

## Workshops for CONSTRUCTION CONTRACTORS

The following workshops are devoted exclusively to sales tax issues for construction contractors and subcontractors (i.e., those who provide plumbing, carpentry, electrical, roofing, heating/air conditioning, landscaping, etc.). We will discuss how sales tax applies to materials and labor, the use of Project Exemption Certificates, and explain invoicing and billing your customer.

LOCATION	DATE	TIME
Dodge City	(virtual) September 2	1:00 - 3:00 PM
Emporia	September 15	10:00 AM - Noon
Hays	(virtual) October 4	1:00 - 4:00 PM
Overland Park	(virtual) July 14	1:30 - 4:00 PM
	September 29	1:30 - 4:00 PM
	(virtual) November 2	1:30 - 4:00 PM
	December 2	9:00 - 11:30 AM
Topeka	August 12	1:30 - 4:00 PM
	(virtual) December 20	9:00 AM - Noon
Wichita	(virtual) July 15	10:00 AM - Noon
	August 25	1:00 - 3:00 PM
	September 23	10:00 AM - Noon
	(virtual) October 28	1:00 - 3:00 PM
	(virtual) December 1	10:00 AM - Noon

**Join us for class!**

**TO REGISTER, CONTACT  
THE SPONSORS OF THESE CLASSES  
LISTED INSIDE THIS BROCHURE**

## CREATE YOUR OWN WORKSHOP



If your trade or professional association, group, or business would like to know more about how Kansas sales and use tax applies to your industry, contact the Kansas Department of Revenue or one of the Kansas Small Business Development Center locations listed in this brochure. If available, a specialized presentation will be developed based on your specific area of interest. Questions and areas of concern provided prior to class will make the class a beneficial use of time and possibly help save costly mistakes for your organization. The presentation will help you understand and make any necessary changes to your current sales tax collections. The goal is to better understand Kansas Sales & Use Tax laws and be informed of any changes to the sales tax laws that could affect your business or group. The presentation also includes information about exemptions and deductions that may be available as they apply to your specific industry, business, or group. (Instructor is limited to schedule availability. Minimum number of attendees and travel reimbursement may be required.)

Visit KDOR's website for information on future workshops and other business resources.

**ksrevenue.org**

Taxpayer Education Unit  
Kansas Department of Revenue  
Carl York  
Tax Specialist  
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# 2021

## Small Business Sales & Use Tax Workshops

**(July – December)**

PROVIDING INFORMATION ON YOUR  
SALES TAX RESPONSIBILITY TO THE

# STATE OF KANSAS

**ksrevenue.org**

These workshops are sponsored by the

**Kansas Small Business  
Development Centers**

# 2021 KANSAS SALES & USE TAX WORKSHOPS

For many new business owners, the everyday activities of a business can be a time consuming and confusing process. Tax forms usually fall to the bottom of the priority list. To reduce your time spent filing Kansas Department of Revenue (KDOR) documents, and as part of our commitment of service to the business community, the Taxpayer Education Unit within KDOR conducts workshops on sales and compensating use taxes.

Do you know if you are responsible for collecting and remitting sales tax?

Do you know if you are liable for Kansas compensating use tax when you buy items outside of Kansas?

Do you know what tax form is needed and how to file it?

Do you know if you have to collect or pay another state's sales tax?

If the answer is "No" to any or all of the questions above, then KDOR strongly encourages you, your office manager, and/or your bookkeeper to attend one of our workshops. **KDOR does not charge for these workshops, however the Small Business Development Centers (SBDC) may charge a fee to help recover their costs in sponsoring the workshop.**

Each workshop covers the topics of both Kansas Sales and Compensating Use Tax.

## SALES AND COMPENSATING USE TAX FOR RETAIL BUSINESS

The following list of workshops are for businesses making retail sales. We will explain the differences between the Kansas Retailers' Sales Tax, the Kansas Retailers' Compensating Use Tax, and the Kansas Consumers' Compensating Use Tax. You will gain a basic understanding of the goods and services subject to sales tax and applicable exemptions. Regardless of whether you sell bubble gum or tractors, this is a class for you.

**IMPORTANT — The timeframe for these classes will not include discussion of tax for construction contractors. A list for those workshops is on the other side.**

LOCATION	DATE	TIME
Dodge City	(virtual) September 2	9:00 AM - Noon
Emporia	September 15	1:00 - 4:00 PM
Hays	(virtual) October 4	9:00 AM - Noon
Agriculture sales tax	(virtual) October 5	9:00 AM - Noon
Overland Park	(virtual) July 14	9:00 AM - Noon
	September 29	9:00 AM - Noon
	(virtual) November 2	9:00 AM - Noon
	December 2	1:00 - 4:00 PM
Topeka	August 1	8:30 AM - Noon
	(virtual) December 7	9:00 AM - Noon
Wichita	(virtual) July 15	1:00 - 4:00 PM
	August 25	9:00 AM - Noon
	September 23	1:00 - 4:00 PM
	(virtual) October 28	9:00 AM - Noon
	(virtual) December 1	1:00 - 4:00 PM

## — IMPORTANT —

**Pre-registration is required  
through the SBDC**

**Use the following list to  
locate a SBDC near you.**

Register with the following sponsors to attend a sales tax class either virtually or in person. Many locations offer both venues:



### Emporia State University SBDC

Email: [ksbdc@emporia.edu](mailto:ksbdc@emporia.edu)

(620) 341-5308 (Live Classes)

To register contact ESU SBDC for class registration.

[www.emporia.edu/sbdc](http://www.emporia.edu/sbdc)

**Emporia:** Lyon County Ext. Office, 2632 W Hwy 50

### Fort Hays State University (FHSU) SBDC

Email: [ksbdc@fhsu.edu](mailto:ksbdc@fhsu.edu)

(785) 628-5615 (Virtual Classes)

To register contact FHSU SBDC for Zoom access.

[www.fhsu.edu/ksbdc](http://www.fhsu.edu/ksbdc)

**Hays:** Oct 4th Retail & Contractor Sales Tax Classes

Oct 5th Sales & Use Tax class for Agriculture Industry

### Seward County Community College (SCCC) SBDC

Email: [ksbdc@sccc.edu](mailto:ksbdc@sccc.edu)

(620) 417-1955 (Virtual Classes)

To register contact SCCC SBDC for Zoom access.

[www.sccc.edu/web/academic/swksbdc-1/workshop](http://www.sccc.edu/web/academic/swksbdc-1/workshop)

**Dodge City:** Retail & Contractor Sales Tax Classes

### Johnson County Community College (JCCC) SBDC

Email: [ksbdc@jccc.edu](mailto:ksbdc@jccc.edu)

(913) 469-3878

To register for virtual classes contact JCCC SBDC for Zoom access or for live class registration.

[www.jccc.edu/ksbdc](http://www.jccc.edu/ksbdc)

**Overland Park:** JCCC, 12345 College Blvd., Regnier Center

### Washburn University SBDC

Email: [ksbdc@washburn.edu](mailto:ksbdc@washburn.edu)

(785) 234-3235

To register for virtual classes contact WU SBDC for Zoom access or for live class registration.

[www.washburnsmallbusiness.com](http://www.washburnsmallbusiness.com)

**Topeka:** US Bank Building 5th floor, 719 S Kansas, 2 hrs free parking on Kansas Ave, and at meters with yellow covers. Crosby Parking Garage behind building is available for \$1.00 per hr. "US Bank ATM" at front door entrance on the 5th floor via the elevator. If in garage elevator, select 5R.

### Wichita State University SBDC

Email: [ksbdc@wichita.edu](mailto:ksbdc@wichita.edu)

(316) 978-3193

To register for virtual classes contact WSU SBDC for Zoom access or for live class registration.

[www.wichita.edu/ksbdc](http://www.wichita.edu/ksbdc)

**Wichita:** Hughes Metro Complex, 5015 E 29th.