



K A N S A S

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DIVISION OF PERSONNEL SERVICES

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MEMORANDUM

TO: Statewide HR Managers
FROM: Jack Rickerson
DATE: May 17, 2004
SUBJECT: Kansas Tax Clearance Program.

The State of Kansas Tax Clearance Program for new hires is authorized pursuant to Executive Order 2004-03 located at the following website http://da.state.ks.us/ps/subject/arc/memos/eo04_03.pdf. The program is effective June 6, 2004.

All new employees hired by participating agencies are subject to a tax clearance check. Persons not subject to the New Hire Tax Clearance Check include legislators and employees of the Legislative Branch, employees of elected officials, judges and employees of Judicial Branch, and student employees under the Board of Regents.

The Secretary of Revenue has established a State of Kansas tax clearance process 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 Department of Revenue. A detailed listing of this process can be found at <http://www.ksrevenue.org/taxclearance.htm>, including FAQ's for agencies, employees and candidates. [The State of Kansas Tax Clearance Information Form for Candidates and New Hires](#) currently has signature lines for the candidate, employee and Office.

When we talked about this at the May 7th HR Conference, people were concerned about having to have the successful candidate sign the same form twice - once as a candidate and then again, as a newly hired employee. Having someone sign once, as long as you keep the document, is enough.

Please contact Liz Wong at elizabeth.wong@da.state.ks.us if you need additional information about the State of Kansas Tax Clearance Process. Thanks.