part of the form.

Note: The system will time out in approximately 10 minutes with no screen activity. If you are working with a long list of entries, click the “Calculate” button periodically to compute a total and keep the system from timing out.

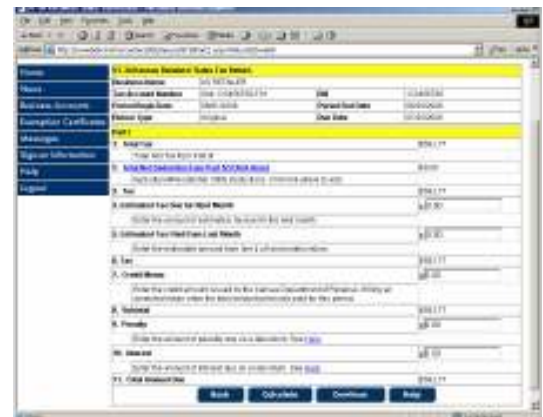


Enter Deductions (Part II)

Deductions entered in this section should match the total entered in ↗ Part III under the non-utility deductions. After you have entered applicable deductions, click “Calculate” to update the total. Click “Continue” to go to the adjustments page.

Adjustments (Part I)

Now that you have determined your total taxes you can specify any adjustments that need to be made to the report. Estimated tax information, credit memos, and penalties and interest amounts are entered here. If amending a return, Enter applicable adjustments and click “Calculate” to update the total. Click “Continue” to advance to the payment page. →

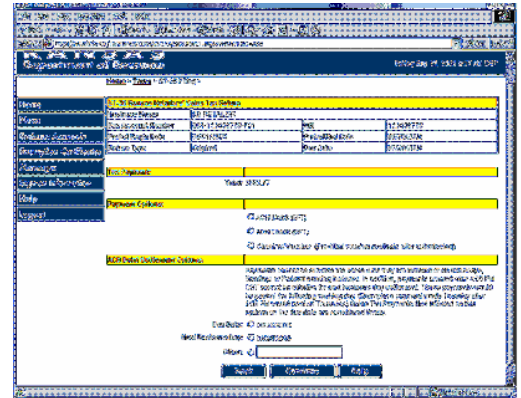


Payment Options

If you entered banking information as described earlier, the payment page will appear as displayed here. →

If you did not enter banking information, there will be additional information and options listed on this page allowing you to input transaction information before filing the report.

Select “ACH Debit” if you would like KDOR to initiate the financial transaction. If you select this option, you must specify the date you want the transaction to occur. If you select “ACH Credit,” you will have to initiate the transaction with your bank. Select the third option if you choose to pay by paper check.



Click “Continue” to advance to the summary screen.

Summary Page

The final step in the “Filing a Return” process is to review the return for accuracy. Once you are satisfied the information is correct, click the “Submit Return” button to complete the process. →

The next page contains the summary along with transaction and confirmation information. You also have the option of viewing a printable version of the return by clicking the “View Printable Return” link. ↓

[View Printable Return](#)

ST-36 Kansas Retailers' Sales Tax Return			
Business Name	KS RETAILER		
Tax Account Number	004-123456789-F01	FEIN	123456789
Tax Period Begin Date	09/01/2006	Tax Period End Date	09/30/2006
Return Type	Original	Payment Due Date	10/25/2006
Confirmation Number	6272-6023-7404	Electronic Postmark Date	9/29/2006 11:58:23 AM
Payment Type	Other	View Voucher in new window	

Home > Taxes > ST-36 Filing >

After review, click "Submit Return" to file, or click "Back" to make modifications.

ST-36 Kansas Retailers' Sales Tax Return							
Business Name	KS RETAILER	FEIN	123456789				
Tax Account Number	004-123456789-F01	Tax Period End Date	09/30/2006				
Tax Period Begin Date	09/01/2006	Payment Due Date	07/25/2006				
Return Type	Original						
Payment Type	ACH Debit						
Part 1							
1. Total Tax		\$582.77					
2. Total Net Deduction from Part IV (if applicable)		\$0.00					
3. Tax		\$582.77					
4. Estimated Tax Due for Next Month		\$0.00					
5. Estimated Tax Paid from Last Month		\$0.00					
6. Tax		\$582.77					
7. Credit Memo		\$0.00					
8. Subtotal		\$582.77					
9. Penalty		\$0.00					
10. Interest		\$0.00					
11. Total Amount Due		\$582.77					
Part 2							
A. Sales to other retailers for resale		\$0.00					
B. Returned goods, discounts, allowances and trade-ins		\$0.00					
C. Sales to U.S. government, State of Kansas, & Kansas political subdivision		\$0.00					
D. Sales of ingredient or component parts of tangible personal property produced		\$0.00					
E. Sales of items consumed in the production of tangible personal property		\$0.00					
F. Sales to nonprofit hospitals or nonprofit blood banks, tissue or organ bank		\$0.00					
G. Sales to nonprofit education institutions		\$0.00					
H. Sales to qualifying Sales Tax exempt religious and nonprofit organizations		\$0.00					
I. Sales of farm equipment and machinery		\$0.00					
J. Sales of manufacturing machinery and equipment		\$0.00					
K. Sales of alcoholic beverages		\$0.00					
L. Non-taxable labor services, original construction and residential remodeling		\$0.00					
M. Deliveries outside of Kansas		\$0.00					
N. Other allowable deductions		\$0.00					
O. Total Deductions		\$0.00					
Part 3							
Taxing Jurisdiction	Jurisdiction Code	Gross Sales	Merchandise Consumed By You	Part II (Non-Liability) Deductions	Net Sales	Tax Rate	Net Tax
Auburn/Shawnee	AUBSN	\$2,362.25	\$0.00	\$0.00	\$2,362.25	7.20%	\$170.08
Horton/Jackson	HOLJA	\$456.35	\$0.00	\$0.00	\$456.35	6.55%	\$29.89
Rossville/Shawnee	ROSSN	\$568.23	\$0.00	\$0.00	\$568.23	7.20%	\$40.91
Silver Lake/Shawnee	SILSN	\$215.52	\$0.00	\$0.00	\$215.52	6.20%	\$13.36
Topeka/Shawnee	TOPSN	\$4,562.89	\$0.00	\$0.00	\$4,562.89	7.20%	\$328.93

[Back](#) [Submit Return](#) [Help](#)

There will be a link in the “Payment Type” line with summary information about how payment is to be made. If you selected the “Check w/ Voucher” payment option, you can click the “View Voucher in New Window” link to view a completed PDF version of the voucher. Print off the voucher and send payment to KDOR.

Your return has been successfully filed!

Account History

A complete history of electronic filed returns and payments is stored in WebTax. To view the account history, click on the “View Account History” link on the account management screen. →

Note: You cannot edit any of the returns from the account history. To do so you must complete an amended return. Select “File a Return” from the account management window then select “Amended Return” as the return type to complete this process.

Need Help?

At the bottom of each WebTax screen is a “Help” button with information specific to the page you are on. If the information in the online help is not enough to answer your question, please contact Electronic Services at 1-800-525-3901 for assistance.