

State Tax Clearance Certificate

To apply for your tax clearance certificate:

1. Navigate to the KS Dept of Revenue [website](http://www.ksrevenue.org/taxclearance.html): (← *click here*)
<http://www.ksrevenue.org/taxclearance.html>
2. Click the link next to "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. You are requesting an "Individual" certificate.
5. Complete and submit your request.
**Keep your Transaction ID, as you will need that to retrieve your certificate.

To retrieve your tax clearance certificate:

1. Navigate to the KS Dept of Revenue [website](http://www.ksrevenue.org/taxclearance.html):
<http://www.ksrevenue.org/taxclearance.html>(← *click here*)
2. Click the link next to "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 (SSN) and the Transaction ID number issued to you
 - a. If you do not have your transaction ID, email KDOR_SpecialProjects@ks.gov
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 you may submit your certificate via e-mail or fax:
 - E-mail: laverne.taylor@ks.gov
 - Fax: (620) 672-2972

	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	
<small>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</small>	