



# KANSAS Transient Guest Tax Return

Form TG-1 (Rev. 12-21)

### Need to make a quick payment?

It's simple — pay your transient guest tax electronically. Visit [ksrevenue.gov](http://ksrevenue.gov) and log in to the [Kansas Customer Service Center](#).

## GENERAL INFORMATION

- The due date is the 25th day of the month following the ending date of this return.
- You must file** a return even if there were no taxable sales.
- Keep a copy of your return for your records.
- Write your tax account number on your check or money order and make payable to "Kansas Transient Guest Tax". Mail your return and payment to: KDOR-Miscellaneous Tax, PO Box 3506, Topeka, KS 66625-3506.
- For assistance contact our office at the address shown above or call 785-368-8222.

## PART I

(Complete Part II, if applicable, before completing PART I)

- LINE 1 Gross Receipts.** Enter the total gross receipts from charges for sleeping accommodations during this reporting period.
- Line 2 Allowable Deductions.** Enter the total allowable deductions from the back of the return (Part II, line C).
- Line 3 Taxable Amount.** Subtract line 2 from line 1 and enter result.
- Line 4 Tax Due.** Multiply line 3 by the appropriate tax rate percentage and enter result.

- Line 5 Credit Memo.** If you received a credit memo from the Kansas Department of Revenue, enter the amount from that memo on line 5. If filing an amended return, enter total amount previously paid for this filing period.
- Line 6 Amount of Tax Due.** Subtract line 5 from line 4 and enter result.
- Line 7 Penalty.** If filing a late return, enter the amount of penalty due. See our [website](#) for current penalty rates.
- Line 8 Interest.** If filing a late return, enter the amount of interest due. See our [website](#) for current interest rates.
- Line 9 Total Due.** Add lines 6, 7, and 8 and enter result.

## PART II

Complete lines A and B, if applicable, and enter the total deductions on line C.

**Sign your return** and provide a **daytime phone number** on the back of this return.

## TAXPAYER ASSISTANCE

If you have questions or need assistance completing this form, contact our office.

**By Phone**  
785-368-8222

**By Mail**  
Tax Operations  
PO Box 3506  
Topeka KS 66625-3506

### By Appointment

Go to [ksrevenue.gov](http://ksrevenue.gov) to set up an appointment at the Topeka or Overland Park office by using the Appointment Scheduler.

..... Detach and send with payment .....

# TG-1

Rev. 3-22

## Kansas Transient Guest Tax Return

FOR OFFICE USE ONLY

<input type="checkbox"/>							
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Tax Account Number		EIN			
<b>015 -</b>	<b>F</b>				
Beginning Date	Ending Date	End Date	Jurisdiction Code		
Business Name					
Mailing Address					
City		State	Zip Code		

### Part I

- Gross Receipts
- Allowable Deductions
- Taxable Amount
- Tax Due
- Credit Memo
- Amount of Tax Due
- Penalty
- Interest
- Total Due


Tax Rate  %

Date Business Closed  Amended Return  Additional Return  Name or Address Change

Payment Amount \$

Please Sign The Back of This Return

4900

TG-1  
Part I  
4900



..... Detach and send with payment .....

TG-1  
Part II  
4902



**Part II (Deductions)**

- A. Receipts received from the renting of a room by a person for a period exceeding twenty-eight (28) consecutive days.....
- B. Receipts from direct rentals to the federal government .....
- C. Total deductions (Add lines A and B).....


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Phone Number