Saving your Tax Clearance for Upload to Careers as a PDF

Careers accepted formats: Adobe (.pdf), Word (.docx, .doc), OpenDocument (.odt), Rich text format (.rtf), Text format (.txt)

The KS Department of Revenue (KDOR) Tax Clearance Request Information page notes that Adobe Acrobat (what is used to view pdf files) is required to print to PDF. For full instructions on how to request and save/print your tax clearance or to ask questions about the tax clearance process go to: https://www.ksrevenue.org/taxclearance.html
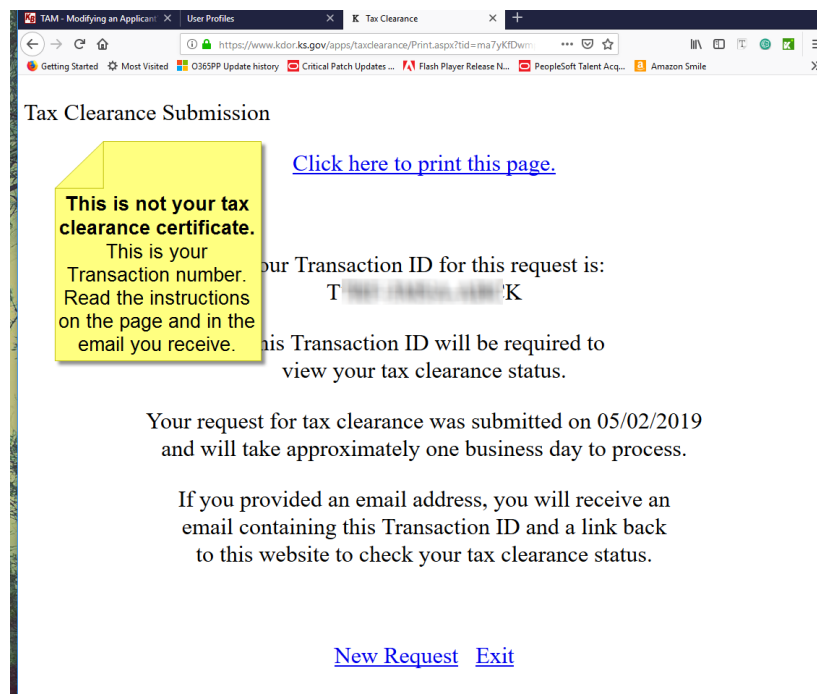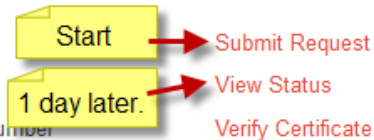
1. Complete and submit your tax clearance request per KDOR's website. Your **Transaction ID** number will display and is emailed with your request confirmation. Read and follow the instructions provided. *You do not have your Tax Clearance yet*, return tomorrow to check the status.

2. The next day, return to check the **status** of your Tax Clearance. Enter your **EIN or SSN** and enter the **Transaction ID** number you were provided. When your request shows **approved**, you will be presented with a **link** "to view and print the certificate". Click the link.

Tax Clearance Status

The request has been approved. Click here to view and print the certificate (opens a new window).

Enter the Tax ID Number (EIN or SSN): 999-99-9999   00-0000000 or 000-00-0000

Enter the Transaction ID Number: T123-4567-8910   T000-0000-0000

(Missing your Transaction ID? Call the Kansas Dept of Revenue at 785-296-3199.)

Back   Retrieve Status

3. A new window opens the document using your browser's Adobe Acrobat Reader and the pdf version of the **Tax Clearance Certificate** appears. This is what you will upload to Careers after you save/print/download it.

Laura Kelly, Governor
Mark A. Burghart, Secretary
www.ksrevenue.org

CERTIFICATE OF TAX CLEARANCE

ISSUE DATE
05/02/2019

TRANSACTION ID   **CONFIRMATION NUMBER**

TAX CLEARANCE VALID THROUGH 07/31/2019

Verification of this certificate can be obtained on our website, www.ksrevenue.org, or by calling the Kansas Department of Revenue at 785-296-3199

4. **Web browsers have different Adobe Acrobat Reader plugins, so they open and save files differently. Instructions for Internet Explorer , Chrome , and Firefox are on the following pages.**

Internet Explorer :

a. Click the **Save** button (disc icon) to save the PDF to a location on your computer.
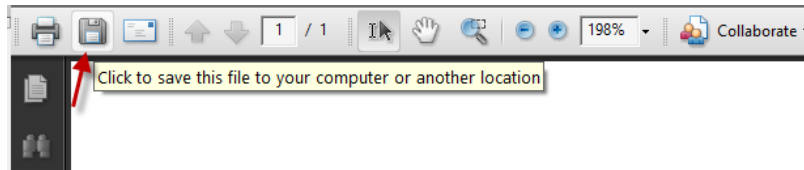
b. Choose the **file location** on your computer where you want to save the file.
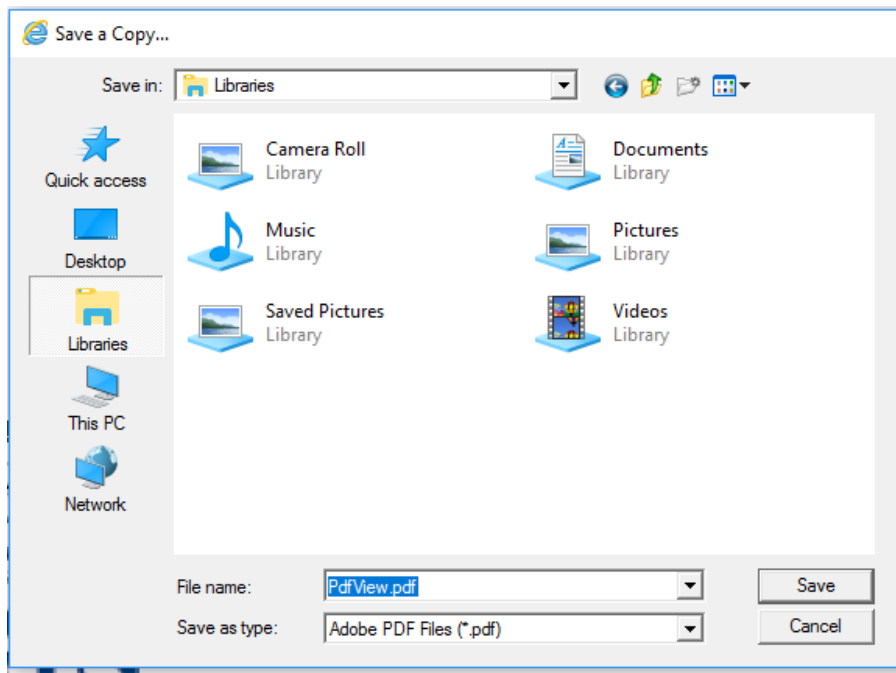
c. Change the File's **name** from "PDFView" to the document's name and your Issue Date "TaxClearance05022019".
   - Your computer may or may not show the extension with the name in the File name field.
   - The extension is always at the very end of the name. **Do not** delete, add, or change the extension (.pdf).
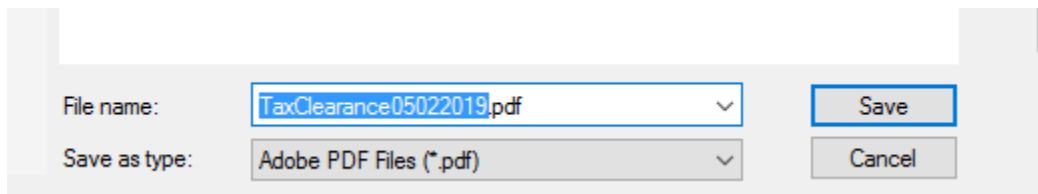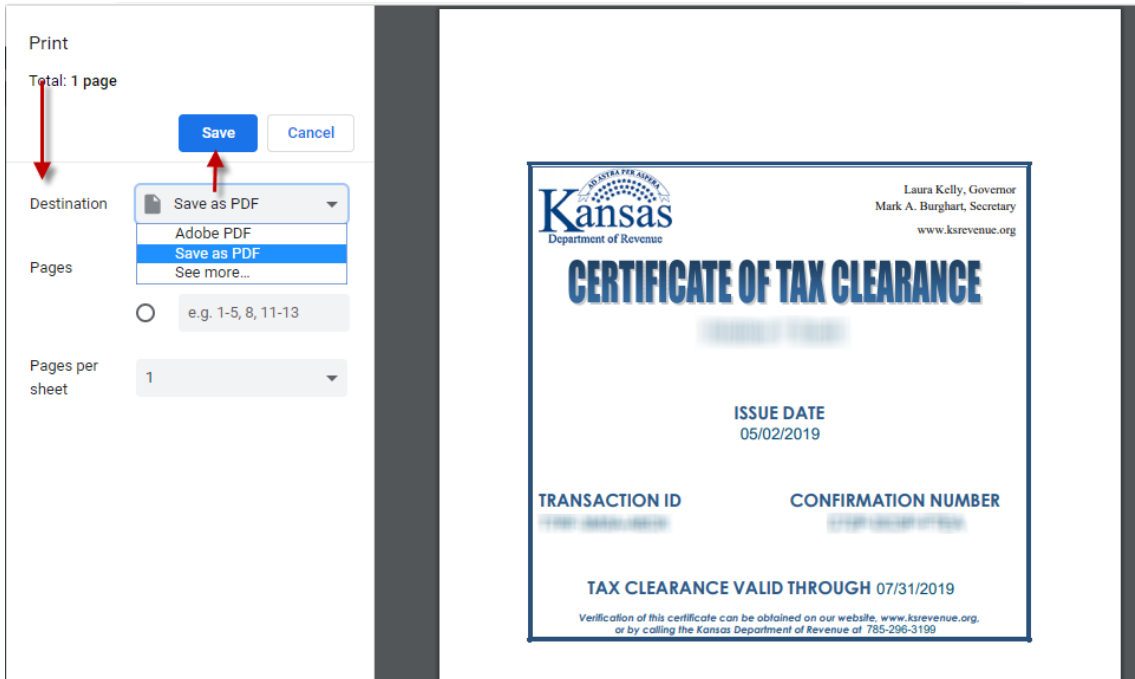

d. Click the **Save** button.

Chrome :

a. Move your **cursor to the top** of window so the **menu slides down**. Click the **Print** button (says Print if you hover your mouse over it). <u>Do not</u> <u>download</u> this document in Chrome, it will download in the wrong format.

b. In the **Destination** drop down box, choose 'Save As PDF'. Click the **Save** button.
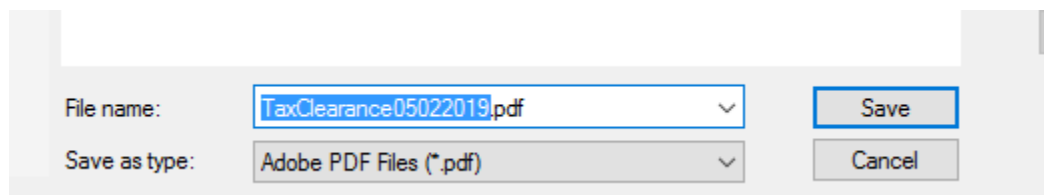

5/3/2019

c. Choose the **folder location** to save the document to.
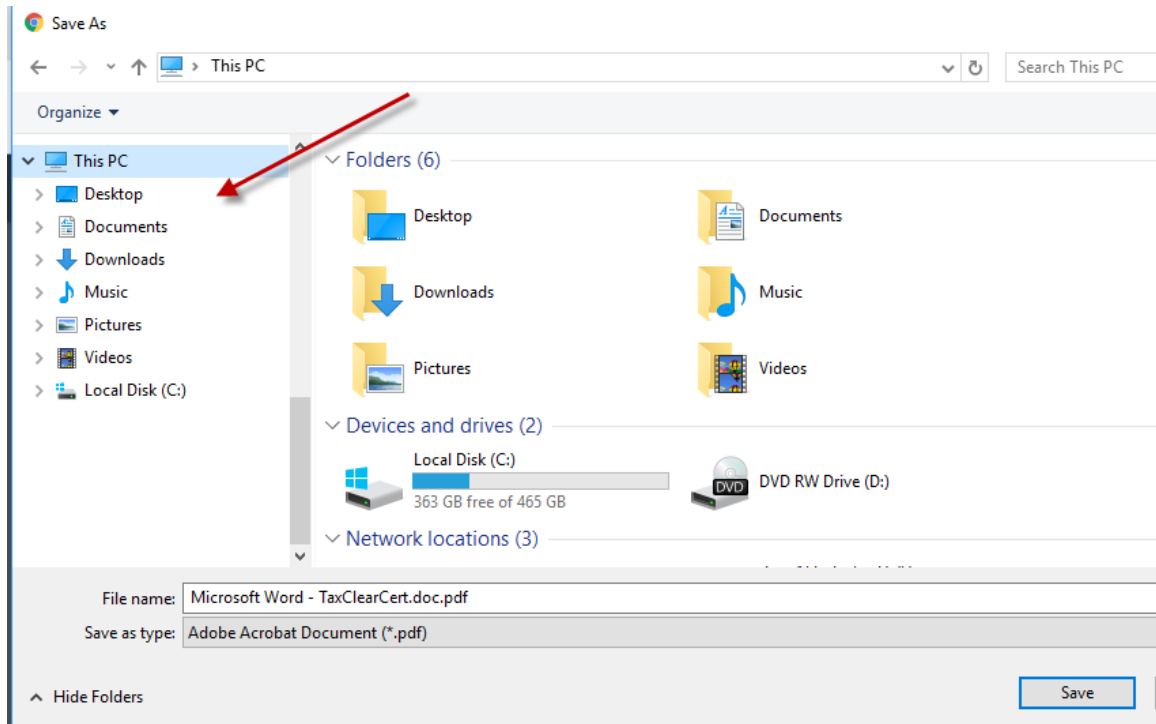
d. Change the file's **name**, from "Microsoft Word – TaxClearCert.doc" to the document's name and your Issue Date "TaxClearance05022019".
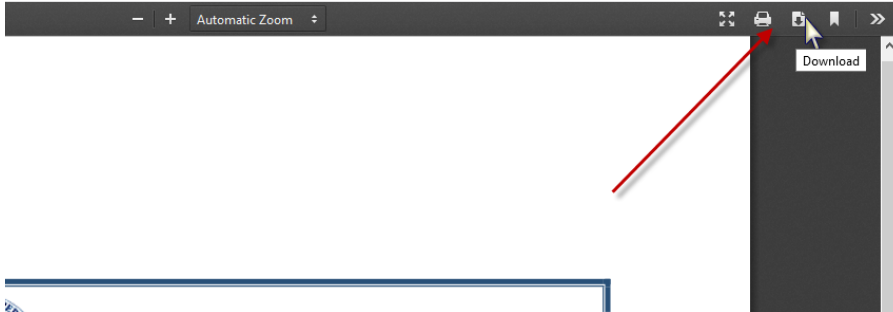- Your computer may or may not show the extension with the name in the File name field.
- The extension is always at the very end of the name. **Do not** delete, add, or change the extension (.pdf).
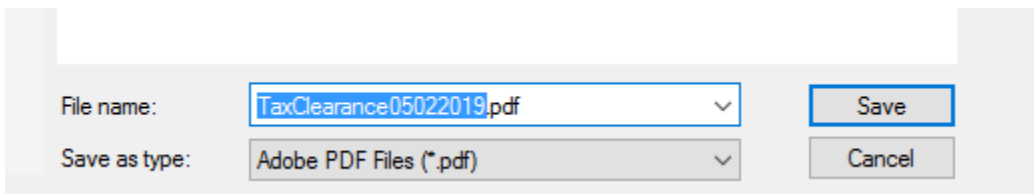

e. Click the **Save** button.

Firefox 🦊:

a) Click the **Download** button (page icon with a down arrow in it that says "Download" when you hover your mouse over it).

b) Navigate to your **Downloads** folder. Right click the document and choose **Rename**.

c) Change the file's **name**, from "document" to the document's name and your Issue Date "TaxClearance05022019".

- Your computer may or may not show the extension with the name in the File name field.
- The extension is always at the very end of the name. **Do not** delete, add, or change the extension (.pdf).

d) Click the **Save** button.