

How to obtain a State Tax Clearance Certificate

All applicants applying for a State of Kansas job vacancy must obtain a [State Tax Clearance Certificate](#). Even if you are not currently a resident of Kansas, you must obtain a tax clearance certificate.

IMPORTANT: Please be aware that the Tax Clearance Certificate is a separate requirement from the [Applicant ID number](#). Your submission for an Applicant ID number is not an application for the Tax Clearance Certificate.

To submit your tax clearance request:

1. Navigate to the KS Dept of Revenue [website](#) (*← click here*)
2. Click on "Request Online" (under the "Obtain a State of Kansas Tax Clearance" section)
3. The next page will list three choices - click on "Submit Request"
4. The next page will also list three choices - Click on "Individual"
5. On the next page, enter your personal information
 - a. On the Reason for Tax Clearance request, select "State Employment" from the drop down list
 - b. Make sure to enter a valid email address

After you've completed the tax clearance form, KDOR will issue a transaction ID number -- keep this number, **do not** send it to KDWPT. You will need this number to retrieve your certificate.

Your tax clearance certificate will not be available until 24 hours after you submit your request. [See pg 2 for instructions on retrieving your tax clearance certificate.](#)

Keep these for your records, do not send to KDWPT:

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[Larger Text](#) | [Regular Text](#)

Tax Clearance - Individual Income Submission

[Click here to print this information.](#)

Your Transaction ID for this request is:
XXXX-XXXX-XXXX

This Transaction ID will be required to view your tax clearance status.

Your request for tax clearance was submitted on 02/13/2013
and will take approximately one business day to process.

If you provided an email address, you will receive an email containing this
Transaction ID and a link back to this website to check your tax clearance status.

Tax Clearance Submission

[Click here to print this page.](#)

Your Transaction ID for this request is:
XXXX-XXXX-XXXX

This Transaction ID will be required to
view your tax clearance status.

Your request for tax clearance was submitted on 02/13/2013
and will take approximately one business day to process.

If you provided an email address, you will receive an
email containing this Transaction ID and a link back
to this website to check your tax clearance status.

[New Request Exit](#)

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To retrieve your tax clearance certificate:

1. Navigate to the KS Dept of Revenue [website](#) (← *click here*)
2. Click on "Request Online" (under the "Obtain a State of Kansas Tax Clearance" section)
3. The next page will list three choices - click on "View Status"
4. Enter your Tax ID number (FEIN or SSN) and the Transaction ID number issued to you
5. Save your tax clearance certificate for your records and submit to KDWP:
 - a. You may submit it to KDWP as part of your application packet.
– OR –
 - b. If you've already submitted your application packet (and denoted "Pending" for the tax clearance), you may submit your certificate via e-mail or fax:
 - E-mail: kdwprecruitment@ksoutdoors.com; *(Please include in your e-mail which position you've applied for)*
 - Fax: (620) 672-2972

This is the only tax clearance document you need to submit to KDWP:

Kansas
Department of Revenue

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Sam Brownback, Governor
Nick Jordan, Secretary

www.ksrevenue.org

CERTIFICATE OF TAX CLEARANCE

Your Name Here

ISSUE DATE
XX/XX/XXXX

TRANSACTION ID
XXXX-XXXX-XXXX

CONFIRMATION NUMBER
XXXX-XXXX-XXXX

TAX CLEARANCE VALID THROUGH XX/XX/XXXX

Verification of this certificate can be obtained on our website, www.ksrevenue.org,
or by calling the Kansas Department of Revenue at 785-298-3199