



Process to apply for Kansas Business Incentives

- Contact the Regional Project Manager, Marla Canfield marla.canfield@ks.gov
- Complete Business Incentive Questionnaire (BIQ), sign and date (do not type name as signature).
 - The BIQ is not an application and does not require a fee.
- If there is a Capital Investment (spending money); BEFORE any investment is committed to (purchased or signed agreements) complete the HPIP Project Description and Pr70b documents (return Pr70b to Department of Revenue) These do not require an application fee.
- Regional Project Manager will provide a proposal of incentives being offered, based on information provided on the BIQ.
- Accept the proposal by signing, date and return the last page of the proposal.
- Complete and submit applications with application fees, for PEAK (before relocating or hiring jobs) and KIT/KIR with-in 180 days of accepting the proposal.
- HPIP application is not time sensitive, however, a tax exemption certificate will not be provided until the application is in and the company has been certified. If building a new location, the tax exemption certificate cannot be provided until the building is occupied.

All applications for incentives require the same basic documents:

- Tax Clearance certificate from the State of Kansas Department of Revenue
<https://www.kdor.ks.gov/apps/taxclearance/>
- K-CNS100 employee wage report for the previous 4 quarters
- BLS 2020 (multiple worksite report) if applicable
- Proof of health insurance offered to employees providing 6 required health insurance components, with the employer paying at least 50% of premium

A PEAK application cannot be accepted without a proposal being offered first.

Please contact your Kansas Department of Commerce, Regional Project Manager, if you have questions through any of the process. We are happy to help!!

South Central Regional Project Manager

(Barber, Butler, Chase, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Pratt, Reno, Rice, Stafford, Sumner Counties)

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