

FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT KANSAS RETAIL SALES TAX

Student Fiscal Services has the responsibility for collecting and remitting sales tax of tangible personal property and/or services by organizations of the University. The sale of merchandise and services (i.e., income producing products, etc.), deposited into the Student Activity Cost Center will have **the current retail sales tax** subtracted from the deposit and remitted by FHSU to the Kansas Department of Revenue **under our tax#004-431922999F-01**.

It will be the responsibility of the organization to collect the tax if the items purchased are for resale, covering the current sales tax rate. It is the responsibility of the organization to create the Cash Sales in Workday and accurately report the sales tax. The Student Fiscal Service Office will route the Cash Sale back to the initiator through Workday if the sales tax is not correct

Purchases of commodities, equipment, etc., used to generate the income that is subject to tax should be exempt at the time of the purchase. You can accomplish this by giving the supplier the tax remittance #004-431922999F-01 at the time of the purchase. This is NOT a blanket exemption number for all items purchased, but ONLY use this number for purchases directly related to the generation of taxable sales.

If you have any questions contact Student Fiscal Services in Picken Hall 317, call 785-628-4461, or email sfsmail@fhsu.edu.