

Policy and Research
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Laura Kelly, Governor

Tax Entity Reports Request Form

Name: _____ City/County: _____

Address: _____ City, State, Zip: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

Office held (check one): Clerk Treasurer Financial Officer

Excise Tax Reports: please check the boxes for the entity reports you wish access to

Sales and Use Tax* Liquor Excise Tax Transient Guest Tax

Vehicle Rental Excise Tax (only available/applicable to counties)

I work for the city and I want to receive my **County's** Transient Guest report

I work for the county and want to receive the **City** Transient Guest Tax Entity reports for each of these cities within my county: _____

*Enrolling for the sales and use tax reports will provide access to reports for any special taxing districts within your area.

*As the city or county clerk, treasurer, or finance officer, I understand that excise tax information received by the city or county shall be kept confidential, and furthermore, that it is unlawful for any officer or employee of the city or county to divulge any such information in any manner. **Any violation in use by a city or county officer or employee is a class A nonperson misdemeanor, and such officer or employee shall be dismissed from office. Furthermore, the district attorney or county attorney and the attorney general shall have the authority to prosecute any violation of this section by a city or county clerk or treasurer finance officer (K.S.A. 75-5133).***

Signature: _____ Date: _____

Fax to: 785-296-7928 or **E-mail to:** amy.kramer@ks.gov
Attn: Amy Kramer