

INSTRUCTIONS FOR SCHEDULE K-24

GENERAL INFORMATION

2023 House Bill 2292 provides an income tax credit for tax years commencing after December 31, 2022 and ending before January 1, 2026, for an employer who employs an apprentice:

- Pursuant to a registered apprenticeship agreement;
- In accordance with a registered apprenticeship plan for at least all or a portion of the probationary period, as defined for that apprenticeship program standards, work process schedule or as designated by the Secretary of Commerce;
- At the time such probationary period is completed.

The tax credit shall be claimed by the eligible employer for the taxable year in which the apprentice completed the probationary period while employed by the eligible employer or the taxable year next succeeding the calendar year in which the apprentice completed the probationary period while employed by the eligible employer, as determined by the secretary and set forth in the agreement.

Subsequent credits may be claimed for up to three successive calendar years, or portions thereof, next succeeding the date on which the probationary period of the apprentice was met, by any eligible employer who subsequently employs the apprentice in all or a portion of the year. The credit shall be claimed by the eligible employer for the taxable year in which the apprentice was employed or the taxable year next succeeding the calendar year in which the apprentice was employed as determined by the secretary and set forth in the agreement. The amount of the credit shall be up to \$2,500, for each apprentice so employed and may be awarded for up to 20 apprentices employed in each taxable year per eligible employer. The credit shall not be awarded for employment of the same apprentice more than four times.

“Apprentice” means a person who is a Kansas resident at least 16 years of age, except where an older minimum age standard is otherwise fixed by law and is employed in Kansas to learn an apprenticeship occupation as defined in 29 C.F.R. § 29.4. “Apprenticeship” includes a person who is compensated by a registered apprenticeship sponsor or a registered apprenticeship intermediary but whose apprenticeship work occurs under the supervision of an eligible employer.

“Apprenticeship program” means a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, as required under 29 C.F.R. § 29.4 and 29 C.F.R. § 30, including such matters as the requirement for a written apprenticeship agreement.

“Eligible employer” means a business with a physical location in Kansas, authorized to conduct business in Kansas and subject to the Kansas income tax act that employs or supervises the work of an apprentice pursuant to a registered apprenticeship agreement and in accordance with a registered apprenticeship program. “Eligible employer” may include, but not be limited to, a for-profit eligible healthcare employer.

“Registered apprenticeship agreement” means an apprenticeship agreement that has been accepted and recorded by the office of apprenticeship of the employment and training administration page 2 of the United States department of labor or the secretary as evidence of the apprentice’s participation in a particular registered apprenticeship program.

“Registered apprenticeship program” means an apprenticeship program that has been accepted and recorded by the office of apprenticeship of the employment and training administration of the United States department of labor or has been registered or approved by the secretary as meeting the basic standards and requirements of the United States department of labor for approval of such program.

PART A - COMPUTATION OF THIS YEAR'S CREDITS

SPECIFIC LINE INSTRUCTIONS

Enter all requested information at the top of this schedule.

LINE 1 - Enter the credit amount as determined by the Secretary of Commerce.

LINE 2 - Enter your proportionate share. Partners, shareholders, or members of pass-through entities that have NOT elected to be taxed at the entity level: Enter the percentage that represents your proportionate share in the partnership, S corporation, LLC or LLP. If you have elected to be taxed at the entity level, enter the sum of the percentage being taxed. All other taxpayers, enter 100%.

LINE 3 - Enter your share of credit for this year by multiplying line 1 by line 2.

LINE 4 - Enter the amount of your Kansas tax liability for this tax year after all credits, other than this credit.

LINE 5 - Enter the lesser of lines 3 or 4. This is the amount of credit allowed this tax year. Enter this amount on the appropriate line of Form K-40, K-41, K-120 or K-120S.

PART B - APPRENTICE INFORMATION

Enter the name of the apprentice, social security number, apprenticeship registration number, date they completed the apprenticeship program, and the to and from dates of the probationary period.

TAXPAYER ASSISTANCE

Questions you may have about qualifying for the Apprentice Incentive program should be addressed to:

Kansas Department of Commerce
1000 SW Jackson St, Suite 100
Topeka KS 66612-1354
Phone: 785-296-5298
kansascommerce.gov

For assistance in completing this schedule contact the Kansas Department of Revenue:

Taxpayer Assistance Center
Scott Office Building
120 SE 10th Ave
PO Box 750260
Topeka KS 66699-0260
Phone: 785-368-8222
Fax: 785-291-3614

Additional copies of this credit schedule and other tax forms are available from our website at: ksrevenue.gov