

## **Tax Clearance Certificate - Frequently Asked Questions for Job Applicants**

### **1. What is the State of Kansas tax clearance process?**

Governor Sebelius' Executive Order 2004-03 directed the Secretary of Revenue to establish a State of Kansas tax clearance process. This process is to ensure that each individual who is hired by a state agency under the jurisdiction of the Governor is current and compliant with all Kansas tax laws administered by the Dept. of Revenue.

### **2. Where do I find instructions on how to obtain the tax clearance certificate?**

Instructions are found at the following link: <http://www.ksrevenue.org/taxclearance.html>.

### **3. I submitted my tax certificate request at <http://www.ksrevenue.org/taxclearance.html>. What happens next?**

You will receive an email directing you to return to the website the following business day to see if KDOR will issue the certificate.

- a. If issued an official certificate, print it and attach it to your job application. You will also have the option to save the tax clearance certificate as a PDF file that you can email to the hiring agency with your other job application documents.
- b. If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. KDOR Collections-Special Projects, phone# 785-296-3199

### **4. Will my clearance certificate be forwarded to the hiring agency automatically if I insert the state agency email address on my request?**

No. The hiring agency will not be able to complete your transaction request. Instead, you must provide your own personal email address to continue processing the request.

### **5. Who do I contact if I need additional assistance with the tax clearance process?**

Special Email: [Tax.Clearance@kdor.ks.gov](mailto:Tax.Clearance@kdor.ks.gov)  
Phone: KDOR Collections-Special Projects at 785-296-3199  
Phone: KDOL Call Center: 785-296-5027

### **6. Do I have to send a copy of my tax clearance certificate with EVERY job application I submit for State of Kansas employment?**

Yes. Applicants for State of Kansas jobs are expected to submit a current Tax Clearance Certificate with every job vacancy application.

### **7. Will I still be considered for a state job if I fail to submit a Tax Clearance Certificate to the hiring agency?**

Your job application will be considered incomplete if you do not provide a copy of your tax clearance certificate with your employment application, or within two business days after the

application closing date. **The complete certificate must be sent to the agency contact person designated on the job vacancy announcement.**

- 8. Will you accept a scanned copy of the printed certificate or a PDF file emailed to you with my other application documents? Is it ok to Fax the certificate to you?**

Yes. Faxed, scanned or emailed PDF copies will be sufficient. **Remember to include the job title and requisition number on all correspondence you send to the designated agency recruiter.**

- 9. If I am already a current state employee, do I have to provide a tax clearance certificate with my job applications?**

Yes, each applicant must obtain and submit a valid certificate.

- 10. Do I have to submit a tax clearance certificate if I have never lived or worked in the state of Kansas?**

Yes, each applicant must obtain and submit a valid certificate.

- 11. How often do I need to apply with the Kansas Dept. of Revenue for the tax clearance certificate?**

Certificates are valid for a period of 90 days. At the end of the 90 day period, you will need to request a new "Certificate of Tax Clearance" if you are applying for additional state jobs.