



K A N S A S

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To: Project Exemption Certificate Qualifiers
Date: August 1, 2006
Reference: Submitting Requests for Project Exemption Certificates (PEC)

Requests for Project Exemption Certificates can now be submitted on-line. This application was designed to enable the users to:

- Apply for Project Exemption Certificates;
- Verify the certificate information submitted;
- Print Certificates and Denial letters;
- Print Completion Certificates;
- Request Changes;
- Mark the actual completion date of the project; and
- Cancel a request if necessary.

There have been notable changes with the launching of the new on-line process:

- You will be required to provide your organizations Tax Exempt Entity number. This number starts with a **KS** and is followed by eight random alpha numeric characters.
- The exemption certificate will show an expiration date. The expiration date is equal to the estimated completion date you provide with your request. This date can be extended by submitting a request for change.
- You will no longer be required to submit Completion Certificates to the Kansas Department of Revenue. You will continue to obtain completion certificates from each of the contractors / subcontractors working on your project and retain the originals.
- You will need to enter the actual date the project is completed on-line. When the actual completion date is entered, the record will move into an archive so that only active projects are listed on the main page. You will have access to both the active and archived records.

Instructions for accessing and using the application can be downloaded by selecting the Exemption Certificate link from the Kansas Department of Revenues home page at www.ksrevenue.org.

Should you have any questions or require assistance, please feel free to contact us at 785-296-8460 or 785-296-3081.