

RETAILERS' SALES TAX REGISTRATION EVENT CERTIFICATE

NOT VALID FOR TAX  EXEMPT PURCHASE

Johnson County Home and Garden 2020

Event Certificate

State of Kansas

Registration Certificate valid for events only  
 Tax Account Number: See Events Sales Tax Return  
 File return within 30 days of event

ST-51 (Rev. 6-13)

REMOVE AND DISPLAY CERTIFICATE ABOVE

INSTRUCTIONS

This packet is intended for vendors who sell four or fewer times in Kansas each year. Most vendors selling in Kansas are required to collect and remit sales tax, including not for profit groups.

If you have received this packet and **have** a Kansas sales tax number, please follow the instructions below:

- Write your Kansas sales tax number on the return and return it in the envelope provided.
- Do not include sales figures or payment. These sales must be included on your regularly filed online sales tax return at [www.webtax.org](http://www.webtax.org).

If you **do not** have a Kansas sales tax number, please follow the instructions below.

- This return and tax account number are specific to the event that appears in the Event Name box.
- You must remit your sales tax within 30 days following the event.
- You must file a return even if there were no taxable sales.
- The name and location of the event appears in the Event Name box.
- Complete the Vendor Name box.

- Write the Tax Account Number on your check or money order.
- Make a copy of the return for your records.
- Visit our website at [www.ksrevenue.org](http://www.ksrevenue.org) for more information about special events, tax bracket cards and forms.

COMPLETING THE KANSAS SALES TAX SPECIAL EVENT RETURN

- Line 1** - Enter the total gross receipts or sales for the event. Do not include the sales tax in this figure.
- Line 2** - Enter the cost of tangible personal property consumed or used by you that was purchased without tax. For example, items removed from inventory and used by you.
- Line 3** - Enter the total allowable deductions (if any). Find allowable deductions at <http://www.ksrevenue.org/pdf/st16.pdf>.
- Line 4** - Add lines 1 and 2, and subtract Line 3. Enter the result on Line 4.
- Line 5** - Multiply Line 4 by the appropriate tax rate percentage shown and enter the result on Line 5.
- Line 6** - Enter the total due in sales tax and remit immediately after the event.

Detach and send with payment

**ST-16SE**  
(Rev. 5-17)

Kansas Sales Tax Special Events Return

FOR OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Event Tax Account Number SENK09304051F01		Enter your Kansas Sales Tax Number* if not using the event number	
Beginning Date 2/21/2020	Ending Date 2/23/2020	Due Date 3/24/2020	Jurisdiction Code OVEJO
Event Name, Street Address and City Johnson County Home and Garden 2020 Overland Park Convention Center Overland Park		Vendor Name, Business Name, Address and Contact Phone Number	

1. Gross Sales/ Receipts	•
2. Tangible Personal Property Consumed	•
3. Deductions	•
4. Add lines 1 & 2 minus Line 3	•
5. Multiple Line 4 by tax rate shown	•
6. Total Due	•

Tax Rate  
**9.100 %**

I certify this return is correct.

Vendor Sign here	Daytime Phone Number
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Payment Amount \$

Contact us at 913-942-3063 or email [KDOR\\_special.events@ks.gov](mailto:KDOR_special.events@ks.gov) for assistance.

Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to KDOR, Attn: Special Events, 7600 W 119th St Ste A Overland Park, KS 66213.