

TAX CLEARANCE INFORMATION

Effective September 15, 2021, resident license applicants will be required to submit a tax clearance to the Kansas Insurance Department. This will verify your answer to background question #4 on your application:

Background Question #4: Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement?

To apply for a certificate of tax clearance follow these instructions:

- Click following link: <https://www.kdor.ks.gov/apps/taxclearance/default.aspx>.
- Click the tab to “Submit Request”
- Click on the tab for “Individual”
- Fill out the request form with your information and on the form, and under “Reason for Tax Clearance request” select “Insurance Licensing” from the drop-down box.
- Click “Submit” button

Once submitted, you will receive a confirmation email. That email contains a link that allows you to check the status of your tax clearance, 24 hours after submission. To retrieve the certificate of tax clearance, follow these instructions:

- Click the link in your confirmation email
- Click the tab to “View Status”
- Fill out the requested information
- Click the “Retrieve Status” button

If tax Clearance is approved:

- Download and save a copy of the tax clearance for your records.
- A copy of the certificate of tax clearance MUST be electronically sent to the Kansas Insurance Department at: KID.Licensing@ks.gov with **Tax Clearance in the Subject of the email.**

If tax clearance is denied or unable to be verified:

It is the applicant’s responsibility to contact KDOR to resolve any issue preventing the issuance of a tax clearance. If you are unable to receive tax clearance, you can contact the Kansas Department of Revenue by phone at 785-296-3199, by email KDOR_SpecialProjects@ks.gov, or review the website for tax clearance information: <https://www.kdor.ks.gov/apps/taxclearance/default.aspx>.

Tax clearances should be obtained by an applicant and submitted with the insurance producer license application. **The Department will not process an application until we have received: a completed NAIC Uniform Application for Individual Producer License Form, a tax clearance from the Kansas Department of Revenue, fingerprints for a background investigation report, the Waiver Agreement and FBI Privacy Act Statement (Fingerprint Waiver Form) and appropriate fees have been collected.**

The Department strongly recommends obtaining a tax clearance prior to submitting a licensing application, which will allow the applicant time to work with KDOR to resolve any issues preventing the issuance of a tax clearance. Also, because application fees are nonrefundable, an applicant will not forfeit those fees in the event he or she ultimately cannot obtain a tax clearance.