How to register to enter a catered event online

The steps below provide a guide for Kansas caterers who possess a state issued liquor license to register catered events if required.

Caterers are <u>not</u> required to register catered events for weddings, funerals, events sponsored by religious institutions or for business, industry or trade sponsored meetings including awards presentations and retirement celebrations.

- 1. Navigate to <u>http://ksrevenue.gov</u>
- 2. Look in the top right hand corner for sign in area. Click **Log in** or **Register Now**. Note – this is the same place you log in to pay your taxes online.

Kansas							Custor	arger Font Smaller For ner Service Cente ster Now Log In	
Department of Revenue Home Personal Tax	Business Tax	Vehicles	Online Services	Forms	Contact Us	Divisions	Media	Miscellaneous	

3. Log in by entering your email address and password. Then use the **Sign In** button.

Kansas Department of Revenue							C	Custo	mer Service Cen	ter
Home Pr	ersonal Tax +	Business Tax +	Vehicles -	E-Services +	Forms +	Contact Us +	Divisions +	Media +	Miscellaneous +	
Kansas Department of Revenue Customer Service Center										
Login Page										
Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts. If you are accessing our site for the first time, select the "Register Now" button below.										
Email Address The email address you used when registering.										
Password Between 6 and 12 characters. Passwords are case sensitive. Formal voir password2 Sign In Register Now Need Help2 Contact Us.										

4. Click on **Accounts** in the yellow area below.

Kansas	Customer Service Center
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5. Click the **Manage Account*** link on your Liquor Drink Account Type row.

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Account Listin	ng er a New account to this login.						Search:
Account	0 Name		* Secondary Nar	ne	Filing Frequency	Account Type	Manage Manage
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1.	0 .				Monthly	Liquor Drink	Manage Account

Filing Frequency

Account Type

Secondary Name *If you do not see your Liquor Drink Account listed, click on the blue button labeled Add an Existing or Register a New account to this login. Please dial 785-296-6993 to obtain your Access Code. You will need to provide your Liquor License number to the Electronic Services representative in order to retrieve your Access Code.

Once you have received your access code, enter the Identification Number (your 9 digit EIN) and the Access Code (provided by Electronic Services). Click Continue and then Save. This will link your account to the Accounts screen.

6. Under the Account Management Section for your Liquor Drink Account type, you will find Register or View Catered Event**

Kansas			Customer Service Center
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Kansas Department of Revenue Custome Contact our Electronic Services support staff at 785-296-6993 if you have questic Account Information			n s to This Account" at the bottom of the screen to remove this account from your profile.
Account Number 1			
Business Name D			
Account Type Liquor			
Filing Frequency Monthle	y		
Bank Account Information This bank information is saved for use by this account. You may add additional bi	ank accounts to choose between when y	ou are making payments. Remov	ing a bank account will not remove it from payments that have already been made.
You have no banking information on record for this account with the Kansas De	partment of Revenue		
Add Additional Add Additional	Bank Account Information		
File a Liguor Drink Return	Includes EFT Payment Option		
Register or View Catered Event			
View Account History	View On-line Payments and Filed Ret	urns	
Manage Access to This Account	View/Remove who has Access to this	Account	
	and the		

If you do not have the **Register or View Catered Event option please contact Electronic Services at 785-296-6993 to request the Catered Event option be added to your existing Liquor Drink account type.