

**State of Kansas Tax Clearance Information Form for Candidates and New Hires**

- All citizens of the State of Kansas are expected to fulfill their responsibility to pay their share of state taxes. Through education, enforcement of tax laws, and identification of noncompliance, equal treatment of all taxpayers is ensured. Public trust in state government is strengthened when public servants understand and fulfill their responsibility to pay their share of state taxes. The State of Kansas Tax Clearance Program for New Hires is authorized by Executive Order No.204-03 signed by Governor Kathleen Sebelius for implementation June 6, 2004.
- Pursuant to Executive Order No.2004-03, all new employees hired by participating in state agencies shall be subject to a tax clearance check.
- Employees of the legislative and judicial branches of state government, employees of elected officials and students employed by Board of Regents institutions shall not be subject to the tax clearance check for hiring purposes.
- A tax clearance check shall not delay or prevent the hiring of any candidate for employment.
- A tax clearance check consists of a review of the records maintained by the Kansas Department of Revenue for purposes of determining whether an employee is current in the filing of tax returns, payment of tax liabilities and otherwise in compliance with Kansas tax statutes. All information provided to the Department of Revenue shall be confidential. The Department of Administration will electronically submit the hiring information on the new employees to the Department of Revenue.
- If the review of a new employee's tax account(s) indicates that an outstanding tax liability exists or that the new employee is otherwise not in compliance with Kansas law, the employee shall be notified that the tax clearance has been denied. Upon receiving notification of denial the employee shall be required to resolve any outstanding tax liability and correct any form of noncompliance.
- A denial letter does not necessarily mean the employee has done anything wrong or has a tax liability. It simply means the employee should contact the Department of Revenue.
- An outstanding tax liability may be resolved either by payment in full or the balance due or establishment of any installment payment agreement with the Department of Revenue. For Tax Assistance please contact the Department of Revenue at 1-785-368-8222.
- Employees who fail to cooperate with the Department of Revenue in resolving outstanding tax liabilities, including the failure to remain current in making installment payments, shall be referred to the Department of Administration debtor setoff program, under which 25% of any employee's net pay may be offset to satisfy outstanding Kansas tax liabilities. In addition a collection fee of 17% will be added to the balance.
- All candidates for employment are required to acknowledge that they have been advised of the tax clearance requirements for employees of participating state agencies.

**Candidate/Employee Acknowledgement**

I acknowledge that I have been informed of the Tax Clearance Program for the State of Kansas and am aware of the requirements for payment if applicable.

\_\_\_\_\_  
Candidate Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Office

\_\_\_\_\_  
Date