

# The Revenues



## Business License renewal due date is Feb. 28

## Revenue Division

### January 2008

Business owners must renew business licenses by Feb. 28 to avoid penalties. In renewing a business license, additional clearances may be required, depending on the type of business. Business taxpayers and tax preparers are encouraged to obtain all supporting documentation before submitting renewal information. This allows for more prompt service and efficient processing.

Business taxpayers who are in need of assistance regarding the business license renewal process, including:

- Basic requirements
- Clearances and permits
- Supporting documentation
- Tax forms
- Additional tax obligations



are invited to visit [www.kcmo.org/revenue](http://www.kcmo.org/revenue) or [www.kcmo.org/taxes](http://www.kcmo.org/taxes), or contact the Business License section at (816) 513-1135 or Taxpayer Services at (816) 513-1120.

The Business License section is located on the third floor, west side, Room 301, City Hall, 414 E. 12th St., Kansas City, MO 64106.

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### Revenue Division of the Finance Department

City Hall, second floor  
414 E. 12th St.  
Kansas City, MO 64106

## We're on the Web!

Visit us at [www.kcmo.org](http://www.kcmo.org) or e-mail us at [revenue@kcmo.org](mailto:revenue@kcmo.org) or [refunds@kcmo.org](mailto:refunds@kcmo.org)



# 2008 tax season starts: How to file and who to call

If you have specific questions when getting your tax return together or filing online, the Revenue Division is available to help.

The Revenue Division is working hard to ensure this tax season is an easier one for taxpayers. The division has implemented several technological changes to assist with this goal, including a newly designed tax forms page. No longer will taxpayers wonder if they have the correct form. The new tax forms page allows taxpayers to easily locate the type of return they need. The other change allows taxpayers to fill-in returns online, and then print and mail them. This capability helps to minimize the

time it takes to complete a hand-written return. This also helps to reduce possible errors. Tax forms are downloadable as a PDF form. In order to read and print these forms, taxpayers must have Adobe Acrobat Reader.

Not only can taxpayers visit the Revenue Division's Web site to file returns online or obtain paper forms and instructions, but the Revenue Division offers important news and services regarding refunds, filing taxes, taxpayer rights and more for individuals, corporations and tax professionals.

Many taxpayers also can file returns free online. The Revenue Division



knows electronic filing enhances customer service and reduces the handling of paper returns and payments. Payments are made to each system in several ways. Individual taxpayers may pay either by an automated clearing house debit to their bank account or by credit/debit card. Business taxpayers may remit payment for employer's withholding via automated clearing house debit transaction.

## Individual taxpayers

### Online Wage Earner System

Electronically file your individual Wage Earner Earnings Tax (Form RD-109). Taxpayers also may use this system to file for refunds.

## Business taxpayers

### Business License

Business taxpayers are reminded to renew their business license by Feb. 28. The Business License section is located on the third floor of City Hall in room 301W.

### Kansas City KwikFile online

Electronically file the Employer's Quarterly Return of Earnings Withheld (form RD-110) and remit payments (form RD-130) to the City of Kansas City, Mo., via automated clearing house debit transaction.

*NOTE: Taxpayers also can remit withholding payments via automated clearing house credit transactions. Please contact the Revenue Division for further information about this payment option.*

### Kansas City Convention & Tourism online (coming soon!)

Electronically file/remit the Convention & Tourism Return (form RD-106 and RD-107) to the City of Kansas City, Mo.

For more information, taxpayers are encouraged to visit the Revenue Division's Web site at [www.kcmo.org/revenue](http://www.kcmo.org/revenue) or [www.kcmo.org/taxes](http://www.kcmo.org/taxes), or call Taxpayer Services at (816) 513-1120.

# Business license and earnings tax forums

When you have questions about local taxes, why not ask the experts? The City of Kansas City, Mo., is holding earnings tax forums to answer tax questions and provide information to the public regarding the earnings tax.

The earnings tax forums are open to the public and local tax professionals. Don't miss this opportunity to learn about the many taxes administered and collected by the City of Kansas City, Mo.

For more information, contact Taxpayer Services at (816) 513-1120 or visit [www.kcmo.org/revenue](http://www.kcmo.org/revenue).



## Earnings tax forums will be held on the following Tuesdays from 6-8 p.m.

<b>Date</b>	<b>Location</b>
Jan. 29	Central Presbyterian Church 3501 Campbell St., Kansas City, Mo.
Feb. 5	Brush Creek Community Center 3801 Brush Creek Blvd., Kansas City, Mo.
Feb. 12	Northland Neighborhoods 3015 N.E. Vivion Road, Kansas City, Mo.
Feb. 19	Trailside Nature Center 9901 Holmes Road, Kansas City, Mo.
Feb. 26	Park Hill High School-Atrium 7701 N.W. Barry Road, Kansas City, Mo.
March 4	Robert J. Mohart Multi-purpose FOCUS Center 3200 Wayne Ave., Kansas City, Mo.
March 18	Kansas City Public Library, Waldo Branch 201 E. 75th St., Kansas City, Mo.



### Why were these taxes established?

- The earnings and profits taxes are the single largest revenue sources for services such as fire and police protection, capital improvement programs, trash service, snow removal and health and medical care.

### How and when do I file?

- Forms are available on the City's Web site ([www.kcmo.org](http://www.kcmo.org)), at City Hall, at the City's public libraries and by mail.
- E-filing is available for taxpayers at [www.kcmo.org](http://www.kcmo.org) by clicking on "E-Services."
- Individuals who are fully withheld by their employers should not file a return.
- Individuals whose taxes are not withheld by their employers must file and pay on or before April 15 of each year.
- Businesses either pay their profits tax on April 15 or 105 days after the end of their fiscal year.

## Frequently asked questions

### Who is required to pay the 1 percent earnings and profits tax?

- All City of Kansas City, Mo., residents are required to pay the earnings tax, even if they work outside of the city.
- Non-residents are required to pay the earnings tax on income earned within city limits.

### What are the earnings and profits taxes?

- The earnings tax is a 1 percent tax on an individual's earned income such as salaries, wages, commissions, tips and other compensation.
- The profits tax is a 1 percent tax on a business net profits.

## Helpful telephone numbers

### Finance Department

Business License  
(816) 513-1135

Refund  
(816) 513-1122

Taxpayer Services  
(816) 513-1120

3-1-1 Action Center  
311 or (816) 513-1313

Fire Department  
(816) 784-9200

Health Department  
(816) 513-6247

Human Resources Department  
(816) 513-1929

Municipal Court  
(816) 513-2700

Neighborhood and Community  
Services Department  
(816) 513-3200

Parks and Recreation Department  
(816) 513-7500

Police Department  
(816) 234-5000 (non-emergency)

Regulated Industries  
(816) 784-9000

Water Services Department  
(816) 513-0271

# Monthly and quarterly filing due dates (January to March 2008)

## Annual

### Due date

Business license	Feb. 28
Profits	April 15
Wage earner	April 15

## Quarterly

Convention and tourism withholding

### Quarter

### Due date

Jan. 1 to March 31	April 30
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Downtown Arena  
(Car and hotel/motel)

### Quarter

### Due date

Jan. 1 to March 31	April 20
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## Monthly

Convention and tourism  
(Food and room)

### Month

### Due date

January	Feb. 20
February	March 20
March	April 20

Withholding

### Month

### Due date

January	Feb. 15
February	March 15
March	April 30

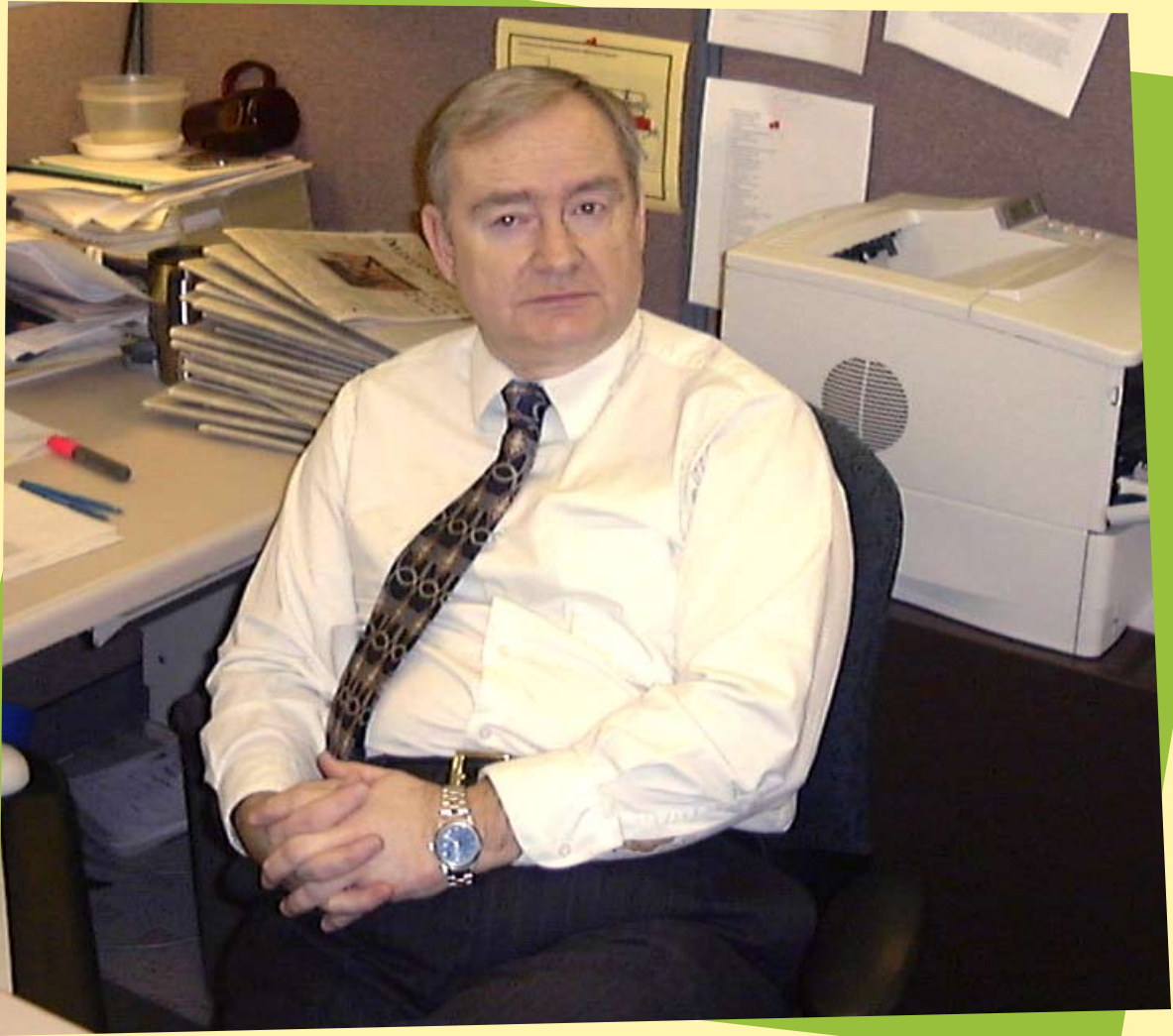
## Quarter-Monthly

Convention and tourism  
(Food and room)

### Period

### Due date

Jan. 1-7	Jan. 20
Jan. 8-14	Jan. 14
Jan. 16-22	Jan. 25
Jan. 23-31	Feb. 5
Feb. 1-7	Feb. 12
Feb. 8-15	Feb. 21
Feb. 16-22	Feb. 26
Feb. 23-28	March 4
March 1-7	March 12
March 8-15	March 19
March 16-22	March 26
March 23-31	April 3



## Webb Miller retires

It is with great sorrow and happy regards that the Finance Department's Revenue Division says goodbye to Webb Miller. Webb began his career as a Senior Tax Auditor with the City of Kansas City, Mo., more than 21 years ago. He has performed services under more than six revenue commissioners. In 2002, he collected more than \$1 million from one company alone.

His rapport and customer service with taxpayers, tax professionals and government officials served as a great example for all City employees. Webb's outstanding collecting efforts and extensive knowledge of local

revenue streams and corporate revenue hiding places will be truly missed.

In his spare time, Webb enjoys playing chess and served as a chess mentor to local area youth. He has traveled to many chess tournaments around the country. He can now spend his days with his wife, three children, two grandchildren and playing chess, of course!

Webb Miller, thank you for your continuous hard work, knowledge and wisdom and great personality. The Revenue Division wishes you all the best!



# February deadline for employer wage reporting

Employers are reminded the deadline for submitting W-2 information to the City of Kansas City, Mo., is Feb. 28. The Revenue Division accepts W-2 information on magnetic media tapes and in paper form. Employers can refer to form RD-114A for instructions and specification requirements.

Currently, employers that file W-2 information with the federal government electronically or via magnetic media are required to file via cartridge magnetic tape, diskette or CD ROM with the City. Employers who submit paper W-2 information to the federal government may submit paper W-2 information to the City. Again, employers are encouraged to refer to form RD-114A for additional filing information and formatting requirements.

*NOTE: The Revenue Division accepts the Social Security Administration magnetic media format. The specifications for filing forms W-2 electronically (ERW2) has replaced the magnetic media reporting and electronic filing of W-2 information (MMREF-1). The ERW2 filing formats can be found at [www.socialsecurity.gov/employer/pub.htm](http://www.socialsecurity.gov/employer/pub.htm).*

## Revenue Division Speakers Bureau available to meet with residents

Educating the public is key to our success. The Revenue Division is committed to educating taxpayers and residents about the earnings tax.

If you would like for us to come and talk with your business or organization and answer any questions you may have regarding the taxes collected by the Revenue Division, call Cherie Howard, public information officer, (816) 513-1087.





**Revenue Division of the  
Finance Department**

City Hall, second floor  
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Kansas City, MO 64106

# The Revenues

Name of business/organization

Contact person

Telephone number

Address

City State ZIP Code

E-mail address

Number of copies needed

Mail to the attention of: Cherie Howard, City Hall, second floor, 414 E. 12th St., Kansas City, MO 64106 or call (816) 513-1087.

If you would like "The Revenues" mailed directly to your business or organization, submit this form to get signed up. "The Revenues" is a quarterly publication provided by the City of Kansas Department's Revenue Division. Its purpose is to educate, inform and provide a service to the taxpayers and residents of Kansas City, Mo., and surrounding areas.