

Information Guide

Identifying Information: Graphic Design Services Self-Audit Fact Sheet
Tax Type: Kansas Retailers' Sales Tax
Brief Description: Graphic Design Services Self-Audit Fact Sheet
Keywords:
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Body:

KANSAS DEPARTMENT OF REVENUE
AUDIT SERVICES
GRAPHIC DESIGN SERVICES SELF-AUDIT FACT SHEET

Graphic Design Services	
<i>Purchases by Graphic Design Services</i>	
<i>The taxability of purchases of tangible personal property and labor services by Graphic Design service providers is summarized below. Sales tax should be paid to the vender or accrued and paid directly to the</i>	
<i>State of Kansas. A properly completed exemption certificate should be provided to your vendor for all purchases made without tax.</i>	
Furniture and fixtures, including but not limited to: desks, lamps, tables, chairs, shelving, plants, planters, artwork, signs	Taxable
Copiers, printers, and fax machines	Taxable
Laptop & desktop computers	Taxable
Cameras of any type, calculators, printers and other similar equipment	Taxable
Promotional brochures, and advertising booklets	Taxable
Software & software upgrades and labor services to modify, alter, update or maintain software.	Taxable
Customized software, software upgrades and labor services to modify, alter, update or maintain customized software - "customized" software = software originally developed for a single end user.	Taxable on and after July 1, 2002 through December 31, 2004 - Exempt all other periods

Newspaper and magazine subscriptions, reference books and materials, forms, printed matter (including promotional brochures, etc.), business cards, notepads	Taxable
Lease or rental of any tangible personal property - copier, fax	Taxable
Security cameras and other security equipment	Taxable
Office utilities	Taxable
Advertising in newspapers, radio, television, etc	Exempt
Promotional items including but not limited to: calendars, mugs and items of clothing	Taxable
Complimentary items such as balloons, stickers, pens and candy	Taxable
Complimentary bottled water, soft drinks, coffee, creamer, sugar, cups and stir sticks	Taxable
Shredding services	Exempt
Cleaning services, plant watering and care	Exempt
Trash removal	Exempt
Continuing Education courses	Exempt
Repair and remodeling labor services to real estate	Taxable
Labor services on original construction of new building or facility	Exempt
Parts and labor services of repairing, servicing, altering or maintaining tangible personal property, such as computers, printers, copiers, security equipment, etc.	Taxable
Warranty or service agreements for tangible personal property such as, computers, printers, copiers, security equipment, etc.	Taxable
Professional services such as legal or accounting services	Exempt
Office and art supplies such as paper, pens, pencils, markers, paints, poster board, glue easels etc	Taxable

Sales by Graphic Design Services

The taxability of sales of tangible personal property and labor services by Graphic Design service providers

is summarized below. The applicable sales tax must be collected unless the purchaser provides a proper

exemption certificate.

Consulting	Exempt
Art Direction (supervision of work-in-process)	Exempt
Design	Exempt
Illustrations (finished visual images or graphics)	Taxable

Labor services for installing or maintaining tangible personal property at a residence or commercial property	Taxable
Furnishings including but not limited to: furniture, carpeting, rugs, wall coverings, artwork, plants, pillows, accessories, lighting equipment, picture framing, etc.	Taxable
Labor services on real property: (Note: To calculate the taxable portion of a job use the following formula; Gross sales, Less Subcontractors, Less taxed job materials = total labor)	
Total labor for improvement to real property at a residence	Exempt
Total labor for improvement to real property at a commercial location	Taxable

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