

## PROGRAM OVERVIEW

### Purchases from Qualified Vendor Tax Credit



The Purchases from Qualified Vendor Tax Credit was created by the 2019 Kansas Legislature through the passage of House Bill 2044. Taxpayers can claim a 15% tax credit for expenditures of goods and services purchased from qualified vendors. A qualified vendor is a Certified Business or State Use Law Vendor that meets the established requirements. At a minimum, the qualified vendor must have 30% of its employees classified as blind or disabled, contribute at least 75% of health insurance premiums and pay minimum wage or greater. The Kansas Department of Administration will verify that a qualified vendor meets the established requirements.

The Purchases from Qualified Vendor Tax Credit is available for tax years 2019 through 2023 and will be on a first come, first served basis. The tax credit is capped at \$500,000 per qualified vendor each tax year. It is a non-refundable tax credit and unused tax credits may carry over for up to four years and apply against the liability of future tax years. The Kansas Department of Commerce will certify the qualified expenditures are eligible for the tax credit through the application process.

To be considered for the Purchases from Qualified Vendor Tax Credit, applicants must:

- Complete the application form
- Upload all required attachments
- Remit a non-refundable \$250.00 application fee to the Kansas Department of Commerce

#### **Submit the application and supporting documents to:**

Emily Unruh, Manager of Constituent Services and  
Hospitality Industry Liaison

785-296-1868  
Emily.Unruh@ks.gov

Kansas Department of Commerce  
1000 SW Jackson Street, Suite 100  
Topeka, KS 66612-1354  
Phone: 785-296-6245

[www.kansascommerce.gov](http://www.kansascommerce.gov)

# APPLICATION

## Purchases from Qualified Vendor Tax Credit



### Applicant Information

Company Legal Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Type of Entity:

C Corp.    S. Corp.    Sole Corp.    LLC    LL    GP    LP    Other:

Company Contact First Name: \_\_\_\_\_

Company Contact Last Name: \_\_\_\_\_

Company Contact Email: \_\_\_\_\_

Company Contact Phone: \_\_\_\_\_

### Physical Address

Address: \_\_\_\_\_

Address Line 2 (Apt. No., etc.): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Mailing Address

Address: \_\_\_\_\_

Address Line 2 (Apt. No., etc.): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Tax Credit Information

Name of Qualified Vendor(s): \_\_\_\_\_

Total Amount of Purchases: \_\_\_\_\_

Tax Credit Amount Requested: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Is your company active and in good standing with the State of Kansas?

- Yes
- No

Application fee of \$250.00 submitted?

- Yes
- No

Submit the following documents with the application:

- Attachment A—Verification of Purchases
- Attachment B—One or more of the following documents to show the date and amount of goods or services purchased from the qualified vendor.
  - Invoice
  - Purchase order
  - Contract
  - Bill of sale
  - Other similar document showing date of purchase(s) and amount paid

I hereby certify on behalf of \_\_\_\_\_ that the information above is true and correct.  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Submit the application and supporting documents to:**

[Abby.Works1@ks.gov](mailto:Abby.Works1@ks.gov)

ATTN: Abby Works  
Business & Community Development Division  
Kansas Department of Commerce  
1000 SW Jackson Street, Suite 100  
Topeka, KS 66612-1354  
Phone: 785-296-6245  
[www.kansascommerce.gov](http://www.kansascommerce.gov)

**ATTACHMENT A**  
**Purchases from Qualified Vendor Tax Credit**



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**Verification of Purchases**

\_\_\_\_\_ Certifies that \_\_\_\_\_  
*Qualified Vendor* *Applicant Company Name*

Purchased \$\_\_\_\_\_ from January 1, 20\_\_ to December 31, 20\_\_  
*Total Dollar Amount Purchased*

\_\_\_\_\_  
*Qualified Vendor Name Printed*

\_\_\_\_\_  
*Qualified Vendor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Name Printed*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

All companies are required to have this form completed when applying for the Purchases from Qualified Vendor Tax Credit. The company is expected to provide documentation to verify the above noted purchases.