

**KANSAS Retailers' Event Sales Tax
Special Instructions**

This packet is intended for vendors who only sell once or twice in Kansas each year. If you have received this packet and have a **Kansas sales tax number***, please write your Kansas sales tax number on the voucher and return it in the envelope. If you do not have a Kansas sales tax number, please follow the directions below. Most vendors in Kansas are required to collect and remit sales tax, including not-for-profit groups. Sales tax helps to fund state and local governments in maintaining our roads, schools, police and fire departments and other civic programs.

BACKGROUND

- **This return and tax account number is specific to the event that appears in the Business Name and Address box.**
- Use this return to remit your Kansas Retailers' Sales Tax only if you participate in no more than two special events per year in Kansas and do not have your own number. Also be sure to post your registration certificate.
- **You must file a return even if there were no taxable sales.**
- If you have sales from other endeavors, you are required to obtain your own tax account number by registering your business with the Kansas Department of Revenue.
- **The name and location of the event appears in the Business Name and Address box.**

HELPFUL INFORMATION FOR COMPLIANCE

- Contact us at KDOR.Special.Events@ks.gov or call 785-207-1572 for assistance.
- **The Beginning & Ending Dates are for internal use only.**
- **To use this tax account you must remit your sales tax immediately after the event.**
- Write this Tax Account Number on your check or money order.
- Make a copy of the return for your records.
- **Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to**
- **KDOR, Attn:Special Events, METROPOLITAN ASSISTANCE CENTER, 7600 W 119th St. Overland Park, KS 66213**
- Visit our web site at www.ksrevenue.org for more information about special events tax bracket cards or forms.
- **Find allowable deductions at <http://www.ksrevenue.org/pdf/st16.pdf>**

Completing the Kansas Retailers' Event Sales Tax Return

PART 1

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 and enter the result on line 5.

LINE 6 - Enter the total due in sales tax and remit immediately after event.

Cut and send with payment immediately after event.

Event Sales Tax Return NOT FOR INTERNAL PROCESSING		FOR OFFICE USE ONLY	1. Gross Sales/Receipts	.	
			2. Merchandise Consumed	.	
Tax Account Number SENK09304051F01		Due Date: 12/18/2018		3. Deductions	.
				4. Net Sales	.
Beginning Date 11/15/2018	Ending Date 11/18/2018	Jurisdiction Code OVEJO		5. Net Tax	.
				6. Total Due	.
Business Name and Address				Payment	.
Special Event Holiday Boutique 2018 Overland Park Convention Center Overland Park				*ENTER YOUR KANSAS SALES TAX NUMBER (IF NOT USING THE EVENT NUMBER)	
Signature _____		Date _____			