

**Sales Tax is reported quarterly to the state of Kansas for the prior quarter's sales. All Sales Tax reports must be in the Accounting office by the 15th of the following month. i.e. If reporting for the month of February, the form is due March 15th.**

Dept Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reporting Month: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

Supporting documentation should remain within the department. Each difference in the sales funding source will need to go on its own line below.

Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable Sales	Taxable Balance	City of: _____ %	County of: _____ %	Special Tax: _____ %	State of KS 6.5%	Total Tax Due

Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable Sales	Taxable Balance	City of: _____ %	County of: _____ %	Special Tax: _____ %	State of KS 6.5%	Total Tax Due

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**Total Tax Due** \_\_\_\_\_

