

KANSAS DEPARTMENT OF REVENUE
SPECIAL EVENT SALES TAX REMITTANCE RETURN

KANSAS Retailers' *Special Event* Sales Tax Remittance Instructions

This return is intended for special event vendors who sell 4 or fewer times in Kansas yearly. Do not use this form if you have a Kansas sales tax number in your business name. File on-line using that number.

HELPFUL INFORMATION FOR COMPLIANCE

- Most Kansas vendors, *including nonprofit groups*, are required to collect and remit sales tax.
- **You must file a return even if there were no taxable sales.**
- Sales tax is due immediately after the conclusion of each event.
- If you have sales from other sources, obtain a sales tax account number and certificate by registering your business with the Kansas Department of Revenue (KDOR) at www.ksrevenue.org.
- For assistance, contact KDOR at kdor_special.events@ks.gov or call 785-207-1572 in the Metropolitan Assistance Center territory (green on the special events region map), 785-207-4972 in Wichita Assistance Center territory (blue on the special events region map).
- Special Event Regions map can be found at: <http://www.ksrevenue.org/pdf/specialEventsMap.pdf>
- For more information about special events, tax bracket cards and forms go to www.ksrevenue.org.
- Write the name of the event for which you are remitting sales tax on your check or money order.
- Keep a copy of this completed form for your records.

SPECIAL EVENT SALES TAX REMITTANCE RETURN

| EVENT INFORMATION | SALES AND TAX DUE | PERSONAL INFORMATION |
|--------------------------|---|------------------------|
| EVENT NAME: | GROSS RECEIPTS: | YOUR NAME: |
| EVENT NUMBER (IF KNOWN): | MERCHANDISE CONSUMED: | BUSINESS NAME: |
| EVENT DATE: | NET SALES: (Gross receipts + merchandise consumed) | ADDRESS: |
| EVENT LOCATION – CITY: | TAX RATE: | CITY, STATE, ZIP CODE: |
| EVENT LOCATION – COUNTY: | TAX DUE: (Net Sales X Tax Rate) | SIGNATURE: |
| | PAYMENT AMOUNT: | DATE: |

Make check or money order payable to “Retailers’ Sales Tax”

MAIL COMPLETED FORM with PAYMENT TO:
 KDOR SPECIAL EVENTS
 7600 W 119th St. Suite A
 Overland Park, KS 66213-1106