

Medical/Vision Unit  
300 SW 29<sup>th</sup> Street  
PO Box 2188  
Topeka KS 66601-2188  
Mark Burghart, Secretary



Phone: 785-368-8971  
Fax: 785-296-5857  
www.ksrevenue.org  
Laura Kelly, Governor

### FEIN Request Form

To add your school to the Driver's Education Instructor Portal, we either need your business's FEIN (Federal Employee Identification Number) or if your business does not have a FEIN number, please provide the Social Security Number of the owner of the driving school.

Please complete and return this form with the required information for the creation of your account.

You may either fax this form to (785) 296-5857 or scan and email the attachment to the following address: [KDOR\\_Medical.VisionUnit@ks.gov](mailto:KDOR_Medical.VisionUnit@ks.gov)

School Name (including USD#)/DBA Name:

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School FEIN/SSN:

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Address:

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Address:

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City, State, Zip:

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Email Address of Primary Account Holder:

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Thank you in advance for your cooperation. If you have further questions regarding this processes or need assistance, please contact Medical/Vision Unit at 785-368-8971, Monday – Friday from 8am to 4pm.

Sincerely,

David Harper  
Director Division of Vehicles