## How to obtain a State Tax Clearance Certificate

All applicants applying for a State of Kansas job vacancy must obtain a <u>State Tax Clearance</u> <u>Certificate</u>. 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 <u>Applicant ID number</u>. Your submission for an Applicant ID number is not an application for the Tax Clearance Certificate.

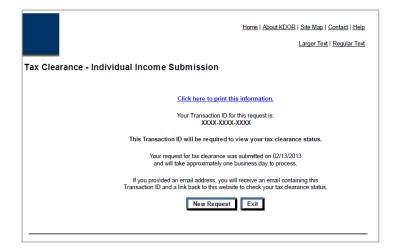
## To submit your tax clearance request:

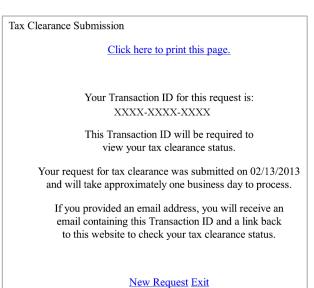
- 1. Navigate to the KS Dept of Revenue <u>website</u> (← click here)
- 2. Click on "Request Online" (under the "Obtain a State of Kansas Tax Clearance" section)
- 3. The next page will list three choices click on "Submit Request"
- 4. The next page will also list three choices Click on "Individual"
- 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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## To retrieve your tax clearance certificate:

- 1. Navigate to the KS Dept of Revenue website ( $\leftarrow$  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 KDWPT:
  - a. You may submit it to KDWPT 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: <u>kdwprecruitment@ksoutdoors.com</u>; (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 KDWPT:

