



# INSTRUCTIONS FOR SCHEDULE K-60

## GENERAL INFORMATION

K.S.A. 79-32,195 *et seq.* provides for an income, privilege or premiums tax credit for contributions to an approved community service organization engaged in providing community services. Programs and organizations eligible to offer this credit to their contributors are approved by the Director of Community Development of the Kansas Department of Commerce (KDOC).

The credit is either 50% of the total amount contributed during the taxable year, or 70% of the total amount contributed during the taxable year if the approved community service organization is located in a rural community as defined in the law. If the credit allowed exceeds the tax liability, the excess will be refunded.

**Exception:** A business firm who acquired the tax credit from a business firm not subject to Kansas income, privilege or premiums tax must carry forward the unused assigned credit. The credit may be carried forward for up to 5 years, except that the total credit must be claimed within 10 years after the tax year the contribution was made.

**Addition Modification Required.** Taxpayers claiming this credit (except those claiming an assigned credit) must make an addition modification on the Kansas return for the amount of any charitable contribution claimed on the federal return and used as the basis for the Community Service Contribution Credit.

**Assigned Credits.** If you are claiming a credit that was sold, assigned, or conveyed to you by a business firm not subject to Kansas tax, you must enclose with Schedule K-60 copies of the written agreement assigning the credit, the notification sent to the Director of Community Development, KDOC, as well as the acknowledgment letter received from KDOC.



**IMPORTANT:** If you are claiming a new community service contribution credit for contributions made this tax year, you will receive an approval from the community service organization eligible to offer this credit. This approval may be an approved tax credit application or a tax credit certificate. Be sure to keep a copy for your records as the Kansas Department of Revenue reserves the right to request any certifications or copies of written agreements as necessary.

K.S.A. 74-50,227 requires the collection of certain tax incentive information for publication on a database managed by the Kansas Department of Commerce. Information collected will include the name and address, including county of the recipient receiving the benefits from the tax incentive program, the annual amount of incentive claimed, distributed or received, qualification criteria for the incentive, and required benchmarks for continued participation in the program and progress made towards the benchmarks.

## SPECIFIC LINE INSTRUCTIONS

Enter all requested information at the top of this schedule. **Complete a separate Schedule K-60 for each community service organization you contributed to** during the tax year.

### PART A – COMPUTATION OF CREDIT AVAILABLE FOR THIS YEAR'S CONTRIBUTION

**LINE 1** – Enter the total contributions made to the community service organization this tax year.

**LINE 2** – Enter your proportionate share percentage. Partners, shareholders or members of pass through entities, enter the percentage that represents your proportionate share in the partnership, S Corporation, LLC or LLP. All other taxpayers, enter 100%.

**LINE 3** – Multiply line 1 by line 2, and enter the result on line 3. This is your share of the contributions made and claimed as the basis for the credit this tax year. Enter this amount on the applicable line of your return for the required addition modification.

**LINE 4** – Circle the credit percentage that was authorized by the Kansas Department of Commerce.

**LINE 5** – Multiply line 3 by line 4. Enter the result on line 5. This is the maximum allowable credit.

### PART B – COMPUTATION OF THIS YEAR'S CREDIT

**LINE 6** – Enter the amount of any carry forward available from a prior year's Schedule K-60. Enclose a copy of your prior year's Schedule K-60.

**LINE 7** – Add lines 5 and 6 and enter the result. This is the total credit available for this tax year.

**LINE 8** – Enter your total Kansas tax liability after all credits other than this credit. This is the maximum amount of credit allowed as a result of contributions made this tax year. (**K-120 filers** will enter this amount in Part I of Form K-120 if the credit is not an assigned credit or one not eligible for refund.)

**LINE 9** – Enter the lesser of lines 7 or 8. Enter this amount on the appropriate line of your return.

### PART C – COMPUTATION OF REFUNDABLE PORTION OF CREDIT

If you are claiming this credit based on contributions made after December 31, 1997, complete Part C. However, if you are claiming an assigned credit, skip line 10 and complete line 11.

**LINE 10** – Subtract line 9 from line 7. This is the excess credit to be refunded. Enter this amount on the line provided on your return for the refundable portion of tax credits.

### PART D – COMPUTATION OF CARRY FORWARD CREDIT (certain taxpayers only)

You must use Part D if you are a business firm who acquired the tax credit from a business firm not subject to Kansas income, privilege, or premiums tax. Assigned credits must be carried forward – they are not eligible for refund.

**LINE 11** – Subtract line 9 from line 7 (cannot be less than zero). This is the amount of credit you have available to enter on next year's Schedule K-60. Keep a copy of this form to file with your tax return and Schedule K-60 for next year.

## TAXPAYER ASSISTANCE

Questions about the community service organizations eligible to offer this credit to their contributors should be addressed to:

Kansas Department of Commerce  
1000 SW Jackson, Suite 100  
Topeka, KS 66612-1354  
Phone: 785-296-4100  
[kansascommerce.gov](http://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: 785-296-8989

Additional copies of this credit schedule and other tax forms are available from our website at: [ksrevenue.gov](http://ksrevenue.gov)