

PLEASE READ FIRST

Sales Tax-Exempt Organizations

1. enter 0 for the tax rate on the form, **and**
2. include your tax entity exemption certificate with payment.

Not Sales Tax-Exempt Organizations

1. add applicable total state and local tax rate percentage to the form using KDOR's Kansas Sales and Use Tax Rate [Locator](#) or
2. contact our office for assistance at (785) 296-0923.