

# KANSAS DEPARTMENT OF REVENUE DIVISION OF TAXATION

## EVENT REGISTRATION CERTIFICATE



Holiday Boutique 2022

**Event Tax Rate: 9.1%**

Event Certificate Only.  
Not valid for tax-  
exempt purchases.

Registration Certificate valid for this Event only.  
Tax Account Number is assigned to the Event.  
Sales Tax Return must be filed within 30 days of Event.

State of Kansas  
[www.ksrevenue.gov](http://www.ksrevenue.gov)  
ST-51 (Rev.11-21)

..... **FOLD HERE AND DISPLAY CERTIFICATE AT EVENT** .....

### Instructions for displaying Event Registration Certificate:

This Event Certificate is intended for vendors selling at Special Events in Kansas four or fewer times each year who are not registered with a Kansas tax account number starting with 004 or 005. Contact KDOR staff at [KDOR\\_special.events@ks.gov](mailto:KDOR_special.events@ks.gov) with any questions.

- Display the Event Registration Certificate in a visible place at your location during the event.
- You must collect and remit sales tax at the rate shown on the event tax return.
- This return and tax account number are specific to the event that appears on the Event Certificate.
- You must file a return even if there were no taxable sales.
- Sales tax is due within 30 days of the event.
- The name and event tax account number appears at the top of the return form.
- Write the event tax account number on your check or money order.
- Make a copy of the return for your records.
- Visit [www.ksrevenue.gov](http://www.ksrevenue.gov) for more information about Special Events, tax bracket cards, and forms.
- Most vendors in Kansas are required to collect and remit sales tax, including not-for-profit groups.
- If you sell goods or taxable services in Kansas more than four times per year and do not have a Kansas tax account number, contact us at the email above.

If you have received this packet and are registered with a Kansas tax account number starting with 004 or 005, check the appropriate box on the second page and write in your Kansas sales tax number. Return the page in the envelope provided. Report your sales from this event on your next regular tax return.

**Event Name:** Holiday Boutique 2022  
**Jurisdiction Code:** OVEJO  
**Event Tax Account Number:** SENK09304051F01

**Begin Date:** 11/17/2022  
**End Date:** 11/20/2022  
**Due Date:** 12/20/2022

Dear Vendor,

You are reported as a vendor for the above event. Below are instructions for reporting and paying Kansas tax.

- ☐ Check this box **if you are registered with a tax account number starting with 004 or 005.**  
**Do not enter your event sales on this form.** You must report event sales on your next tax return using your registered account. Enter your Kansas tax account number below and return this letter in the envelope provided.

Kansas Tax Account Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ Check this box **if you do not have a tax account number starting with 004 or 005.**  
Complete the Event Tax Return and payment information below.

**Event Tax Return** (Complete only if you do not have a tax account number starting with 004 or 005.)

Line 1	Total of all sales before tax (less amount paid for with government vouchers)	\$
Line 2	Tax Rate	0.091
Line 3	Tax Due (multiply line 1 by line 2)	\$

*I certify this tax return is correct.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information**

You have the following options: check, cashier's check, money order, or credit card. Check one and complete the information below. **DO NOT SEND CASH.**

- ☐ I have enclosed a check for the total tax due made out to Kansas Sales Tax. I authorize the Department of Revenue to process my check via Electronic Funds Transfer.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- ☐ I authorize the Department of Revenue to process payment of total tax due shown above on my credit card. I understand a processing fee of 2.25% of the total or minimum of \$1.00 will be added, whichever is greater.

Circle the card type:      Visa              MasterCard              Discover              American Express

Name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Billing Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email address for receipt: \_\_\_\_\_

- ☐ I have enclosed a cashier's check or money order made out to Kansas Sales Tax.

**Mail the completed form in the envelope provided to:**

**Kansas Department of Revenue  
Attn: Special Events**

7600 W 119th St Suite A, Overland Park KS 66213

**Contact** 913-942-3063      **or email** KDOR\_special.events@ks.gov **for assistance.**