

BEFORE THE BOARD OF TAX APPEALS OF THE STATE OF KANSAS

Taxpayer(s):

County:

Docket No(s): _____

Tax Years at Issue: _____

REQUEST AND CONSENT TO APPEAR BY VIDEO CONFERENCE
(TAXPAYER)

By signature of this request, Taxpayer(s) acknowledges that under the Kansas Constitution and/or state law it has a right to a hearing before the regular division of the Board of Tax Appeals (BOTA). Taxpayer hereby requests and consents to appear for such hearing by video conference through Zoom or other video conference platform as chosen by BOTA. **Taxpayer(s) must sign and return a copy of this Request and Consent before the matter will be docketed for video conference hearing.** Taxpayer(s) acknowledges that if County objects to the video conference process, the matter will be set for in-person hearing.

Taxpayer(s) acknowledges and accepts the risks inherent in the use of technology, including the risk that a proceeding may need to be rescheduled in the event of technical difficulty experienced by any party. Taxpayer(s) represents that it is in possession of the necessary equipment to appear by video conference, including an internet connection, a computer, laptop, mobile device or other device equipped with a camera and speakers, and that it has or will download any necessary software or plugins to support Zoom or any other video conference platform specified by BOTA. Taxpayer(s) understands that it is responsible to ensure that its equipment is functioning properly and to test that equipment prior to the day of the hearing. Taxpayer(s) understands BOTA will not be able to provide troubleshooting in the event of technical malfunction on the Taxpayer's end. Taxpayer(s) will be provided a copy of BOTA's video conferencing guidelines and agrees to abide by all requirements contained therein in addition to the requirements listed on this form. Taxpayer(s) acknowledges that BOTA proceedings are subject to the Kansas Open Records Act and members of the public may be provided with access to view or listen to remote hearings in accordance with the terms of that Act.

By electing to appear by video conference, Taxpayer(s) is responsible for timely and accurate submission of its exhibits to BOTA by 4:00p no later than three (3) business days prior to the hearing. Such exhibits shall be submitted electronically by (a) USB drive delivered to the BOTA office at 700 SW Harrison St., Ste. 1022, Topeka KS 66603 or (b) by email to BOTA.MailDesk@ks.gov. Hard copy exhibits will not be accepted for video conference hearings without prior approval of BOTA. Failure to submit exhibits electronically within the time specified may result in a continuance of the hearing date.

Taxpayer(s) will be provided with a link to attend the video conference hearing no later than 48 hours prior to the hearing date. **Taxpayer(s) must designate contact information for the individual who is to receive that information, and that individual must be available at the time of the hearing in the event of technical difficulty.** Taxpayer's contact information is:

(Taxpayer Representative and Title)

(Taxpayer Representative Email Address)

(Taxpayer Representative Mobile Phone Number)

Date: _____

(Signature of Taxpayer or Representative)

(Taxpayer or Representative Name, Printed)

(Title)

CERTIFICATE OF SERVICE

I hereby certify that in accordance with the provisions of the Kansas Administrative Procedures Act, on _____ a true and correct copy of this completed Request and Consent to Appear by Video Conference was provided to all opposing parties by:

_____ Electronic Mail
_____ US Mail

(Signature of Taxpayer or Representative)