

Instructional Guide

How to Make your Individual Kansas Tax Payments

Kansas.gov Stay Connected

Kansas **Payment Portal**
Department of Revenue Payment processing using Payment Portal

Welcome

Welcome to the Kansas Department of Revenue Payment Portal

Please enter the following information to begin the payment process. Required fields are indicated with an asterisk (*).

Entity Type*
Individual

If you are making a payment for an income or homestead tax balance, select "Individual". For all other tax types, please select "Business".

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Kansas Department of Revenue
PO Box 3506, Topeka, KS 66625-3506
Questions? [Contact KDOR](#)

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- By selecting 'get started' on the first page, your options will be Individual or Business. For Joint/Individual filer's paying their balance due, you'll want to select 'Individual' as the entity type

Click 'CONTINUE'



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Please enter the following information to begin the payment process. Required fields are indicated with an asterisk (*).

Entity Type Individual	Edit Entity Type
Tax Type Income Tax	Edit Tax Type
Payment Type* Normal Payment	
Select One...	
Normal Payment	
Extension Payment	
Estimated Payment	
Amended Payment	

ent only. All tax returns must be
per forms.

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- For the tax type, be sure to select “Income Tax”
- For the payment type, select one of the following:
 - Income Tax is for balances due
 - Estimated Payment is if you are paying your next years’ estimates
- Select the box to check mark ‘I understand and agree...’

Click ‘CONTINUE’

Welcome

KANSAS: INDIVIDUAL

Personal Information

Please enter your information below to ensure proper application of your tax payment. Required fields are indicated with an asterisk (*).

First Name* Middle Initial Last Name*

Social Security Number* Email Address*

Enter the email address that the confirmation of this payment and all transaction details should be sent to.

Phone Number

Married Filing Joint

Payment Information

Tax Year* Payment Amount*

Please enter the tax period to which you want your payment applied. [More information](#)

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- Fill out your personal information as the screen prompts. Be sure to fill out the primary *taxpayer's* information on the screen as shown on your return, if you are a single or married filing separately filer do not select the box. Select the box 'Married Filing Joint' if you are a joint filer
- Tax Year: Enter the tax year that you are paying for and the payment amount.
 - Be sure to double check the tax year you are entering

Click 'CONTINUE'



Payment Portal

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Welcome

KANSAS: INDIVIDUAL

Payment Method

We accept the following credit cards:



Select Payment type*

- Electronic Check (no additional charge)
- Credit Card / Debit Card (processed through Kansas.gov)

[Payment Options](#)

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- Under Payment Methods, select which payment method you are wish to use

Click 'CONTINUE'

Welcome

KANSAS: INDIVIDUAL

Review Payment Details

Please review the information you previously entered, if something needs to be edited please select the data that you wish to change. Then enter your payment method details and billing information below. Required fields are indicated with an asterisk (*). Once you have confirmed that all the information is accurate, please select the submit payment button.

Tax Details

Tax Type: [Income Tax](#)

Payment Type:

Tax Year:

Payment Details

Payment Amount:

Payment Method:

Personal Information

First Name: [John](#)

Last Name: [Doe](#)

SSN: [***-**-6789](#)

Email: john.doe@ymail.com

Phone: [555-555-5555](tel:555-555-5555)

Enter Bank Account Information

Bank Account Number*

Re-enter Account Number*

Bank Routing Number*

Re-enter Routing Number*

Account Holder Name*

Phone Number of Bank Account Holder*

Account Type*
Select One...

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Submit Payment

- Enter in your payment information

Click 'SUBMIT
PAYMENT'

- Once your payment is submitted, be sure and save a copy by printing to a pdf or by using the snipping tool, to save for your records