

1. Enter your 9-digit Employer Identification Number (EIN)
(If you have a K or A number instead of an EIN, press "5" for letter "K" and "2" for letter "A")
2. Enter your 7-digit Access Code
3. Mark the box for type of return being filed: **Original** ☐ **Press** **Amended** ☐ **Press** **Additional** ☐ **Press**
4. Enter the ending date of the current tax period (mmddyy)
Example: Press **for a December, 2013 return.**

5. **Gross sales or receipts (do not include the tax collected in this figure).**
To enter your gross sales or receipts as a positive amount, press 1. To enter your gross sales or receipts as a negative amount, press 2. If you have no gross sales or receipts to report, enter zero. Remember to enter dollars *and* cents.
6. **Merchandise consumed (purchased without tax.)** If you took items out of your inventory for your personal use that were purchased without tax, enter the price you paid for these items, including shipping and handling. If none, enter zero
7. **Schedule of Deductions. If you have deductions to report; press 1. If you DO NOT have deductions, press 2.** Enter the amount for each deduction as applicable in the table below. **TeleFile will instruct you to enter the line number that corresponds with your deduction item(s).** **NOTE:** Be sure to enter your deductions on the correct line. For a detailed explanation of these deductions, obtain Pub. KS-1510 and Pub. KS-1520 from our web site.)

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|--|----------------------|
| 1. Sales to other retailers for resale | <input type="text"/> |
| 2. Returned goods, discounts, allowances and trade-ins | <input type="text"/> |
| 3. Sales to U.S. Government, state of Kansas and political subdivisions | <input type="text"/> |
| 4. Sales of ingredient or component parts of tangible personal property produced | <input type="text"/> |
| 5. Sales of items consumed in the production of tangible personal property | <input type="text"/> |
| 6. Sales to nonprofit hospitals or nonprofit blood, tissue or organ banks | <input type="text"/> |
| 7. Sales to nonprofit educational institutions | <input type="text"/> |
| 8. Sales to qualifying sales tax exempt religious and nonprofit organizations | <input type="text"/> |
| 9. Sales of farm equipment and machinery | <input type="text"/> |
| 10. Sales of integrated production machinery and equipment | <input type="text"/> |
| 11. Sales of alcoholic beverages | <input type="text"/> |
| 12. Nontaxable labor services, original construction and residential remodeling | <input type="text"/> |
| 13. Deliveries outside of Kansas | <input type="text"/> |
| 14. Other allowable deductions | <input type="text"/> |

TeleFile will calculate your total deductions. Enter the amount here

Press to hear the amount again or press to continue.

CONTINUE TO NEXT PAGE

8. **TeleFile will calculate** your **net sales**. Enter the amount here
9. **TeleFile will calculate** your **net tax**. Enter the amount here
 Press to hear the amount again or press to continue.
10. If applicable, enter amount of **credit memo** received from KDOR. **If filing an amended return**, enter total amount previously paid for the filing period you are reporting. If none, enter zero ...
11. **TeleFile will calculate** the **total due**. Enter the amount here
 Press to hear the amount again or press to continue.

BANKING INFORMATION

12. Check the type of **bank account** you will be paying from: **Checking** ☐ Press **Savings** ☐ Press
13. Enter your **account** number
14. Enter your 9-digit **routing** number

The example to the right shows where you can obtain the account number and routing number from your check.

The diagram shows a check from Bob Jones, Anytown, USA. The 'Pay to the Order of:' field is followed by a dollar sign and a box containing '1234'. Below this, the 'Routing Number' is circled and points to the first six digits '123456' of the MICR line. The 'Account Number' is circled and points to the next six digits '456789' of the MICR line. The MICR line is shown as ': 123456456 : 123456 99 1234'. A circular callout with an arrow pointing to the check number '1234' in the top right corner contains the text 'DO NOT include the check number'.

15. **TeleFile will give you the amount to be debited from your bank account and remitted to KDOR. Enter the amount here**
16. To confirm that payment will be deducted from your account on the 25th, press .
 If you prefer to use the next business day rule and have your payment deducted the day after you TeleFile, press .



DO NOT HANG UP UNTIL YOU RECEIVE YOUR CONFIRMATION NUMBER!

CONFIRMATION NUMBER

17. **TeleFile will give you a 12-digit confirmation number. Enter the number here**
IMPORTANT: If you hang up before you receive your confirmation number, your return will not be filed and your payment will not be processed
 Press to hear your confirmation number again or press to continue.
18. Enter the date you TeleFiled your return

**After you fill in ALL the white spaces in this worksheet, you are ready to TeleFile.
 Dial 1-877-317-5639. This is a toll free call.**

DO NOT MAIL YOUR TELEFILE WORKSHEET - KEEP IT FOR YOUR RECORDS

SCROLL DOWN FOR VOUCHER

INSTRUCTIONS FOR COMPLETING THE ST-TEL PAYMENT VOUCHER

Print your business name and address in the space provided.

Enter your tax account number in the space provided.

Enter the period beginning date for the return you are TeleFiling. For example, when filing for the month of September 2013 enter **090113**.

Enter the period ending date for the return you are TeleFiling. For example, when filing for the month of September 2013 enter **093013**.

Enter the tax due amount as indicated on line 7 of your TeleFile Worksheet.

Enter the amount of payment in the space provided.

Write your Tax Account Number on your check or money order and make payable to Retailers' Sales Tax. Send your payment to: Kansas Department of Revenue, 915 SW Harrison St., Topeka, KS 66612-1588.

ST-TEL

**Sales Tax
TeleFile Voucher**

(Rev. 4/05)

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FOR OFFICE USE ONLY

Business Name

DBA Name

Street Address

City, State, Zip Code

Tax Account
Number

Tax Period

MM

DD

YY

Period Beginning Date

Period Ending Date

Tax Amount Due

R S

Tax Type
ID

6 0 1

Sort Pattern
Number

Name or
Address Change

Payment
Amount

\$

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