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NEW FILING REQUIREMENTS FOR YOUR RETAILERS' SALES, COMPENSATING USE, and WITHHOLDING TAX

In accordance with Senate Bill 430 passed by the 2010 Kansas Legislature and subsequently signed into law by the Governor, businesses will be **required to submit Retailers' Sales, Compensating Use taxes**, and **Withholding Tax** returns **electronically**. **This new law takes effect July 1, 2010.** To ensure a smooth transition for Kansas businesses the Kansas Department of Revenue (KDOR) will continue to provide personalized paper forms as needed through **September 30, 2010**. **PLEASE NOTE: After September 30, KDOR will no longer have paper forms available for distribution.** If you have questions about this new law, please contact our office at the address or phone number shown above.

Kansas offers several electronic filing solutions. You can use **WebTax for online filing** and payment for most business tax accounts. First, create a user login ID and select a password then attach your business tax accounts. Each tax account has a unique Personal Identification Number (PIN) that only needs to be entered once. This PIN binds your account to your login ID. For future filings, you simply log into your account using your self-selected user login and password. A history of all returns filed or payments made is retained in WebTax.

You can also use the **telephone to file** returns and make payments for several tax accounts. Like WebTax, you will need a PIN to access the correct tax account. The telephone option requires that you use this PIN each time you file or make payment.

For your **PIN assignment**, call our Taxpayer Assistance line at **785-368-8222** and press 5. If you prefer you may send your request via email to **eservices@kdor.state.ks.us**.

Electronic tax payments must be made on or before the due date. Using the WebTax system, you can have your tax payment electronically debited from your bank account (ACH Debit). You may choose to initiate your tax payment through your bank (ACH Credit). Credit card payments are also accepted through third-party vendors. Visit our web site at **webtax.org** for a current list of vendors and their services.

The **online WebTax** application and the **telephone filing** options are **simple, safe, and FREE** and conveniently available 24 hours a day, 7 days a week. You also receive immediate confirmation that your return is filed.

Refer to your tax type in the table on the back of this notice to find the electronic filing options available to you.

ELECTRONIC FILE and PAY OPTIONS

For assistance with filing your return or making your payment electronically, contact our **Electronic Services** staff at **1-800-525-3901**. If in Topeka, call 296-6993. You may also e-mail Electronic Services at: eservices@kdor.state.ks.us

Retailers' Sales and Compensating Use Tax

ELECTRONIC OPTIONS	PROGRAM DESCRIPTION	FORM TYPES ACCEPTED	REQUIREMENTS	GETTING STARTED
ONLINE webtax.org	Use WebTax to file <u>single</u> and <u>multiple jurisdiction</u> sales and use tax returns. WebTax allows filers to upload jurisdictions and tax payments directly into returns. Users can also copy jurisdiction information from previous returns into their current return saving time and improving accuracy.	<ul style="list-style-type: none"> ▪ ST-16 ▪ ST-36 ▪ CT-9U ▪ CT-10U 	<ul style="list-style-type: none"> ▪ Internet access ▪ Access Code(s) ▪ EIN ▪ EF-101 form (ACH Credit Payments) 	<ul style="list-style-type: none"> ➤ Go to webtax.org and click the "Use WebTax Now" button. ➤ Create a user login and select a password. ➤ Contact KDOR for your access code. ➤ Connect your tax account to your login and begin filing.
BY PHONE 1-877-317-5639	This TeleFile system can be used to file <u>single jurisdiction</u> sales tax returns. Using a touch-tone phone, tax information is entered from a completed worksheet into the TeleFile system. Your assigned access code and federal Employer Identification Number (EIN) remains the same for each filing period. Beginning in January 2011, annual <u>multi-jurisdiction</u> sales and use tax filers reporting zero sales will be able to use TeleFile.	<ul style="list-style-type: none"> ▪ ST-16 <p>With zero sales:</p> <ul style="list-style-type: none"> • ST-36 • CT-9U • CT-10U 	<ul style="list-style-type: none"> ▪ Touch-tone telephone ▪ TeleFile worksheet ▪ Access Code(s) ▪ EIN 	<ul style="list-style-type: none"> ➤ Complete a TeleFile worksheet. You may download it from our web site at ksrevenue.org/pdf/forms/st16tel.pdf or you may make copies of your current worksheet to use for filing future periods. ➤ Contact KDOR for your access code. ➤ Call 1-877-317-5639 and use your access code and your federal EIN to access the TeleFile system. Using the keypads of your touch-tone phone, enter the information from your worksheet.

Withholding Tax

ELECTRONIC OPTIONS	PROGRAM DESCRIPTION	FORM TYPES ACCEPTED	REQUIREMENTS	GETTING STARTED
ONLINE webtax.org	KW-5 Deposit Reports can be made using the WebTax application. After connecting to your Withholding account, simply click the "Make an EFT Payment" link to complete your filing and payment. WebTax also allows you to file your KW-3 Annual Withholding Tax return and W-2/1099 Withholding Reports electronically. A Form EF-101 , Authorization for Electronic Funds Transfer, must be completed for ACH Credit* before using the EFT payment method. This form is available on our web site at: ksrevenue.org	<ul style="list-style-type: none"> ▪ KW-3 ▪ KW-5 ▪ W-2 ▪ 1099 	<ul style="list-style-type: none"> ▪ Internet access ▪ Access Code(s) ▪ EIN ▪ EF-101 form (ACH Credit Payments) 	<ul style="list-style-type: none"> ➤ Go to webtax.org and click the "Use WebTax Now" button. ➤ Create a user login and select a password. ➤ Contact KDOR for your access code. ➤ Connect your tax account to your login and begin filing. ➤ Go online and complete a Form EF-101 (ACH Credit* payers only).
BY PHONE 1-877-600-5640	A KW-5 return with payment can be made through the EFT payments telephone system. A Form EF-101 , Authorization for Electronic Funds Transfer, must be submitted for ACH Debit* before using the EFT payment method. This form is available on our web site at: ksrevenue.org	<ul style="list-style-type: none"> ▪ KW-5 	<ul style="list-style-type: none"> ▪ Touch-tone telephone ▪ Access Code(s) ▪ EIN ▪ EF-101 form (ACH Credit Payments) 	<ul style="list-style-type: none"> ➤ Go online and complete a Form EF-101. ➤ Contact KDOR for your access code. ➤ Call 1-877-600-5640 and use your access code and your federal EIN to access the EFT Payments system. Using the keypads of your touch-tone phone, follow the phone prompts to complete your payment and submit your return.

* **ACH Debit:** Kansas Department of Revenue debits the tax payment from your bank account. **ACH Credit:** You initiate a tax payment through your bank.