

2009 STATE SMALL BUSINESS WORKSHOPS

For many new business owners, the everyday activities of a business can be a time-consuming and often confusing process. Tax forms usually fall to the bottom of the priority list. To help reduce your time spent filing Department of Revenue documents and as part of our commitment of service to the business community, the Taxpayer Education Unit within the Kansas Department of Revenue conducts workshops on Kansas Sales and Withholding tax.

- ◆ Do you know which taxes you are responsible for and when they are due?
- ◆ Do you know what tax form is needed and how to fill it out?
- ◆ Do you know when you must withhold tax money from employee's wages?
- ◆ Do you know if you are liable for sales tax on the goods and services you sell in your business?
- ◆ Do you know if you are liable for Kansas Use Tax?

If the answer is "No" to any or all of these questions, then the Kansas Department of Revenue strongly encourages you, your office manager or your bookkeeper to attend one of our workshops. **The department does not charge for these workshops, however the Small Business Development Centers (SBDCs) may charge a fee to help recover their costs in sponsoring the workshop.**

Each workshop covers Kansas Withholding, Estimated Taxes, Sales and Compensating Use Taxes.

SALES & USE TAX. This segment explains the differences between the Kansas Retailers' Sales Tax, the Kansas Retailers' Compensating Use Tax, and the Kansas Consumers' Compensating Use Tax. You will gain a basic understanding of the goods and services subject to sales tax, and applicable exemptions.

WITHHOLDING TAX. This segment provides an overview of the Kansas Income Tax Withholding requirements and responsibilities for employers and payors, the filing requirements, and form preparation. The requirements and procedure for paying estimated income tax are also explained.

| LOCATION | DATE | TIME |
|---------------|-------------------|----------------|
| Coffeyville | June 10, 2009 | 1:00 - 4:00 PM |
| Colby | April 28, 2009 | 1:00 - 4:00 PM |
| Concordia | February 17, 2009 | 1:00 - 4:00 PM |
| Dodge City | February 12, 2009 | 9:00 AM - Noon |
| Emporia | February 17, 2009 | 1:00 - 4:00 PM |
| Emporia | May 5, 2009 | 1:00 - 4:00 PM |
| Fort Scott | March 18, 2009 | 1:00 - 4:00 PM |
| Garden City | February 11, 2009 | 1:00 - 4:00 PM |
| Great Bend | April 30, 2009 | 1:00 - 4:00 PM |
| Hays | April 29, 2009 | 1:00 - 4:00 PM |
| Iola | May 14, 2009 | 1:00 - 4:00 PM |
| Lawrence | February 24, 2009 | 1:00 - 4:30 PM |
| Lawrence | April 7, 2009 | 1:00 - 4:30 PM |
| Liberal | February 10, 2009 | 1:00 - 4:00 PM |
| Manhattan | February 26, 2009 | 8:30 AM - Noon |
| Manhattan | June 11, 2009 | 8:30 AM - Noon |
| Overland Park | January 7, 2009 | 1:00 - 5:00 PM |
| Overland Park | February 5, 2009 | 6:00 - 9:30 PM |
| Overland Park | March 3, 2009 | 8:00 AM - Noon |
| Overland Park | April 2, 2009 | 1:00 - 5:00 PM |
| Overland Park | May 6, 2009 | 6:00 - 9:30 PM |
| Overland Park | June 4, 2009 | 8:00 AM - Noon |
| Paola | March 25, 2009 | 3:00 - 6:00 PM |
| Pittsburg | February 19, 2009 | 1:00 - 4:00 PM |
| Salina | January 28, 2009 | 1:00 - 4:00 PM |
| Salina | March 9, 2009 | 1:00 - 4:00 PM |
| Salina | May 12, 2009 | 1:00 - 4:00 PM |
| Topeka | January 21, 2009 | 8:30 AM - Noon |
| Topeka | March 26, 2009 | 8:30 AM - Noon |
| Topeka | May 21, 2009 | 8:30 AM - Noon |
| Wichita | January 21, 2009 | 1:00 - 4:30 PM |
| Wichita | February 19, 2009 | 8:30 AM - Noon |
| Wichita | March 24, 2009 | 1:00 - 4:30 PM |
| Wichita | April 23, 2009 | 8:30 AM - Noon |
| Wichita | May 26, 2009 | 1:00 - 4:30 PM |
| Wichita | June 24, 2009 | 8:30 AM - Noon |

PRE-REGISTRATION IS REQUIRED

A FEE MAY BE CHARGED

CONTACT THESE SPONSORS:

Sponsored by Cloud County Community College SBDC, (785) 243-1435, Ext. 324.

Concordia: Cloud County Community College, 2221 Campus Dr.

Salina: OCCK, 1710 Shilling Rd, Salina

Emporia: Sponsored by the Emporia State University SBDC, American Legion, 2921 W. 12th Avenue. (620) 341-5308.

Sponsored by Ft. Hays State University SBDC, (785) 628-5615.

Colby: Colby Chamber of Commerce, 350 S. Range.

Great Bend: Golden Belt One-Stop Career Ctr., 1025 Main

Hays: Sternberg Museum, 3000 Sternberg Drive.

Sponsored by Garden City Community College SBDC, (620) 276-9632.

Dodge City: Sheridan Activity Ctr., 240 San Jose Dr.

Garden City: Student & Community Services, GCCC, 801 Campus Dr.

Liberal: Rock Island Depot, 4 Rock Island Road.

Lawrence: Sponsored by the University of Kansas SBDC, 734 Vermont. (785) 843-8844.

Overland Park: Sponsored by the Johnson County Community College SBDC, Regnier Center. (913) 469-3878.

Paola: Sponsored by the Miami County Campus Fort Scott Community College, 501 Hospital Drive, Suite 300. (913) 294-4178.

Sponsored by Pittsburg State University SBDC, Shirk Hall, 1501 S. Joplin, (620) 235-4920.

Coffeyville: Coffeyville Community College, Technical Campus, 600 Roosevelt.

Fort Scott: Fort Scott Community College, 2108 S. Horton, Greyhound Room.

Iola: Allen County Community College, Student Service Center Stadler Room 1801 N. Cottonwood.

Pittsburg: Shirk Hall, 1501 S. Joplin.

Sponsored by Washburn University SBDC, (785) 234-3235.

Manhattan: Manhattan Chamber, 501 Poyntz.

Topeka: Chamber of Commerce, Board Rm, 120 SE 6th.

Wichita: Sponsored by the Wichita State University SBDC, Hughes Metro Complex, 29th & Oliver. (316) 978-3193.