

RE:Cigarette and Tobacco License Renewals

All Cigarette licenses expire on December 31 of every odd year and Tobacco licenses expire every year on December 31. To renew your license(s), simply click the “Customer Service Center” in the upper right hand corner of the Departments website at: www.ksrevenue.gov or you can click on **File Your Taxes Online**.

If you have not previously renewed online follow the instructions below:

If you are not registered to use the “Customer Service Center”, click on “**Register Now.**” After completing the required information, click on “Register” and then “Continue.” Then select “Account Management.”

If you are already registered to use the “Customer Service Center”, click on “**Log In**” and sign in using your User ID and Password. Click on the “Business account” link. Then select “Add an account to this login.”

At this point, you will enter the FEIN (Federal Employers Identification Number) or [SSN (Social Security Number) if you do not have an FEIN] in the “Identification Number” field. Enter your Access Code and select “Continue.” To obtain an “Access Code” contact Cigarette Tobacco at the phone number below.

To renew your license(s):

1. Select the link for “Your License List.”
2. Select the link for “View/Renew” next to the license you wish to renew.
3. Verify license information, read the statement at the bottom of the screen and click the “I Agree” box. Then, select “Continue.”
4. Repeat steps 3 and 4 for each license to be renewed. When finished, click “Continue.”
5. To submit and pay for the renewal(s), select the link for “Submit applications and pay fees.” Follow the instructions on the screen.

If you have any questions or need additional assistance, please contact our office at 785-368-8222, choose option 5 followed by option 4, then option 1 from 8 a.m. to 4:45 p.m., Monday through Friday, and email us at: kdor_cigtob@ks.gov, or if needing forms visit our website at: <http://www.ksrevenue.gov/bustaxtypescig.html>.