

## Workshops for CONSTRUCTION CONTRACTORS

The following workshops are devoted exclusively to sales tax issues for construction contractors and subcontractors (i.e., those who provide plumbing, carpentry, electrical, roofing, heating/air conditioning, landscaping, etc.). We will discuss how sales tax applies to materials and labor, the use of Project Exemption Certificates, and explain invoicing and billing your customer.

LOCATION	DATE	TIME
Emporia	(virtual) March 29	10:00 AM - Noon
Hays	March 22	1:00 - 4:00 PM
Overland Park	March 8	1:30 - 4:00 PM
	April 5	9:00 - 11:30 PM
	May 17	1:30 - 4:00 PM
Wichita	(virtual) February 23	10:00 AM - Noon
	March 28	1:00 - 3:00 PM
	(virtual) April 26	10:00 AM - Noon
	(virtual) May 25	1:00 - 3:00 PM
	June 28	1:00 - 3:00 PM

**Join us for class!**

**TO REGISTER  
CONTACT ONE OF THE  
KANSAS SMALL BUSINESS  
DEVELOPMENT (SBDC)  
CENTERS HOSTING THESE  
CLASSES LISTED INSIDE  
THIS BROCHURE.**

Traditional classes may be changed to virtual classes or canceled based on weather, attendance or other circumstances at the time of the class. Please contact the hosting SBDC to confirm classes.

## CREATE YOUR OWN WORKSHOP



If your trade, professional association, group, or business would like to know more about how Kansas sales and use tax applies to your industry, contact the Kansas Department of Revenue or one of the Kansas Small Business Development Center locations listed in this brochure. If available, a specialized sales tax presentation will be developed based on your industry and specific area of interest. Questions and areas of concern provided prior to class will help in tailoring the class to your specific needs and help make the class a more productive and beneficial use of your time. The presentation will help you understand and make any necessary changes to your current sales tax collections. Our goal is to help you better understand Kansas Sales & Use Tax laws and be informed of any changes to the sales tax laws that could affect your business or group. The presentation also includes information about exemptions and deductions that may be available as they apply to your specific industry, business, or group.

Instructors are limited to schedule availability and minimum number of attendees required to hold a class. Travel reimbursement may be required.

[ksrevenue.gov](http://ksrevenue.gov)

Taxpayer Education Unit  
Kansas Department of Revenue

Carl York  
Tax Specialist  
785-296-1048  
[carl.york@ks.gov](mailto:carl.york@ks.gov)

OR

Roger Basinger  
Tax Specialist  
785-296-3089  
[roger.basinger@ks.gov](mailto:roger.basinger@ks.gov)

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# 2023

## Small Business Sales & Use Tax Workshops

(January – June)

PROVIDING INFORMATION ON YOUR  
SALES TAX RESPONSIBILITY TO THE  
**STATE OF KANSAS**

[ksrevenue.gov](http://ksrevenue.gov)

These workshops are sponsored by the

**Kansas Small Business  
Development Centers (SBDC)**

# 2023 KANSAS SALES & USE TAX WORKSHOPS

For many new business owners, the everyday activities of a business can be a time consuming and confusing process. Tax forms usually fall to the bottom of the priority list. To reduce your time spent filing Kansas Department of Revenue (KDOR) documents, and as part of our commitment of service to the business community, the Taxpayer Education Unit within KDOR conducts workshops on sales and compensating use taxes.

- Do you know if you are responsible for collecting and remitting sales tax?
- Do you know if you are liable for Kansas compensating use tax when you buy items outside of Kansas?
- Do you know what tax form is needed and how to file it?
- Do you know if you have to collect or pay another state's sales tax?

If the answer is "No" to any or all of the questions above, then KDOR strongly encourages you, your office manager, and/or your bookkeeper to attend one of our workshops.

Each workshop covers the topics of both Kansas Sales and Compensating Use Tax.

## SALES TAX & COMPENSATING USE TAX FOR RETAIL BUSINESSES

The following list of workshops are for businesses making retail sales. We will explain the differences between the Kansas Retailers' Sales Tax, the Kansas Retailers' Compensating Use Tax, and the Kansas Consumers' Compensating Use Tax. You will gain a basic understanding of the goods and services subject to sales tax and applicable exemptions. Regardless of whether you sell bubble gum or tractors, this is a class for you.

### — IMPORTANT —

The sales and use tax for retail businesses class does not include a detail discussion about sales tax laws for construction contractors. A list of workshops dedicated to the application of sales tax for construction contractors is on the other side of this brochure.

LOCATION	DATE	TIME
Emporia	(virtual) March 29	1:00 - 4:00 PM
Hays	March 22	9:00 AM - Noon
*Hays Farmers Market	March 23	9:00 AM - Noon
Overland Park	March 8	9:00 AM - Noon
	April 5	1:00 - 4:00 PM
	May 17	9:00 AM - Noon
Wichita	(virtual) February 23	1:00 - 4:00 PM
	March 28	9:00 AM - Noon
	(virtual) April 26	1:00 - 3:00 PM
	(virtual) May 25	9:00 AM - Noon
	June 28	9:00 AM - Noon

### — IMPORTANT —

**Pre-registration is required through the SBDC**

Traditional classes may be changed to virtual classes or canceled based on weather, attendance or other conditions at the time of the class. Please contact the hosting SBDC to confirm the desired class you wish to attend.

The Following are the Small Business Development Center locations and contact information that correspond with the workshops listed in this brochure

### Emporia State University

(ESU) SBDC

Location: **Emporia** (virtual classes)  
Lyon County Ext. Office, 2632 W Hwy 500  
Email: [ksbdc@emporia.edu](mailto:ksbdc@emporia.edu)  
Phone: (620) 341-5308  
(Contact ESU SBDC for Zoom access)

### Fort Hays State University

(FHSU) SBDC

Location: **Hays** (traditional classes)  
Sternberg Museum  
\* March 23 - Sales Tax at Farmers Markets  
Email: [ksbdc@fhsu.edu](mailto:ksbdc@fhsu.edu)  
Phone: (785) 628-5615

### Johnson County Community College

(JCCC) SBDC

Location: **Overland Park**: (traditional classes)  
JCCC, Regnier Center 12345 College Blvd.,  
Email: [ksbdc@jccc.edu](mailto:ksbdc@jccc.edu)  
Phone: (913) 469-3878

### Wichita State University

(WSU) SBDC

Location: **Wichita**:  
(virtual and 2 traditional classes)  
WSU Metropolitan Complex, 5015 E 29th St. N.  
Email: [ksbdc@wichita.edu](mailto:ksbdc@wichita.edu)  
Phone: (316) 978-3193

(Contact WSU SBDC for Zoom access)