

# State Tax Clearance Certificate

## To apply for your tax clearance certificate:

1. Navigate to the KS Dept of Revenue [website](http://www.ksrevenue.org): (← *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):  
<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](mailto:KDOR_SpecialProjects@ks.gov)
5. Save your tax clearance certificate for your records and submit a copy 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: [liz.holloway@ks.gov](mailto:liz.holloway@ks.gov)
    - Fax: (620) 672-2972

	Sam Brownback, Governor Nick Jordan, Secretary <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>
<b>CERTIFICATE OF TAX CLEARANCE</b>	
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, <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>, or by calling the Kansas Department of Revenue at 785-298-3199</small>	