



Nick Jordan, Secretary
 Steve Stotts, Director

Kansas Department of Revenue

Sam Brownback, Governor

KANSAS Retailers' *Special Event* Sales Tax Remittance Instructions

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

HELPFUL INFORMATION FOR COMPLIANCE

- Most Kansas vendors, *including not-for-profit 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@kdor.ks.gov or call 913-631-0296 Ext 202 or 211 in Kansas City territory or 316-337-6167 in Wichita territory.
- Special Event territory 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
 13420 W 62ND TER
 SHAWNEE, KS 66216-1782