

KANSAS DEPARTMENT OF REVENUE  
**SPECIAL EVENT SALES TAX REMITTANCE RETURN**

KANSAS Retailers' *Special Event* Sales Tax Remittance Instructions

This return is intended for special event vendors who sell 4 or fewer times in Kansas yearly. Do not use this form if you have a Kansas sales tax number in your business name. File on-line using that number.

**HELPFUL INFORMATION FOR COMPLIANCE**

- Most Kansas vendors, *including nonprofit groups*, are required to collect and remit sales tax.
- **You must file a return even if there were no taxable sales.**
- Sales tax is due immediately after the conclusion of each event.
- If you have sales from other sources, obtain a sales tax account number and certificate by registering your business with the Kansas Department of Revenue (KDOR) at [www.ksrevenue.gov](http://www.ksrevenue.gov).
- For assistance, contact KDOR at [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov) or call 785-207-1572 in the Metropolitan Assistance Center territory (green on the special events region map), 785-207-4972 in Wichita Assistance Center territory (blue on the special events region map).
- Special Event Regions map can be found at: <http://www.ksrevenue.gov/pdf/specialEventsMap.pdf>
- For more information about special events, tax bracket cards and forms go to [www.ksrevenue.gov](http://www.ksrevenue.gov).
- Write the name of the event for which you are remitting sales tax on your check or money order.
- Keep a copy of this completed form for your records.

**SPECIAL EVENT SALES TAX REMITTANCE RETURN**

EVENT INFORMATION	SALES AND TAX DUE	PERSONAL INFORMATION
EVENT NAME:	GROSS RECEIPTS:	YOUR NAME:
EVENT NUMBER (IF KNOWN):	MERCHANDISE CONSUMED:	BUSINESS NAME:
EVENT DATE:	NET SALES: (Gross receipts + merchandise consumed)	ADDRESS:
EVENT LOCATION – CITY:	TAX RATE:	CITY, STATE, ZIP CODE:
EVENT LOCATION – COUNTY:	TAX DUE: (Net Sales X Tax Rate)	SIGNATURE:
	PAYMENT AMOUNT:	DATE:

**Make check or money order payable to “Retailers’ Sales Tax”**

MAIL COMPLETED FORM with PAYMENT TO:  
 KDOR SPECIAL EVENTS  
 7600 W 119th St. Suite A  
 Overland Park, KS 66213-1106