



# Sales & Use Tax Refund

(for use by PEC entities)

The Kansas Department of Revenue (KDOR) provides refunds for individuals or businesses that paid sales or use tax directly to KDOR in error. This publication provides answers to some common questions about receiving a refund for PEC (Project Exemption Certificate) entities. It also contains the applicable form, along with instructions needed to complete them.

If you would like information about how Kansas sales and use tax applies to your business operations, obtain a copy of Pub. KS-1510, Kansas Sales and Compensating Use Tax that is available on our website.

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

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## GENERAL INSTRUCTIONS

This refund application is for use by an entity eligible to secure a project exemption certificate but failed to do so in a timely manner or whose HPIP Certification was pending. **This is to be used for construction projects only.** A Project Exemption Certificate “PEC entity” is an entity, qualifying for exemption under K.S.A. 79-3606. \*See page 3 for complete list of Entities Eligible for a Project Exemption by Kansas Statute. (All other refund requests should be submitted utilizing [Publication KS-1220 Sales & Use Tax Refund](#).)

**K.A.R. 92-19-66e(n)**, provides that a PEC entity that fails to secure a timely PEC for a construction project may seek a refund of the Kansas sales tax that was paid or remitted by the Project’s general contractor and subcontractors (collectively “contractors” hereafter) on their materials, supplies, and labor charges for the project in question. To establish the refund amount, the PEC entity must file a completed refund application, along with the supporting documentation that it secured from its contractors, with the Kansas Department of Revenue (KDOR). The refund application must be filed within three years of the date that the tax was paid or remitted by the contractors on the project.

**K.A.R. 110-6-11(d)**, “Certification of a worksite for the sole purpose of obtaining training and education tax credits or a sales tax exemption certificate shall be allowed if both of the following conditions are met:

- (1) All other program requirements are satisfied.
- (2) The applicant demonstrates prior knowledge of the program by submitting the project description form. This form shall be received by the department before the start of the certification period.”



## COMPLETING THE PEC REFUND ENTITY SALES AND USE TAX APPLICATION

The PEC entity must contact the contractors who worked on the project and provide them with a copy of the Contractor Affidavit Part D with Section I completed, a copy of these instructions, and an electronic copy of the schedule of supplier

invoices. The PEC entity’s completion of Part D Section I of the affidavit will identify the project in question for the contractor.

**Please Note:** Kansas law does not require contractors to assist a PEC entity in documenting the entity’s sales tax refund claim. If a contractor cannot provide or refuses to provide the required documentation, KDOR cannot refund the taxes that were paid or accrued by that contractor.

Please follow the accompanying instructions to complete an accurate application for a sales or use tax refund.

### Parts A through C

This information is completed by the entity eligible to receive a project exemption certificate and must be completed in its’ entirety.

KDOR requires authorization from the PEC Entity to allow a KDOR associate to discuss the refund request with any employee of the PEC entity and not only the contact person listed on the refund application. Mark the proper box to allow or disallow the authorization.

A [Power of Attorney form \(DO-10\)](#) is still required documentation if the request is prepared/filed by a 3rd party.

**ONLY** an owner, partner, company officer or 3rd party with a Power of Attorney accompanying the request may sign the refund application.

### Part D Contractor Affidavit

**Section I** – Lines 1 through 5 must be completed by **PEC Entity**.

**Section II** – Lines 6 through 11 must be completed by the **contractor or subcontractor**.

**Section III** – Lines 12 through 14 to be completed by the **contractor or subcontractor**.

This portion of the application provides detailed information of how the contractor has paid taxes to supplier(s) or directly remitted taxes to the State of Kansas.

**Line 12** – Enter the total tax amount paid directly to your **Kansas** suppliers. This total will originate from Part D Section V.

**Line 13** – Enter the amount of sales tax you have paid directly to the State of Kansas on your **labor services** for this project. Please list each tax account period(s), amount, and jurisdiction.

**Line 14** – If you have self-accrued tax on **materials taken**

**from inventory** for this project, please list each tax account period(s), amount and jurisdiction.

**Section IV – Contractor Affidavit *must*** be completed by each contractor or subcontractor

**Section V – Schedule of Supplier Invoices**

The schedule of supplier invoices must be completed in electronic format, preferably excel. **Do not list** purchases of tools used on the project, cleaning supplies, blueprints purchased, equipment repairs, or purchases made in a state other than Kansas as **these do not qualify for exemption in Kansas**. When providing a description of items purchased, please give a specific description of these items.

**After the contractor has completed Sections II, III, IV, and V, the contractor will return this information to the PEC Entity.**



The following exempt entities qualify for a PEC.

- public or private nonprofit hospital or public hospital authority, public or private elementary or secondary school, a public or private nonprofit educational institution, state correctional institution including a privately constructed correctional institution - **79-3606(d)**;
- government of the United States, its agencies or instrumentalities - **79-3606(e)**;
- business or retail business which meets the requirements established in K.S.A. 74-50,115(e) by the Department of Commerce - **79-3606(cc)**;
- nonprofit museum or historical society - **79-3606(qq)**;
- nonprofit zoo - **79-3606(xx)**;
- religious organizations - **79-3606(aaa)**;
- primary care clinic or health center - **79-3606(ccc)**;
- organization in the collection, storage and distribution of food products to nonprofit organizations which distribute

such food products to persons pursuant to a food distribution program on a charitable basis without fee or charge - **79-3606(iii)**;

- homeless shelter which is exempt from federal income taxation pursuant to section 501(c)(3) - **79-3606(ppp)**;
- TLC for Children and Families, Inc. - **79-3606(qqq)**;
- Catholic Charities or Youthville, referred to as Charitable Family Providers - **79-3606(sss)**;
- Nonprofit museum which has been granted an exemption pursuant to subsection (qq) - **79-3606(ttt)**;
- Kansas Children's Service League - **79-3606(uuu)**;
- Booth Theatre Foundation, Inc. - **79-3606(xxx)**;
- TLC Charities Foundation, Inc. - **79-3606(yyy)**;
- Victory in the Valley, Inc. - **79-3606(aaaa)**;
- Wayside Waifs, Inc. - **79-3606(cccc)**;
- Goodwill Industries or Easter Seals of Kansas, Inc. - **79-3606(dddd)**;
- Sheltered Living, Inc. - **79-3606(ffff)**;
- Agricultural Operations identified under the North American industry classification system (NAICS) subsectors 1123, 1124, 112112, 112120 or 112210 for qualifying projects equal to or in excess of \$50,000 - **79-3606(hhhh)**;
- Wichita Children's Home - **79-3606(iiii)**

## WHERE TO FILE

The PEC entity should send the completed Refund Application, which includes Contractor Affidavit, supplier invoices and electronic schedule of supplier invoices to:

Kansas Department of Revenue  
Audit Services/Sales Tax Refunds  
PO Box 3506  
Topeka KS 66601-3506

## TAXPAYER ASSISTANCE

If you have questions about completing the form contained in this publication call, fax or email your questions to KDOR:

Phone: 785-296-7108  
Fax: 785-296-0531  
Email: [KDOR\\_Audit.Funds@ks.gov](mailto:KDOR_Audit.Funds@ks.gov)

SALES AND USE TAX REFUND APPLICATION FOR USE BY PEC ENTITIES

Note: A "PEC Entity" is an entity such as a political subdivision, school, church, or a firm certified by the Kansas Department of Commerce qualifying for exemption under K.S.A. 79-3606. \*See page 3 for a complete list of Entities Eligible for a Project Exemption by Kansas Statute.

PART A - PEC ENTITY INFORMATION

Form with fields: \*Name, \*Address, \*City, State, Zip Code, \*Contact Person, \*Telephone Number, \*Email Address, \*Employer Identification Number or Social Security Number, \*Exempt Entity Number KS, \*Department of Commerce HPIP Certification Letter(s) #, \*NAICS Code for Agricultural Operation, Fax Number.

\* Denotes required fields for completion
\* No Yes PEC entity authorizes KDOR to discuss this refund with any employee of the company and not only the contact person listed above which prepared the request. A DO-10 (POA) is still required documentation if the request is prepared/filed by a 3rd party.
1. Check the appropriate PEC exemption:
Hospital, School, Political Subdivision Project, K.S.A. 79-3606(d)
HPIP Certified Project, K.S.A. 79-3606(cc)
Primary Care Clinic or Health Center, K.S.A. 79-3606(ccc)
Other (Statute Subsection, see page 3)
U.S. Government Project, K.S.A. 79-3606(e)
Religious Organizations, K.S.A. 79-3606(aaa)
Certain Agricultural Operations, K.S.A. 79-3606(hhhh)

PART B - DESCRIPTION OF PROJECT

2. Project location: Street and City
3. Description of project: (Roof repair, bathroom remodel, building addition, etc.)
4. Name of general contractor:
5. Approximate begin and end dates of the project:
6. Approximate project cost to the PEC entity: \$
7. Did the Kansas Department of Revenue (KDOR) issue a Project Exemption Certificate that covered part of the project? No Yes If yes, please state the project exemption number on the certificate:
8. Did your company meet the eligibility criteria for the High Performance Incentive Program (HPIP)? No Yes If yes, please provide the project number and a copy of the project description pre-identifying this investment and complete Parts A, B, C, and D of this form.

PART C - AFFIDAVIT OF OFFICER OR OFFICIAL SUBMITTING THIS REFUND APPLICATION

AFFIDAVIT

I certify under penalties of perjury that, to the best of my knowledge, all of the information and statements made in this refund application are true and correct.

Affiant's Signature (ONLY owner, partner, company officer or POA) Date

STATE OF KANSAS )
COUNTY OF ) SS:

This PEC refund application was acknowledged before me on , 20 by
as
Name of Affiant Official Capacity (officer, superintendent, business manager, etc.)

My appointment expires:
Notary Public:

**DIRECTIVE TO CONTRACTORS THAT RECEIVE THIS AFFIDAVIT:** The PEC (Project Exemption Certificate) Entity identified in Section I (below) failed to secure a timely PEC for the construction project listed. The entity is attempting to secure a refund of Kansas sales or use taxes that you, the contractor, paid or accrued on project materials, supplies, and labor services for this project. Complete this affidavit and return it, along with the required supporting documentation, to the PEC Entity identified in Section I, this will allow the entity to submit for a refund.

**SECTION I – To be completed by the PEC Entity**

- 1. PEC’s Name and Address: \_\_\_\_\_
- 2. Description of Project: \_\_\_\_\_  
Roof repair, bathroom remodel, building addition, etc.
- 3. Project Location: \_\_\_\_\_  
Street and City
- 4. Name of General Contractor on the Project: \_\_\_\_\_
- 5. Project’s begin and end dates: \_\_\_\_\_

**SECTION II – To be completed by each General Contractor and Subcontractor(s)**

- 6. General Contractor / Subcontractor Name and Address: \_\_\_\_\_  
Name
- \_\_\_\_\_ Address
- \_\_\_\_\_ Phone                      Contact Name                      Email Address

- 7. Did you receive a copy of: 1) Instructions page for a PEC Entity refund; or 2) Schedule of Supplier Invoices, along with this Contractor Affidavit?     Yes     No    If no, please return this form to the PEC Entity.
- 8. Do you wish to assist the PEC Entity in securing a refund of Kansas sales taxes that were paid because the PEC Entity did not secure a timely project exemption certificate?     Yes     No    If no, please return this form to the PEC Entity.
- 9. Approximate dates that you worked on the Project identified in PART D Section I: \_\_\_\_\_
- 10. Approximate payment you received for your work on the Project: \$ \_\_\_\_\_
- 11. Your Employer Identification Number (FEIN) or sales tax registration number: \_\_\_\_\_

**SECTION III – Amount of Kansas Sales Tax your Business Paid or Accrued**

- 12. **Tax paid to your Suppliers:** After you have completed Section V, enter the total amount of **Kansas tax** you have paid to your suppliers for materials and supplies incorporated into this project. \$ \_\_\_\_\_
- 13. **Tax paid to the State of Kansas on your labor services:** Enter the amount of sales tax you have paid directly to the State of Kansas on your labor services for this project. Please list each tax account period(s), amount(s), and jurisdiction(s). (If additional lines are needed, please complete on a separate sheet of paper.)

Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____

- 14. **Tax self-accrued to the State of Kansas on untaxed inventory:** Enter the amount of tax paid directly to the State of Kansas on materials purchased without tax from your supplier(s). Please list each tax account period(s), amount(s), and jurisdiction(s). (If additional lines are needed, please complete on a separate sheet of paper.)

Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____
Tax Account Period _____	Amount _____	Jurisdiction _____

**SECTION IV – Affidavit of Contractor’s Owner or Corporate Officer**

465103

**AFFIDAVIT**

I certify under penalties of perjury that:

- (a) to the best of my knowledge, all of the information and statements made in this Affidavit are true and correct,
- (b) all of the taxes included in this Affidavit were paid to vendors or accrued by the contractor; and,
- (c) the contractor has not claimed, and will not claim, a refund or credit for the same taxes included in this Affidavit.

\_\_\_\_\_

Affiant’s Signature Date

STATE OF KANSAS )  
 ) SS:  
 COUNTY OF \_\_\_\_\_ )

This Contractor Affidavit was acknowledged before me on \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_ as \_\_\_\_\_  
 Name of Affiant Official Capacity (owner, officer, partner, etc.)

Notary Public: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**Section V – Schedule of Supplier Invoices - Kansas Tax Only**

465104

Please list below your invoices for materials and supplies incorporated into this project. Please provide to the PEC Entity requesting this refund, copies of each invoice listed on this schedule. This schedule should be provided in electronic format (Excel).

Contractor Name	Invoice Date	Invoice #	Supplier Name on Invoice	Description of Item(s)	Retail Price	Tax Paid
Enter this total amount on Line 12 of Part D, Section III.					TOTAL	

## TAXPAYER ASSISTANCE

This publication is a general guide and will not address every situation. If you have questions, you may contact the Kansas Department of Revenue:

### By Phone

785-368-8222

### By Mail

Tax Operations  
PO Box 3506  
Topeka KS 66625-3506

### By Appointment

Go to [ksrevenue.org](https://ksrevenue.org) to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.

*Office hours are 8 a.m. to 4:45 p.m., Monday through Friday.*

## PUBLICATIONS

Below is a **list of publications available on the Kansas Department of Revenue's website**. These publications contain instructions applicable to specific business industries and general information for all business owners.

- Publication KS-1216, Kansas Business Tax Application
- Publication KS-1510, Kansas Sales Tax and Compensating Use Tax
- Publication KS-1515, Kansas Tax Calendar of Due Dates
- Publication KS-1520, Kansas Exemption Certificates
- Publication KS-1525, Kansas Sales and Use Tax for Contractors, Subcontractors and Repairmen
- Publication KS-1526, Kansas Business Taxes for Motor Vehicle Transactions
- Publication KS-1527, Kansas Business Taxes for Political Subdivisions
- Publication KS-1530, Kansas Tire Excise Tax
- Publication KS-1540, Kansas Business Taxes for Hotels, Motels and Restaurants
- Publication KS-1550, Kansas Business Taxes for Agricultural Industries
- Publication KS-1560, Kansas Business Taxes for Schools and Educational Institutions
- Publication KS-1700, Kansas Sales & Use Tax Jurisdiction Code Booklet
- KW-100, Kansas Withholding Tax Guide

## STATE SMALL BUSINESS WORKSHOPS

As part of our commitment to provide tax assistance to the business community, Tax Specialists within the Kansas Department of Revenue conduct small business workshops on Kansas taxes at various locations throughout Kansas. Whether you are a new business owner, an existing business owner, or an accountant, these workshops will give you the tools and understanding necessary to make Kansas taxes easier and less time consuming for you. Topics covered include filing and reporting requirements and methods, what is taxable, what is exempt and how to work with the department in collecting and remitting Kansas taxes.

For a **schedule of our workshops, visit our website**. Pre-registration is required and a fee may be charged by the sponsoring Small Business Development Center (SBDC).