Kansas Department of Revenue 310019

PAY PLAN REQUEST FOR INDIVIDUALS

https://ksrevenue.gov/payplan.html

IMPORTANT: Save time and paper by completing your payment plan application electronically. Go to https://debtpay.kdor.ks.gov/iia

TAXPAYER INFORMATION

Name:_____ SSN:_____

Spouse Name:_____ Spouse SSN:_____

Street Address:_____ Daytime phone:_____

City:_____ State:_____ Zip Code:_____

Email address:_____

BALANCE DUE AND PAYMENT TERMS

Amount to be paid each month: $_____ Payment Date(s): ☐ 1st ☐ 15th ☐ Other:_____
Date(s)

Enter number of payments:_____ Amount enclosed with this request: $_____

Tax Type:_____ Periods:_____ Estimated Balance: $_____

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Estimated Total Balance Due: $ 0.00

EMPLOYER INFORMATION (If you are married, also enter your spouse's employer information).

Employer name:_____

Street address:_____

City:_____ State:_____ Zip Code:_____

Spouse Employer name:_____

Street address:_____

City:_____ State:_____ Zip Code:_____

BANKING INFORMATION – Information provided here will not generate an automatic draft.

Bank name:_____

Street address:_____

City:_____ State:_____ Zip Code:_____

9-digit Routing number:_____ Account number:_____

Do you want automatic payments taken out of your bank account? ☐ Yes ☐ No

SIGNATURES

Print this form and sign here:

Signature:_____ Spouse's Signature:_____

Printed Name:_____ Printed Name:_____

INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATION

Taxpayer Information: Enter the requested information. If married, you must enter your spouse's information. Remember to enter the area code when entering your phone number.

Balance Due and Payment Terms:

- ***Amount to be paid each month.*** Enter the amount to be paid each month.
- ***Payment Date(s).*** Check the appropriate payment date. If "Other" is selected, enter the date in which the payment will be due.
- ***Enter number of payments.*** Based on the estimated balance due and the amount to be paid each month, enter the number of payments that will be made.
- ***Amount enclosed with this request.*** Enter the amount that you are enclosing with this request. If your payment plan is approved, the first payment may include an additional $25.00 administration fee for plans exceeding 90 days. You will receive a payment plan confirmation by mail within 14 days once your request has been processed.
- ***Tax Type, Periods and Estimated Balance.*** If you know what tax types, periods and estimated balances that are make up your total balance due, enter the information. If unknown, enter an amount in the Estimated Total Balance Due line. If you are sending a payment with the application, enter the amount on the appropriate line.

Employer Information: Enter your employer information. If you are married, enter your spouse's employer information.

Banking Information:

- Enter your bank name and address.
- **Routing Number**. The 9-digit number is located on the bottom of your check and is the first set of numbers.
- **Account Number.** The account number is located on the bottom of your check and is the last set of numbers.
- **Automatic Withdrawals**. Once your payment plan is approved, you can authorize the department to take automatic withdrawals by answering "Yes" to the automatic payment question. Payment withdrawals will be taken on the dates that you specified in the "Payment Date(s)" line completed on the application.

Signatures: Your application will not be accepted unless the document is signed. A signature from your spouse is required if spouse information is contained on the application.

Incomplete or missing information will result in delaying the processing of this request. This form can be faxed to 785-291-3616 or emailed to KDOR_kstaxpayplanrequest@ks.gov or mailed to the below address:

Kansas Department of Revenue
Revenue Recovery
PO Box 12005
Topeka, KS 66601-2005

GENERAL INFORMATION

The Kansas Department of Revenue may consider a payment plan agreement for taxpayers to resolve their accounts if certain criteria are met. Taxpayers who are granted a payment plan must file and pay all current and future taxes and estimated payments when due. Any additional debts not included in the agreement or missed payments will be considered default of the agreement and KDOR may take immediate enforcement action.

Penalty and interest will continue to accrue during the life of the agreement based upon any unpaid tax. Any refunds or other monies due to the taxpayer will be applied to the liability, even if the taxpayer is/has made all their installment payments on time.

A tax warrant must be filed with the District Court for pay plans over 12 months. A tax warrant will also be filed if the Statute of Limitations is due to expire during the term of the payment plan.

If your payment plan is denied, you will receive instructions from KDOR on how to proceed.

Once a payment plan is set, you may choose from one of the following three options offered by KDOR to pay your tax:

- **Check or Money Order**. If you choose this payment method, be sure to write your Social Security Number on your check or money order and make it payable to "Kansas Income Tax."
- **Direct Payment**. When you select Direct Payment, you are giving KDOR permission to initiate a payment electronically from your bank account. This Direct Payment option is not recurring; you will need to authorize each payment separately. For more information, visit our website at https://debtpay.kdor.ks.gov/iia
- **Credit Card**. To pay by credit card please visit our online payment portal https://www.kansas.gov/payment-portal/. Credit card payments are subject to a transaction fee which will be charged by the service provider based on the amount of tax you are paying.
- **Wage Assignment**. To make payment arrangements utilizing a wage assignment(s) through your employer please call 785-296-6121 for information.