

Upload File – Part III

A common five column spreadsheet can be used to create an upload file that will systematically write key elements of Part III (location breakdown) of the ST-36 Retailers' Sales Tax return to the on-line filing system. Only those elements of Part III that are necessary to perform the line-item calculations can be uploaded. Those elements include the five-character jurisdiction code, the gross sales amount, the merchandise consumed amount, the non-utility deduction amount, and optionally if the amount is for food sales or non-food Sales as shown in the following example:

ST-36 Part III Kansas Retailers' Sales Tax Return

Taxing Jurisdiction Name of City/County	Food sales Indicator	(Column 1) Code	(Column 2) Gross Sales	(Column 3) Merchandise Consumed By You	(Column 4) Part II (Non-Utility) Deductions	(Column 5) Net Sales	(Column 6) Combined Tax Rate %	(Column 7) Net
	☐	TOPSN	5236.49	123.00	45.19			
	☒	TOPSN	2736.45	0.00	0.00			
	☐	ROSSN	949.00	0.00	0.00			
	☒	ROSSN	245.00	23.00	0.00			
	☐	SILSN	1560.36	0.00	0.00			

A spreadsheet detailing the above information would be comparable to this:

	A	B	C	D	E	F
1	TOPSN	5236.49	123.00	45.19	NONFOOD	
2	TOPSN	2736.45	0.00	0.00	FOOD	
3	ROSSN	949.00	0.00	0.00	NONFOOD	
4	ROSSN	245.00	23.00	0.00	FOOD	
5	SILSN	1560.36	0.00	0.00		
6						

Note: Numeric values must be formatted as shown in the examples above. Use a decimal point to separate dollars and cents. Do **not** use a comma as a thousand separator (5,236.49).

Gross Sales and Deductions can be entered as negative amounts. Ex. -5236.49 Do **not** use parenthesis to indicate a negative value.

The 5th column should contain the code "FOOD" if this is a food sales amount, or you may use the food jurisdiction code if you know it. If the jurisdiction is non-food sales, then it may contain "NONFOOD" or be blank as show for the jurisdiction SILSN above. For those who have air fuel sales (Uncommon) you may use "AIRFUEL" in this column when uploading your air fuel sales tax.

To format the file for upload, open your saved spreadsheet, click '**File**' and select '**Save As...**'

Go to the '**Save as type:**' dropdown and select '**comma delimited**' (may display as 'CSV comma delimited'), then click and '**Save**' to your directory or folder. See Example 'A' on last page.

Your comma delimited file will be saved as shown here:

```
TOPSN,5236.49,123.00,45.19,NONFOOD  
TOPSN,2736.45,0.00,0.00,FOOD  
ROSSN,949.00,0.00,0.00,NONFOOD  
ROSSN,245.00,23.00,0.00,FOOD  
SILSN,1560.36,0.00,0.00
```

Your file is now ready for upload. Refer to the 'Help' button at the bottom of the 'Upload' screen for assistance in uploading the file.

Upload File - Part IV (Utility Providers Only)

Utility providers who normally include residential or agricultural deductions in Part IV of the ST-36 Sales tax return can upload this information, as well. The two elements to include in the upload file are the five-character jurisdiction code and the residential/agricultural deduction amount and shown in the following example:

ST-36 Part IV (Utility) Kansas Retailers' Sales Tax Return

Taxing Jurisdiction Name of City/County	(Column 1) Code	(Column 2) Residential/Agricultural Utility Deductions Only	(Column 3) State Tax Rate	(Column 4) Net Tax Deduction Amount
	TOPSN	4157.00		
	ROSSN	749.37		
	SILSN	1112.49		

The detailed spreadsheet would be comparable to this:

	A	B	C	D
1	TOPSN	4157.00		
2	ROSSN	749.37		
3	SILSN	1112.49		
4				

Refer to the Part III instructions above to format the upload file.

Note: The utility deduction can be entered as a negative amount. Ex. -749.37
Do **not** use parenthesis for a negative value.

Note: Food sales jurisdiction codes will not work in this field and should not be used

Important Information (Parts III and IV)

Ex. A

