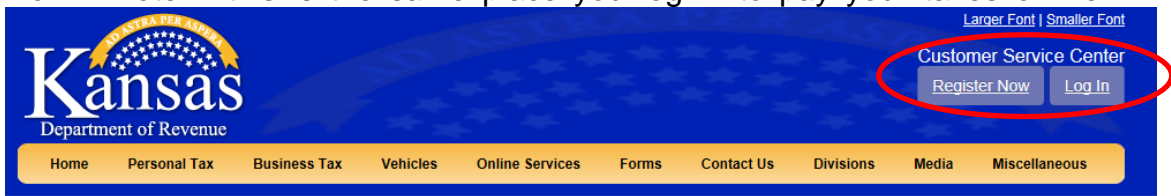


How to register to enter a catered event online

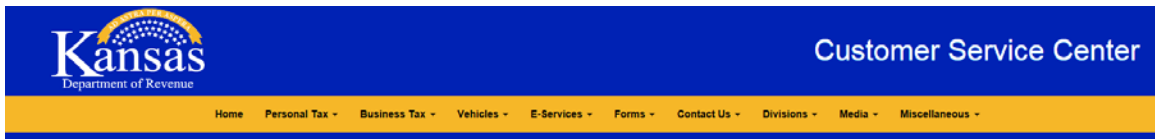
The steps below provide a guide for Kansas caterers who possess a state issued liquor license to register catered events if required.

Caterers are not required to register catered events for weddings, funerals, events sponsored by religious institutions or for business, industry or trade sponsored meetings including awards presentations and retirement celebrations.

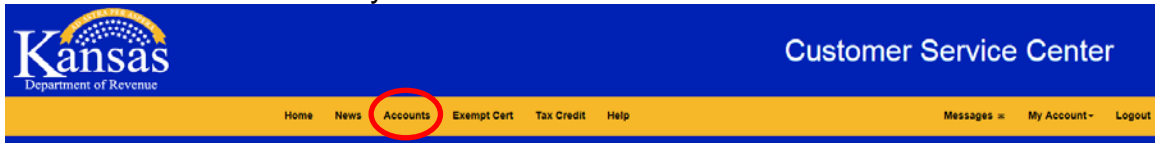
1. Navigate to <http://ksrevenue.org/>
2. Look in the top right hand corner for sign in area. Click **Log in** or **Register Now**. Note – this is the same place you log in to pay your taxes online.



3. Log in by entering your email address and password. Then use the **Sign In** button.



4. Click on **Accounts** in the yellow area below.



- Click the **Manage Account*** link on your Liquor Drink Account Type row.

Account Listing

Add an Existing or Register a New account to this login. Search:

| Account | Name | Secondary Name | Filing Frequency | Account Type | Manage |
|---------|------|----------------|------------------|--------------|--------------------------------|
| 1 | D | | Monthly | Liquor Drink | Manage Account |
| 1 | O | | Monthly | Liquor Drink | Manage Account |

*If you do not see your Liquor Drink Account listed, click on the blue button labeled **Add an Existing or Register a New account to this login**. Please dial 785-296-6993 to obtain your Access Code. You will need to provide your Liquor License number to the Electronic Services representative in order to retrieve your Access Code.

Once you have received your access code, enter the Identification Number (your liquor license number) and the Access Code (provided by Electronic Services). Click Continue and then Save. This will link your account to the Accounts screen.

- Under the Account Management Section for your Liquor Drink Account type, you will find **Register or View Catered Event****

Kansas Department of Revenue Customer Service Center Account Information

Contact our Electronic Services support staff at 785-296-6993 if you have questions regarding the information shown for this account. Click "Manage Access to This Account" at the bottom of the screen to remove this account from your profile.

Account Information

Account Number 1
 Business Name D
 Account Type Liquor Drink
 Filing Frequency Monthly

Bank Account Information

This bank information is saved for use by this account. You may add additional bank accounts to choose between when you are making payments. Removing a bank account will not remove it from payments that have already been made.

You have no banking information on record for this account with the Kansas Department of Revenue

[Add Additional Bank Account Information](#)

Account Management

| | |
|--|--|
| File a Liquor Drink Return | Includes EFT Payment Option |
| Register or View Catered Event | |
| View Account History | View On-line Payments and Filed Returns |
| Manage Access to This Account | View/Remove who has Access to this Account |

[Help](#) [Account List](#)

If you do not have the **Register or View Catered Event option please contact Electronic Services at 785-296-6993 to request the Catered Event option be added to your existing Liquor Drink account type.