

# ATTENTION

## SMALL BUSINESS OWNERS, CONTRACTORS, OFFICE MANAGERS

*Do you know:*

- *which taxes you are responsible for and when they are due?*
- *when you must withhold tax money from employees' wages?*
- *your liability for sales tax on goods and services sold in your business or for materials and labor?*

If the answer is *NO* to any or all of these questions, then plan to attend one or both of two

### ***TAX SEMINARS—Coffeyville, KS***

**Wednesday, June 10, 2009**

**Coffeyville Community College, Technical Campus, 600 Roosevelt**

#### **Sales & Withholding Tax Seminar**

**Sign in: 12:45pm-1:00pm  
Program: 1:00pm-4:00pm**

**Will cover two key areas: Kansas' withholding tax and sales tax—responsibilities, recordkeeping and filing requirements, and more.**

#### **Contractors' Tax Workshop**

**Sign in: 5:45-6:00 pm  
Program: 6:00-8:30 pm**

**Is devoted exclusively to sales tax issues for contractors, subcontractors and repairmen—sales tax on materials and labor, project exemption certificates, sales tax returns, and more.**

***Presented by the Kansas Small Business Development Center at Pittsburg State University  
And the Kansas Department of Revenue***

**Presenter:** Ron Grant, Taxpayer Education Unit, Kansas Department of Revenue.

**Cost per seminar:** \$25 per person or \$40 for two people from the same organization.

**To Register:** Advance registration is required no later than *Friday, June 5th*. To register, call the Kansas Small Business Development Center at PSU—(620) 235-4920.

"The Kansas Small Business Development Center (KSBDC) Cooperative Agreement is partially funded by the U.S. Small Business Administration (SBA) and the Kansas Department of Commerce (KDOC). SBA's funding is not an endorsement of any products, opinions or services. All SBA and KDOC programs are extended to the public on a non-discriminatory basis." *Reasonable accommodations for persons with disabilities will be made if requested 2 weeks in advance. Please contact the KSBDC at PSU (620)235-4920.*



A partnership program with the U.S. Small Business Administration and the Kansas Department of Commerce

