

KANSAS STATE UNIVERSITY

Kansas Retail Sales Tax Report and Approval of Payment for the Month of _____

The Kansas Retail Sales Tax shown below is to be paid from

Project Name _____ Project # _____ Source _____ Org _____

1. Total gross receipts for the month for sales \$ _____
for (City) _____ (County) _____ (Jurisdiction Code) _____

Link: [KS Dept. of Revenue - Local Sales Tax Information](#)

2. Deductions:

- A. Sales to other retailers for resale \$ _____
B. Returned goods, discounts, allowances and trade-ins _____
C. Sales to U.S. government, State of Kansas, & Kansas political subdivisions _____
D. Sales of ingredient or component parts of tangible personal property produced ... _____
E. Sales of items consumed in the production of tangible personal property _____
F. Sales to nonprofit hospitals or nonprofit blood, tissue or organ bank _____
G. Sales to nonprofit educational institutions _____
H. Sales to qualifying sales tax exempt religious and nonprofit organizations..... _____
I. Sales of farm equipment and machinery _____
J. Sales of integrated production machinery and equipment _____
K. Sales of alcoholic beverages ...[**MUST HAVE PRIOR APPROVAL**]..... _____
L. Non-taxable labor services, original construction and residential remodeling _____
M. Deliveries outside of Kansas _____
N. Other allowable deductions (itemize) _____

3. Total Deductions (Total of Item 2) \$ _____
4. Net sales upon which tax is to be computed (Item 1 less Item 3) \$ _____
5. Tax rate at destination (enter as percent ex. 4.65) % _____
6. Amount of tax due for this month \$ _____

I declare under the penalties of perjury that to the best of my knowledge and belief this is a true, correct and complete return and payment of this tax from the above account is approved.

Date _____ Signature _____
Director, Department Head, Superintendent

Date _____ Signature _____
Preparer of Sales Tax Report Phone # _____

Each University Department whose transactions are subject to the Kansas Retail Sales Tax should prepare this form for each month. Please return completed and signed form electronically to Financial Reporting at financialreport@ksu.edu on or before the 5th of the following month. Failure to submit timely reports may result in fines from the Kansas Department of Revenue.