

Issuance of Numbered Exemption Certificate

Jazz in the Woods
4701 West 110th

Overland Park KS 66211

KWebTax
PIN: 9717708
DO NOT DISCARD-KEEP IN A SAFE PLACE

Enclosed is the new numbered sales and use tax exemption certificate issued to your organization by the Kansas Department of Revenue in accordance with the provisions of K.S.A 79-3692. This new uniquely-numbered certificate is being issued to streamline the tax exemption process for your organization and to assist Kansas retailers in identifying the nonprofit entities exempt from paying Kansas sales or use tax. You may begin using this certificate immediately. Kansas retailers have been instructed to not accept any other type of exemption certificates from the entities affected by the legislation.

You must provide a completed copy of this new numbered certificate in order to make an exempt purchase of tangible personal property and/or taxable services in accordance with the exemption granted by Kansas law cited on your certificate. You should reproduce as many copies of your new numbered exemption certificate as you will need for your suppliers and vendors. This is the only certificate your organization will receive. If you have multiple purchasing departments you should provide each department with a copy of the certificate.

HOW TO USE THIS NEW CERTIFICATE. To make an exempt purchase of goods and services for your organization, present a completed copy of your Tax-Exempt Entity Exemption certificate to the vendor or supplier at the time of purchase. Unless specified on the certificate, only *direct* purchases are exempt; purchases of materials by a contractor working for you and indirect purchases on your behalf are NOT exempt. An authorized signature and your organization's federal ID number are required.

BLANKET EXEMPTION USAGE. Blanket exemption certificate usage continues to be allowed. The completed certificate may be used as a blanket exemption certificate to cover future purchases of the same type and from the same vendor. If you currently have a blanket exemption certificate on file with a vendor, you will just need to provide a completed copy of your new numbered exemption certificate to that vendor.

REPORTING CHANGES, REPRINTING LOST CERTIFICATES, REQUESTING CERTIFICATES. The department has developed an Internet application as part of its KWebTax for your convenience in reporting name and address changes, to inform the department the organization has been disbanded, to print copies of your existing certificate, or to apply for a new certificate. When an exempt organization has a name change or has a new federal EIN issued, you must apply for a new Tax-Exempt Entity Exemption certificate from the department.

KWebTax: Access to the Tax-Exempt Entity Exemption Certificate application is available through the KWebTax at the department's website, www.ksrevenue.org. On the home page, under "Your Business" is a link to Sales Tax Exemption Certificates to access your account. If you have not used the KWebTax page before, you will need to register and create an account. Once the account is created, click on "Certificates." To access an issued certificate, click on "Add an Existing Exemption Certificate to this account." The program will ask for your certificate number and the unique PIN provided at the top of this letter. The certificate number will be displayed and by clicking on the certificate you will be able to perform the functions mentioned. You can also apply for additional certificates if your organization has multiple divisions for which you want a separate exemption certificate issued.

If you have any questions concerning this letter or the numbered exemption certificate, please contact our Taxpayer Assistance

KANSAS DEPARTMENT OF REVENUE
OFFICE OF POLICY & RESEARCH

If you have any questions, please call!
Steve

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