

AD ASTRA PER ASPERA

Kansas

Retailers' Sales Tax (ST-16)

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Try our online business center – a secure, convenient, and simple way to manage all of your business tax accounts. Visit ksrevenue.gov and sign into the **KDOR Customer Service Center** to get started.



GENERAL INFORMATION

- The due date is the 25th day of the month following the ending date of this return.
- Keep a copy of your return for your records.
- Write your Tax Account Number on your check or money order and make payable to Retailers' Sales Tax. Send your return and payment to: Kansas Department of Revenue, PO Box 3506, Topeka, KS 66625-3506.

PART I

- Line 1.** Enter the total gross receipts or sales for the reporting period. Do not include the sales tax in this figure.
- Line 2.** Enter the cost of tangible personal property consumed or used by you that was purchased without tax. For example, items removed from inventory and used by you.
- Line 3.** Enter total allowable deductions from Part II, line O.
- Line 4.** Add lines 1 and 2, and subtract line 3. Enter the result.
- Line 5.** Multiply line 4 by the appropriate tax rate percentage and enter the result on line 5.

- Line 6.** Enter the amount from any credit memorandum issued by the Department of Revenue. If filing an amended return, enter the total amount previously paid for this filing period.
- Line 7.** Subtract line 6 from line 5 and enter the result.
- Line 8.** If filing a late return, enter the amount of penalty due (see ksrevenue.gov for current rates).
- Line 9.** If filing a late return, enter the amount of interest due (see ksrevenue.gov for current rates).
- Line 10.** Add lines 7, 8 and 9 and enter the result.
- Signature.** Sign your return on the back.

PART II (Deductions)

Complete lines A through N of Part II, if applicable, and enter the sum on line O. Other allowable deductions must be itemized. Use a separate schedule if necessary.

TAXPAYER ASSISTANCE

If you have questions or need assistance completing this form, contact our office.

By mail
 Tax Operations
 PO Box 3506
 Topeka KS 66625-3506

By Appointment
 Go to ksrevenue.gov to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.

Phone: 785-368-8222
 Fax: 785-291-3614
ksrevenue.gov

(Rev. 12-21)

..... Detach and send with payment

ST-16
 (Rev. 5/08)

**Kansas
 Retailers' Sales
 Tax Return**

FOR OFFICE USE ONLY

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Tax Account Number		EIN	
004 -	F		
Beginning Date	Ending Date	Due Date	Jurisdiction Code
Business Name and Address			

Part I

1. Gross Sales of Receipts	
2. Merchandise Consumed	
3. Deductions	
4. Net Sales.....	
5. Net Tax	
6. Credit Memo	
7. Subtotal	
8. Penalty	
9. Interest.....	
10. Total Due....	



Tax Rate

%

Date Business Closed Amended Return Additional Return Name or Address Change

Payment Amount \$

Please Sign The Back of This Return



400203



..... Detach and send with payment

Part II (Deductions)

- A. Sales to other retailers for resale.....
- B. Returned goods, discounts, allowances and trade-ins
- C. Sales to U.S. government, state of Kansas and Kansas political subdivision
- D. Sales of ingredient or component parts of tangible personal property produced
- E. Sales of items consumed in the production of tangible personal property
- F. Sales to nonprofit hospitals or nonprofit blood, tissue or organ banks
- G. Sales to nonprofit educational institutions
- H. Sales to qualifying sales tax exempt religious and nonprofit organizations.....
- I. Sales of farm equipment and machinery
- J. Sales of integrated production machinery and equipment
- K. Sales of alcoholic beverages.....
- L. Non-taxable labor services, original construction and residential remodeling
- M. Deliveries outside of Kansas
- N. Other allowable deductions
- O. Total deductions (Enter amount here and on line 3, Part I)

	A
	B
	C
	D
	E
	F
	G
	H
	I
	J
	K
	L
	M
	N
	O