

Tax Exempt Entity Exemption Certificate

The Kansas Department of Revenue announced the issuance of a new exemption certificates for tax-exempt entities. The certificates are being issued in accordance with the provisions of Section 21 of 2004 House Bill 2375 and should be used after January 1, 2005. All Kansas retailers have been notified to no longer accept the blank exemption forms that were previously used.

The new uniquely-numbered certificate will streamline the tax exemption process for exempt organizations and assist Kansas retailers in identifying the entities who are exempt from paying Kansas sales or use tax. Tax-exempt organizations need to use the new certificates after January 1, 2005.

A cover letter enclosed with the certificate describes the usage of the certificate and other general information, including how to contact the department with any questions you may have. The letter also includes a PIN for accessing the certificate on the On-Line Business Center as discussed below.

Tax-exempt certificates were issued in November 2004. All entities that have not received an exemption certificate should submit a request to the Kansas Department of Revenue using their On-line Business Center (information listed below). If you do not have Internet access you can submit a written request describing the organization, whether it is organized as a nonprofit 501 (c)(3), its purpose, contact name, address, and phone number. The letter should be mailed to the Office of Policy and Research, Docking State Office Bldg - 2nd floor, 915 SW Harrison, Topeka KS 66612.

On-Line Business Center: The department has developed an Internet application that provides a convenient way to report name and address changes, to cancel a certificate, to print copies of your existing certificate, or to apply for a new certificate.

Access to the Tax-Exempt Entity Exemption Certificate application is available through the On-Line Business Center at the department's web site at www.ksrevenue.org. On the home page, under "Your Business" is a link to the On-Line Business Center. Click on the link to access your account. If you have not used the On-Line Business Center before, you will need to register and create an account. Once the account is created, you will click on "Certificates" to perform the functions mentioned.