

KANSAS DEPARTMENT OF REVENUE  
**SPECIAL EVENT COORDINATOR'S SALES TAX PACKET REQUEST**

**For an event that begins more than 14 days from today**  
Thank you for requesting the sales tax packets for your event.

If your event is scheduled less than 14 days from now or you have questions about sales tax, please contact a Kansas Department of Revenue (KDOR) Special Event Agent at one of the numbers listed below.

Special Event regional map <http://www.ksrevenue.org/pdf/specialEventsMap.pdf>

Kansas MAC I Region – 785-207-1572

Kansas MAC II Region– 913-942-3082

Kansas MAC III Region– 913-942-3063

Wichita Region II – 785-207-4972

**Please provide each vendor with one of the sales tax packets received as a result of this request.**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Number of vendors: \_\_\_\_\_

Event Street Address: \_\_\_\_\_

Event Venue: \_\_\_\_\_

Event City/County: \_\_\_\_\_ Event within city limits: Yes / No

Name of Event Coordinator: \_\_\_\_\_

Mailing Address for packets: Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

- By requesting sales tax packets, you agree to remit a list of your event vendors to the KDOR within two weeks after the event. The list should include name, business name, address, phone numbers and email address for each vendor.
- Email vendors list or request for packets to [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov), fax to 866-869-3543 or mail to the appropriate KDOR office by clicking on the special events map found at: <http://www.ksrevenue.org/pdf/specialEventsMap.pdf>

**KANSAS DEPARTMENT OF REVENUE  
APPLICATION FOR SPECIAL EVENT TAX CLEARANCE**

**1. Name and date of event for which you are requesting a clearance letter.**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

**2. Applicant Information:**       **Business**       **Individual**      **(Please check one)**

\_\_\_\_\_  
Name (Registered)      Identification Number (FEIN or SSN)

\_\_\_\_\_  
Business Name (If different than registered name)      Tax Identification Number (if applicable)

\_\_\_\_\_  
Current Street Address      City, State, ZIP

\_\_\_\_\_  
Daytime Telephone Number      Fax Number

\_\_\_\_\_  
Cell Phone Number      Email Address

**3. Previous events at which you vended in Kansas in the last three years**

No Kansas sales tax account? List the event(s) name and date(s) below:      (Use back if more space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Event copy (choose one box only)**

Submit a copy of my tax clearance letter to the event noted above

Do not submit my tax clearance letter to the event noted above

**5. Signature**

\_\_\_\_\_  
Print Name      Title (Corporate Officer, Partner, Individual, etc)

\_\_\_\_\_  
Signature      Date

**6. Send this request to the Kansas Department of Revenue Special Events**

**Mail:** Kansas Department of Revenue  
Attn: Special Events  
7600 W 119 St., Suite A  
Overland Park, KS 66213-1106

Fax: 866-743-4812  
Email: [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov)

If you need any additional copies of this form you can find it at: <https://www.ksrevenue.org/specialsalesevents.html>  
or have any questions, please contact Special Events at 785-207-1572.

Division of Taxation

RETAILERS' SALES TAX REGISTRATION EVENT CERTIFICATE

**NOT VALID FOR TAX EXEMPT PURCHASE**



SecureWorld KC 2019

Event Certificate

State of Kansas

Registration Certificate valid for events only  
Tax Account Number: See Events Sales Tax Return  
File return within 30 days of event

ST-51 (Rev. 6-13)

..... REMOVE AND DISPLAY CERTIFICATE ABOVE .....

**INSTRUCTIONS**

This packet is intended for vendors who sell four or fewer times 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 provided. 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.

- This return and tax account number is specific to the event that appears in the Business Name and Address box.
- You must file a return even if there were no taxable sales.
- The name and location of the event appears in the business Name and Address box.
- To use this tax account you must remit your sales tax immediately after the event.
- Write the Tax Account Number on your check or money order. Make a copy of the return for your records.

- Visit our website at [www.ksrevenue.org](http://www.ksrevenue.org) for more information about special events, tax bracket cards and forms.

**COMPLETING THE KANSAS RETAILERS' EVENT SALES TAX RETURN**

- 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>.
- 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 shown and enter the result on line 5.
- Line 6** - Enter the total due in the sales tax and remit immediately after the event.

..... Detach and send with payment .....

**ST-16SE**  
(Rev. 5-17)

**Kansas Sales Tax Special Events Return**

FOR OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tax Account Number SEN-K09304051F-01		Enter your Kansas Sales Tax Number* if not using the event number	
Beginning Date 5/8/19	Ending Date 5/8/19	Due Date 6/8/19	Jurisdiction Code OVEJO
Business Name and Address SecureWorld Kansas City 2019 Overland Park Convention Center Overland Park			
I certify this return is correct.			
Sign here		Daytime Phone Number	

1. Gross Sales/ Receipts		
2. Tangible Personal Property Consumed		
3. Deductions		
4. Add lines 1 & 2 minus line 3		
5. Multiple line 4 by tax rate shown		
6. Total Due		

Tax Rate: 9.100 %

Payment Amount \$

Contact us at 785-207-1572 or email [KDOR\\_special.events@ks.gov](mailto:KDOR_special.events@ks.gov) for assistance.  
Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to KDOR, Attn: Special Events, 7600 W 119th St, Ste A, Overland Park KS 66213.