

NEW FILING REQUIREMENTS FOR YOUR RETAILERS' SALES, COMPENSATING USE, and WITHHOLDING TAX

In accordance with Senate Bill 430 passed by the 2010 Kansas Legislature and subsequently signed into law by the Governor, businesses will be **required to submit Retailers' Sales, Compensating Use, and Withholding Tax returns electronically. This new law takes effect July 1, 2010**. To ensure a smooth transition for Kansas businesses the Kansas Department of Revenue (KDOR) will continue to provide paper forms as needed through **September 30, 2010**. **PLEASE NOTE: After September 30, 2010, KDOR will no longer have printed paper forms available for distribution.** If you have questions about this new law, please contact our office at the address or phone number shown above.

Kansas offers several electronic filing solutions. You can use **WebTax for online filing** and payment for most business tax accounts. First, create a user login ID and select a password then attach your business tax accounts. Each tax account has a unique Personal Identification Number (PIN) that only needs to be entered once. This PIN binds your account to your login ID. For future filings, you simply log into your account using your self-selected user login and password. A history of all returns filed or payments made is retained in WebTax.

You can also use the **telephone to file** returns and make payments for several tax accounts. Like WebTax, you will need a PIN to access the correct tax account. The telephone option requires that you use this PIN each time you file or make payment.

For your **PIN assignment**, call our **Electronic Services** staff at **1-800-525-3901** (in Topeka, call 296-6993). If you prefer you may e-mail Electronic Services at **eservices@kdor.state.ks.us**.

Payments are made through EFT transfer (ACH Debit or ACH Credit) on or before the due date. Credit card payments are also accepted through third-party vendors. Visit our web site at **webtax.org** for a current list of vendors and their services.

The **online WebTax** application and the **telephone filing** options are **simple, safe, and FREE** and conveniently available 24 hours a day, 7 days a week. You also receive immediate confirmation that your return is filed.

Refer to your tax type in the table on the back of this notice to find the electronic filing options available to you.

ELECTRONIC FILE and PAY OPTIONS

For assistance with electronically filing your return, making your electronic payment, or obtaining your PIN, contact our **Electronic Services** staff at **1-800-525-3901**. If in Topeka, call 296-6993. You may also e-mail Electronic Services at eservices@kdor.state.ks.us.

Retailers' Sales and Compensating Use Tax

ELECTRONIC OPTIONS	PROGRAM DESCRIPTION	FORM TYPES ACCEPTED	REQUIREMENTS	GETTING STARTED
ONLINE www.webtax.org	Use WebTax to file <u>single</u> and <u>multiple jurisdiction</u> sales and use tax returns. WebTax allows filers to upload jurisdictions and tax payments directly into returns. Users can also copy jurisdiction information from previous returns into their current return saving time and improving accuracy.	<ul style="list-style-type: none"> ▪ ST-16 ▪ ST-36 ▪ CT-9U ▪ CT-10U 	<ul style="list-style-type: none"> ▪ Internet access ▪ PIN(s) ▪ EIN 	<ul style="list-style-type: none"> ➤ Go to webtax.org and click the "Use WebTax Now" button. ➤ Create a user login and select a password. ➤ Contact Electronic Services for your PIN assignment. ➤ Connect your tax account to your login and begin filing.
BY PHONE 1-877-317-5639	This TeleFile system can be used to file <u>single jurisdiction</u> sales tax returns. Using a touch-tone phone, tax information is entered from a completed worksheet into the TeleFile system. Your assigned Personal Identification Number (PIN) and federal Employer Identification Number (EIN) remains the same for each filing period.	<ul style="list-style-type: none"> ▪ ST-16 	<ul style="list-style-type: none"> ▪ Touch-tone telephone ▪ TeleFile worksheet ▪ PIN(s) ▪ EIN 	<ul style="list-style-type: none"> ➤ Complete a TeleFile worksheet (it can be downloaded from our web site at ksrevenue.org/pdf/forms/st16tel.pdf or you may make copies of your current worksheet to use for future filing periods). ➤ Contact Electronic Services for your PIN assignment. ➤ Call 1-877-317-5639 and use your PIN and your federal EIN to access the TeleFile system. Using the keypads of your touch-tone phone, enter the information from your worksheet.

Withholding Tax

ELECTRONIC OPTIONS	PROGRAM DESCRIPTION	FORM TYPES ACCEPTED	REQUIREMENTS	GETTING STARTED
ONLINE www.webtax.org	KW-5 Deposit Reports can be made using the WebTax application. After connecting to your Withholding account, simply click the "Make an EFT Payment" link to complete your filing and payment. WebTax also allows you to file your KW-3 Annual Withholding Tax return and W-2/1099 Withholding Reports electronically. A Form EF-101 , Authorization for Electronic Funds Transfer, must be submitted for either ACH Debit or ACH Credit before using the EFT payment method. This form is available from our web site (ksrevenue.org) or by calling 1-800-525-3901 or, if in Topeka, call 296-6993.	<ul style="list-style-type: none"> ▪ KW-3 ▪ KW-5 ▪ W-2 ▪ 1099 	<ul style="list-style-type: none"> ▪ Internet access ▪ EF-101 form ▪ PIN(s) ▪ EIN 	<ul style="list-style-type: none"> ➤ Submit a Form EF-101, Authorization for Electronic Funds Transfer. ➤ Go to webtax.org and click the "Use WebTax Now" button. ➤ Create a user login and select a password. ➤ Contact Electronic Services for your PIN assignment. ➤ Connect your tax account to your login and begin filing.
BY PHONE 1-877-600-5640	A KW-5 return with payment can be made through the EFT Payments telephone system. A Form EF-101 , Authorization for Electronic Funds Transfer, must be submitted for either ACH Debit or ACH Credit before using the EFT payment method. This form is available from our web site (ksrevenue.org) or by calling 1-800-525-3901 or, if in Topeka, call 296-6993.	<ul style="list-style-type: none"> ▪ KW-5 	<ul style="list-style-type: none"> ▪ Touch-tone telephone ▪ EF-101 form ▪ PIN(s) ▪ EIN 	<ul style="list-style-type: none"> ➤ Submit a Form EF-101, Authorization for Electronic Funds Transfer. ➤ Contact Electronic Services for your PIN assignment. ➤ Call 1-877-600-5640 and use your PIN and your federal EIN to access the EFT Payments system. Using the keypads of your touch-tone phone, follow the phone prompts to complete your payment and submit your return.