

Miscellaneous Tax
Division of Taxation
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Sam Brownback, Governor

NOTICE 16-01

PACT ACT REPORTING

The following bill was enacted by the 2015 Legislature:

Senate Substitute for House Bill 2124

Effective Jan. 1, 2016, all PACT Act reports are required to be filed electronically in a manner prescribed by the Director of Taxation and the Kansas Attorney General. This bill will be enforced effective June 1, 2016, to allow customers adequate time to convert to electronic filing.

With the implementation of electronic filing for PACT Act reports, you will be able enter your data manually or to upload your data in CSV file format. The file upload specifications can be found on our website at: www.ksrevenue.org/bustaxtypesciq.html. Once you are successfully filing electronically, you no longer need to mail physical PACT Act reports or email electronic PACT Act reports to miscellaneous.tax@kdor.ks.gov or tobacco@ag.ks.gov. Reminder – reports are to be filed by the 10th day of the calendar month for the previous calendar month's shipments.

To file your monthly PACT Act report electronically:

- Log into the Kansas Department of Revenue Customer Service Center from the department's home page at: www.ksrevenue.org.
- If you are a new customer, select "Register Now". If you are an existing customer, click "Log In", enter your email address and password, and click "Sign In".
- Click on "Accounts" on the menu bar.
- If you are a new customer, click "Add an Existing or Register a New Account to this Login".
- If you are an existing customer, locate your cigarette and/or tobacco account and click "Manage Account." Under the Account Management heading, select the "View/Edit/Submit Cigarette & Tobacco applications" link.
- Under **PACT Act Registration**, click on the "PACT Act Registration" link. After completing the registration and clicking "Continue", you will return to the page with the PACT Act Registration by selecting the "Back" button.
- Select the PACT Act report you are filing (PA-1 for Cigarette; PA-2 for Tobacco).
- You can then enter the report manually or you can upload your data using the file upload specifications found on our website.

If you have questions or need additional information, please contact our office by calling 785- 368-8222, option 5, then option 4, or email us at: miscellaneous.tax@kdor.ks.gov.