Sales Tax Entity Exemption Certificate Renewal

On November 1, 2014, the sales tax exemption certificate issued by the Kansas Department of Revenue will expire. The certificates will need to be renewed on the department’s website. The renewal process will be available after June 16th. The new certificates have an expiration date of October 1, 2020.

If you currently have online access to your exemption certificate on the department’s website, www.ksrevenue.org, you can renew it by signing onto KsWebTax and selecting the “Renew Tax Entity Exemption Certificate” application. Verify and update any address and contact information, click on “Continue”, review the data and click on “Renew Certificate”. You can then print out a copy of the new certificate.

If you do not have online access to your certificate, you will need to register and create a KsWebTax account. Once the KsWebTax is created, you will be taken to the Exemption Certificate page. Select the application “Add an Existing Tax Exempt Entity Certificate to this account”. The application will ask for your Kansas Tax Exemption Number and a PIN. Click Continue and review to ensure you have the correct certificate, then click Save and the certificate will be added to your account. The PIN is located on the cover letter that came with the certificate. If you do not have the PIN, you will need to wait until the department mails you a renewal notice with your certificate number and PIN. You can also obtain your PIN from Steven Brunkan by email or phone.

Use of Agency Specific and State of Kansas Exemption Certificate.

In working with staff in the Department of Administration Office of the Chief Financial Officer, it was determined that each agency may want access to both their agency exemption certificate and the State of Kansas certificate. You may use the State of Kansas exemption certificate exclusively – that is an agency decision. If you want to use your agency certificate when purchasing items that are unique to your agency or are a one-time purchase that is okay as well. The State of Kansas certificate is signed by DeAnn Hill, Chief Financial Officer.

All agencies are, or will be, receiving requests from vendors for the new exemption certificate. The State of Kansas certificate is valid for all state agencies. For the benefit of the vendor and to reduce potential vendor inquiries, the State of Kansas certificate includes a web-link to the current list of agencies found on the Department of Administration website.

For questions on the exemption certificates, contact Steven Brunkan at the Kansas Dept. of Revenue at 785-291-3580 or steven.brunkan@kdor.ks.gov. If you have specific questions concerning the use of the State of Kansas certificate and its distribution to vendors, contact Janette Martin Audit Services Team Lead, Office of Chief Financial Officer, Department of Administration at 785 296-2708,