



# TEMPORARY VENDOR GUIDE

## Department of Revenue User Guide

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This guide provides instructions for Temporary Vendors to register events, report total sales, and pay Sales and Use tax.

*Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.*



KENTUCKY DEPARTMENT OF  
**REVENUE**

TEAM  
**KENTUCKY.**

FINANCE AND  
ADMINISTRATION CABINET

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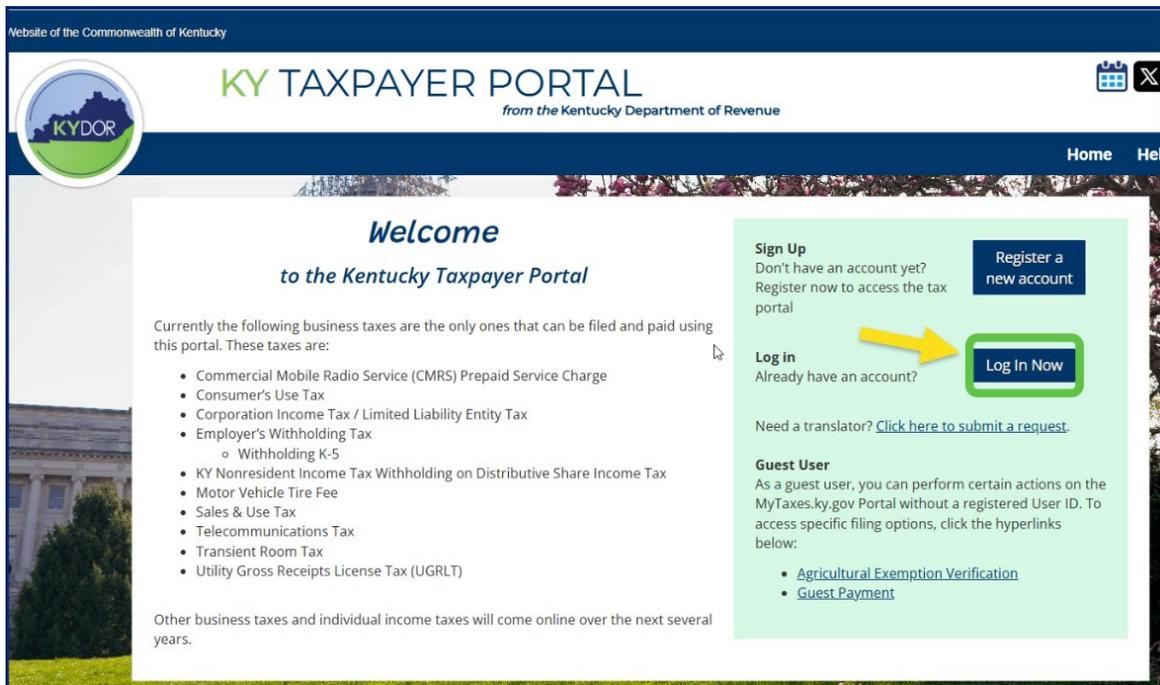
1. Navigate to the Taxpayer portal at **Mytaxes.ky.gov**

2. Create a new account. For instructions on how to do so, please reference this link:

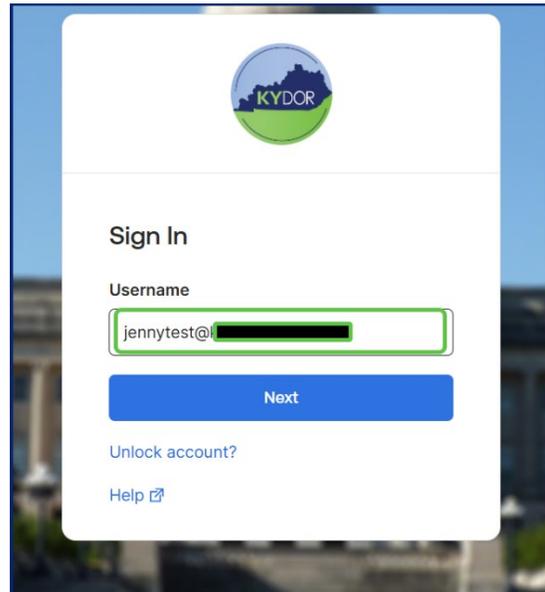
<https://revenue.ky.gov/Documents/MyTaxes%20-%20How%20To%20Create%20an%20Account.pdf>



3. Select **Log In Now**.

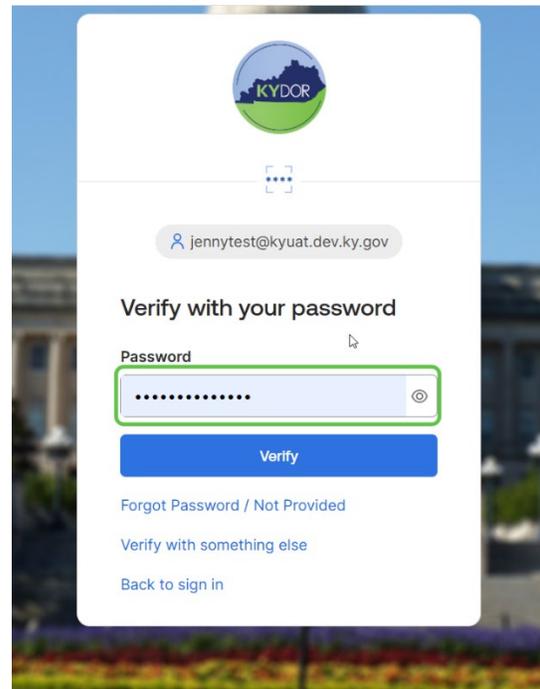


4. Enter the email used when setting up your account.



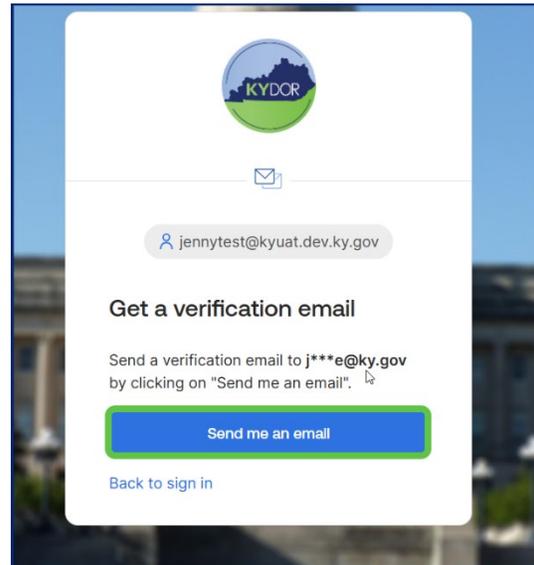
The image shows a mobile application interface for KYDOR. At the top is the KYDOR logo, which consists of a green circle containing a silhouette of a city skyline. Below the logo is the heading "Sign In". Underneath is the label "Username" followed by a text input field containing "jennytest@" and a masked portion of an email address. A blue button labeled "Next" is positioned below the input field. At the bottom of the screen, there are two links: "Unlock account?" and "Help" with an external link icon.

5. Verify with your *password*, then select **verify**.

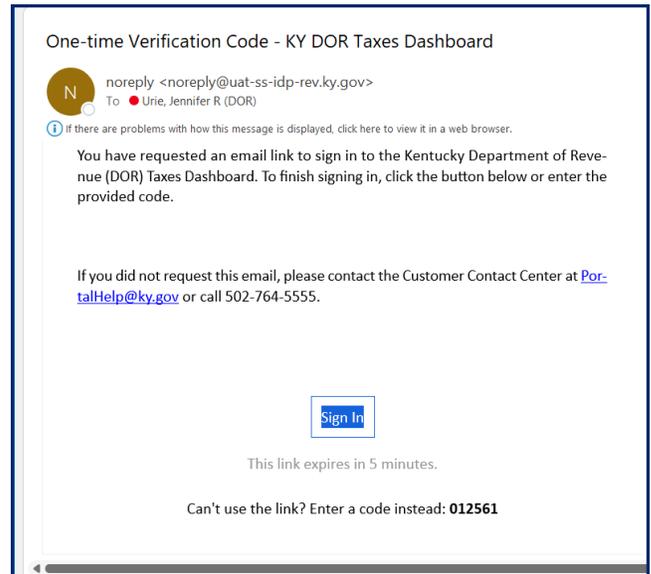


The image shows the next step in the KYDOR mobile application interface. At the top is the KYDOR logo. Below it is a QR code icon. A search bar contains the email address "jennytest@kyuat.dev.ky.gov". The heading "Verify with your password" is displayed. Below this is the label "Password" followed by a text input field filled with dots and a toggle icon for visibility. A blue button labeled "Verify" is located below the password field. At the bottom, there are three links: "Forgot Password / Not Provided", "Verify with something else", and "Back to sign in".

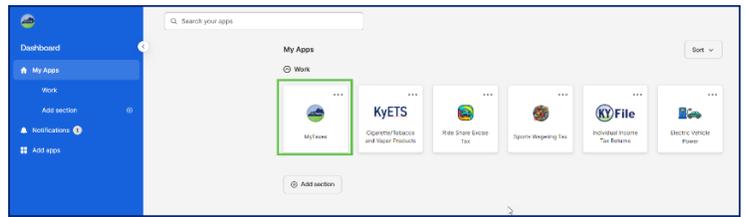
6. Select **send me an email**.



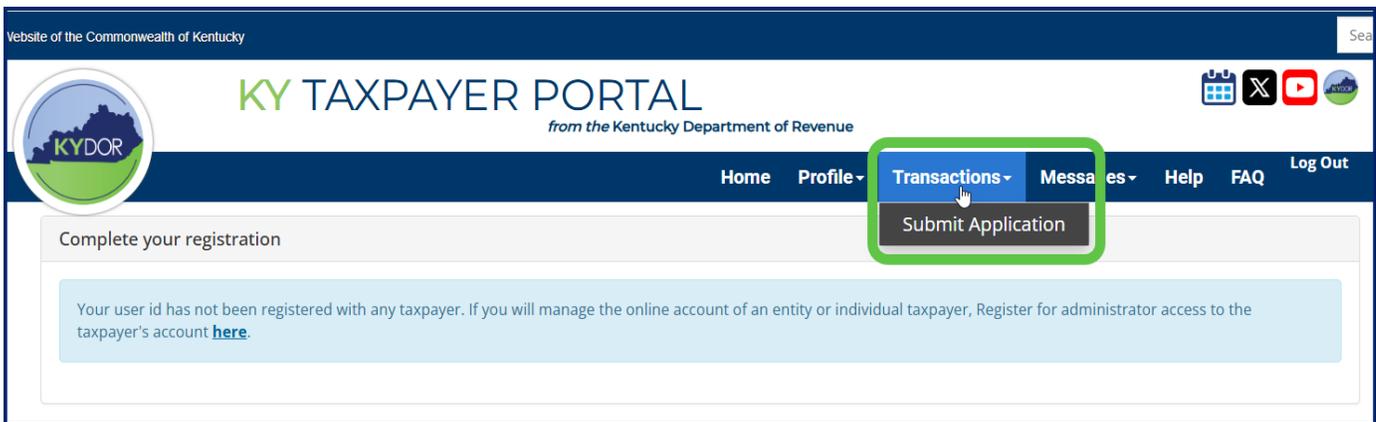
7. Navigate to the email account associated with your account. You will have two choices, you can either select the **sign in button** or *enter the verification code* from your email on the MyTaxes website.



8. Once logged in, select the **MyTaxes** widget.



9. When you have reached the landing page, select the **Transactions** blue Main Menu ribbon, and then select **Submit Application**.



10. Next, select **Register/File as Temporary Vendor for Sales and Use Tax**.



If you have already attended an event such as a vendor or craft fair and are **not** registered for a *Kentucky Sales and Use Tax Permit* number, please refer to page 12, section 2: "Reporting Sales from an Event." If registering for an event in the future where you will have booth space, plan to set up a booth, and have **not** registered for a Kentucky Sales and Use Tax Permit, please continue below.

11. In the dropdown, select **Registration for an upcoming event**, then select **Save And Continue**.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

### Temporary Vendor Sales And Use Tax Registration

Progress 15%

\* indicates required field

Temporary Vendor Sales and Use Tax Registration

Select the reason for submitting this form.

\* Select the reason for submitting this form

Sales Account Number ?

- Registration for an upcoming event
- Report sales from an event
- Did not attend an event

Delete Clear Save and Exit Save And Continue

Continued next page

12. Choose either SSN or FEIN from the Select an ID Type dropdown menu, then enter the number in the space below. Enter your *first and last name* and drop down the Select your Business Structure drop down to choose the appropriate option, then select **Save and Continue**.

**Note:** If you use your SSN, you will have to choose Sole Proprietorship as your Business Structure.

Temporary Vendor Sales And Use Tax Registration - Continued

Progress 30%

Registration Information \* indicates required field

Provide information about your business.

\* Select an ID Type SSN

\* Social Security Number .....

\* First Name Bob

Middle Name

\* Last Name Roberts

Select your Business Structure

GENERAL PARTNERSHIP

JOINT VENTURE

LIMITED LIABILITY COMPANY

NON-PROFIT CORPORATION

NON-PROFIT LIMITED LIABILITY COMPANY

PROFIT CORPORATION

QUALIFIED JOINT VENTURE

SOLE PROPRIETORSHIP

Get the latest Revenue

Download the Taxpayer Bill of Rights

Back Delete Clear Save and Exit Save And Continue

Continued next page

13. Enter the pertinent information: *country, address, city, state, and zip* and then select **Save and Continue**.

Transactions / File a Tax Return

Home Profile Transactions Messages Help FAQ Log Out

### Temporary Vendor Sales And Use Tax Registration - Continued

Progress 45%

\* indicates required field

Mailing Address

Where can we contact you? Select an existing address or enter a new mailing address.

\* Mailing Address Add a New Address

\* Country UNITED STATES

Attn

\* Address Line1 501 High Street

Address Line2

\* City Frankfort

\* State KENTUCKY

\* Zip Code 40601

Back Delete Clear Save and Exit Save And Continue

Continued next page

14. Enter the *event name, date, and choose the appropriate selection from the county* in which the event will be held, then select **Save and Continue**.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

Transactions / File a Tax Return

### Temporary Vendor Sales And Use Tax Event Registration

Progress 60%

\* indicates required field

Temporary Vendor Sales and Use Tax Event Registration

Enter the name and date of the event, and select the county where the event will take place from the dropdown list. Enter the date in the mm/dd/yyyy format. For multiple-day events, enter the last day of the event.

\* Event Name Long Branch Yard Sale

\* Event Date 11/22/2025

\* County in which the event will be/was held FRANKLIN

Back Delete Clear Save and Exit Save And Continue

15. Verify the information on the Summary Screen, then select **Save And Continue**.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

Transactions / File a Tax Return

### Submit Application - Summary Information

Progress 100%

See information below summarizing your registration application. If complete, select Save and Continue to submit. If you would like to make changes to the information entered, select the Back button to return to the form. You will be able to modify the data and continue the submission process.

Reason For Submitting Form Registration for an upcoming event

Social Security Number [REDACTED]

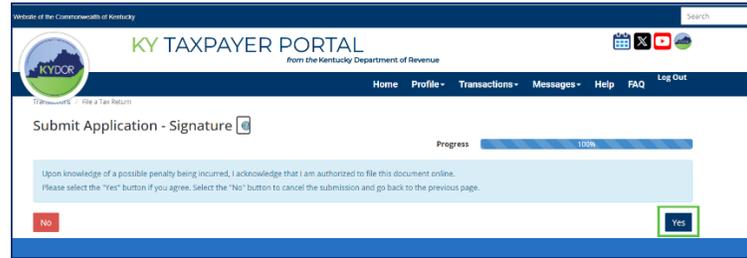
Event Name Long Branch Yard Sale

Event Date 11/22/2025

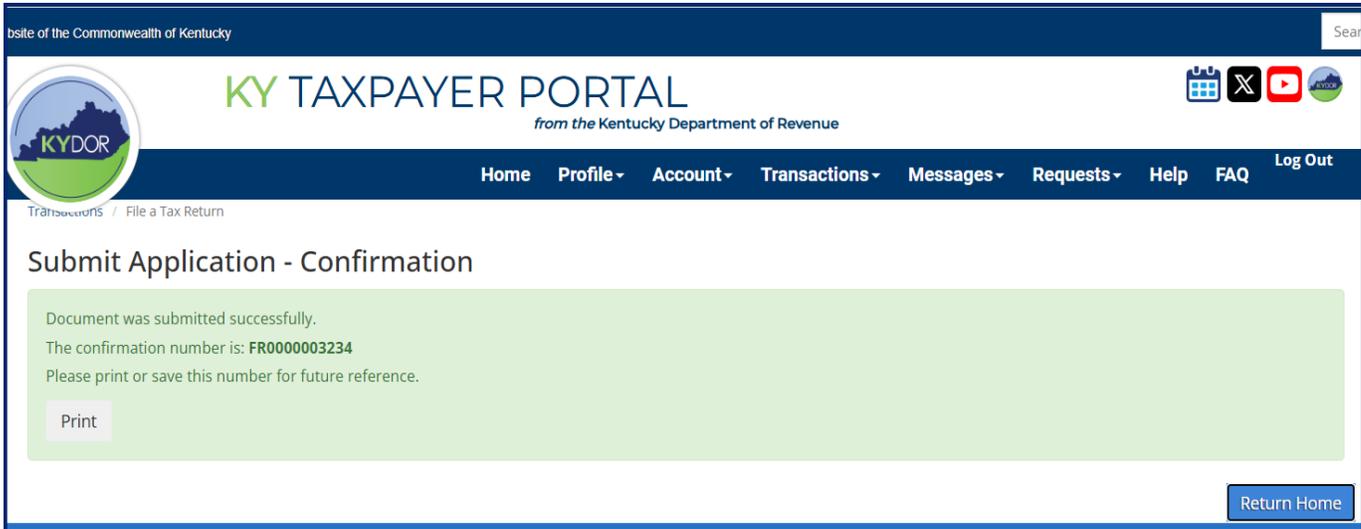
Event County FRANKLIN

Cancel Delete Back Print Save And Continue

16. To acknowledge you are authorized to file this document, select the **Yes** button to sign the application.

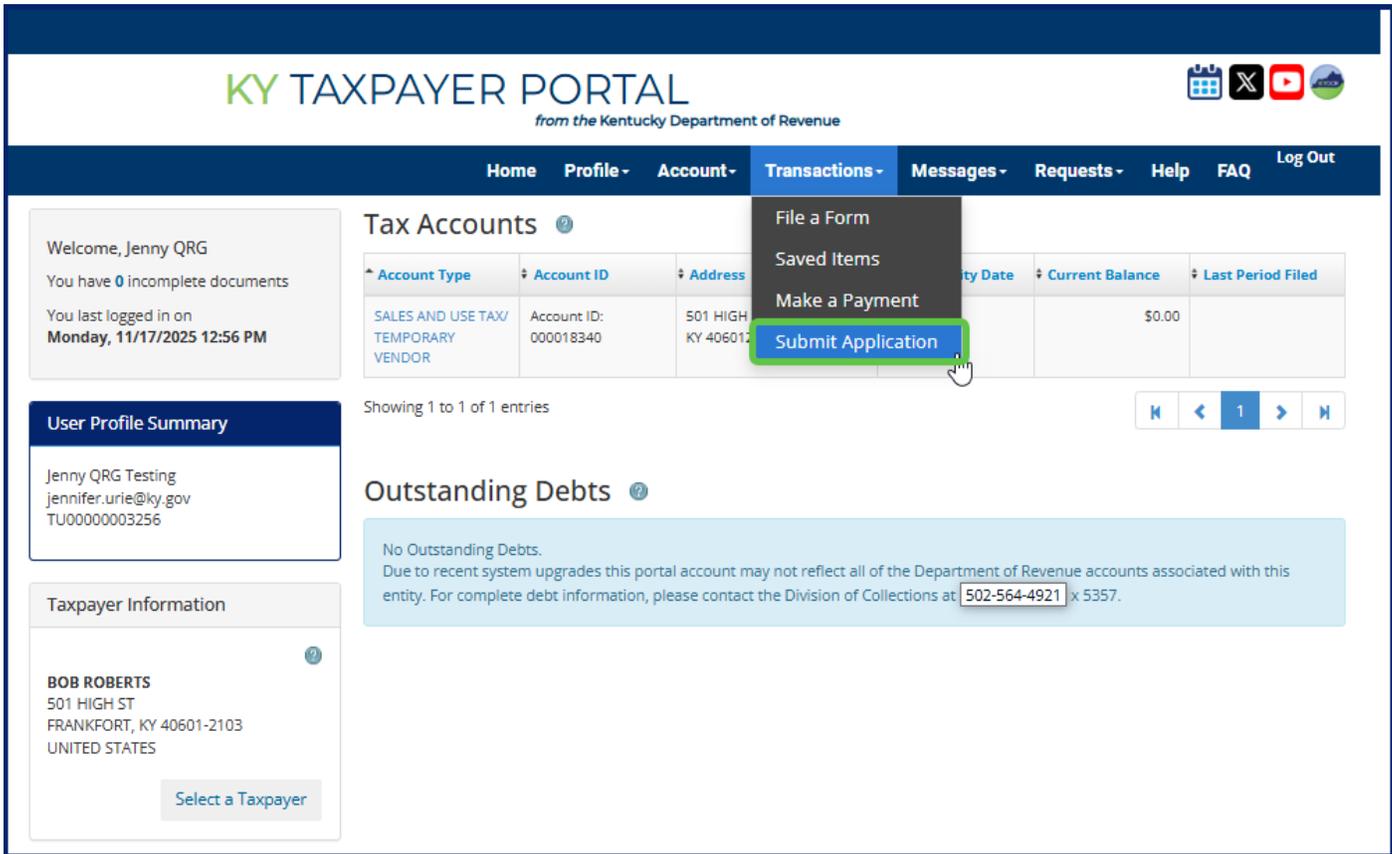


17. The confirmation page will appear with a confirmation number when the application has been submitted successfully. It is recommended to print this page or write down the confirmation number for future reference.



## Section 2: Reporting Sales From An Event

1. Log into your MyTaxes account at **Mytaxes.ky.gov**.
2. Navigate to the **Transactions** tab and select **Submit Application**.



The screenshot shows the KY Taxpayer Portal interface. The top navigation bar includes 'Home', 'Profile', 'Account', 'Transactions', 'Messages', 'Requests', 'Help', 'FAQ', and 'Log Out'. The 'Transactions' menu is expanded, showing options: 'File a Form', 'Saved Items', 'Make a Payment', and 'Submit Application'. The 'Submit Application' option is highlighted with a green box, and a mouse cursor is pointing at it. Below the navigation bar, there is a 'Tax Accounts' table with one entry: 'SALES AND USE TAX/ TEMPORARY VENDOR' with Account ID 000018340 and Address 501 HIGH KY 40601. Below the table, there is a section for 'Outstanding Debts' which states 'No Outstanding Debts.' and provides contact information for the Division of Collections at 502-564-4921 x 5357. On the left side, there is a 'User Profile Summary' for Jenny QRG Testing and 'Taxpayer Information' for BOB ROBERTS at 501 HIGH ST, FRANKFORT, KY 40601-2103, UNITED STATES.

3. Select **Register/File as a Temporary Vendor**.



The screenshot shows the 'Submit Application' page in the KY Taxpayer Portal. The page title is 'Submit Application'. There are two main options: 'Register New Business' and 'Register/File as Temporary Vendor for Sales and Use Tax'. The 'Register/File as Temporary Vendor for Sales and Use Tax' option is highlighted with a green box. Below the options, there is a 'Cancel' button.

4. Choose the second radio button to submit a Temporary Vendor Application for your business.

**Note:** If you are filing your very first temporary vendor return, and do not have a linked taxpayer account, this screen will not appear.

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Account Transactions Messages Requests Help FAQ Log Out

Transactions / Submit Application

### Submit Application

Please select one of the options below.

Submit Temporary Vendor Application for a new business not currently linked to a MyTaxes.ky.gov portal account.

Submit Temporary Vendor Application for the following business: BOB ROBERTS

Cancel Next

5. From the reason for submitting this form dropdown, select **Report sales from an event**, then select **Save and Continue**.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

Transactions / File a Tax Return

### Temporary Vendor Sales And Use Tax Registration

Progress 15%

Temporary Vendor Sales and Use Tax Registration

Select the reason for submitting this form.

\* Select the reason for submitting this form

Sales Account Number

Registration for an upcoming event

Report sales from an event

Did not attend an event

Delete Clear Save and Exit Save And Continue

6. Enter the *Total Taxable Sales dollar amount* and then select **Save and Continue**.

Ky.gov An Official Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Account Transactions Messages Requests Help FAQ Log Out

Transactions / File a Tax Return

### Temporary Vendor Sales And Use Tax Return

Progress 75%

\* indicates required field

Temporary Vendor Sales and Use Tax Return

Enter the total taxable sales from the event. The system will calculate the tax that is due and display the amount you must pay on the summary page.

Total Taxable Sales \$ 2,025

Back Delete Clear Save and Exit Save And Continue

7. Verify the information on the Summary Screen, then select **Save And Continue**.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL  
from the Kentucky Department of Revenue

Home Profile Account Transactions Messages Requests Help FAQ Log Out

Transactions / File a Tax Return

### Submit Application - Summary Information

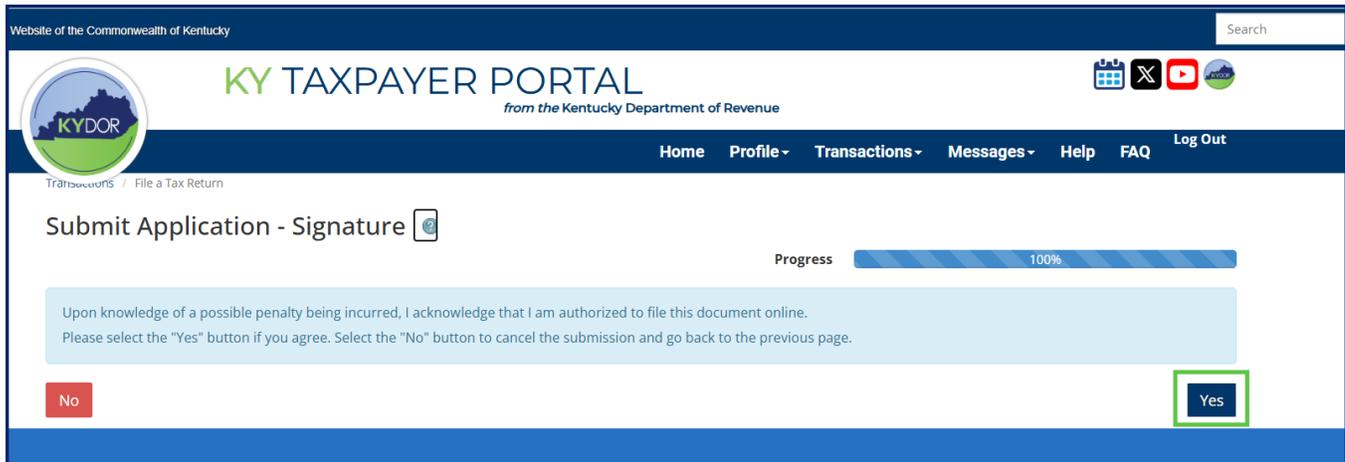
Progress 100%

See information below summarizing your registration application. If complete, select Save and Continue to submit. If you would like to make changes to the information entered, select the Back button to return to the form. You will be able to modify the data and continue the submission process.

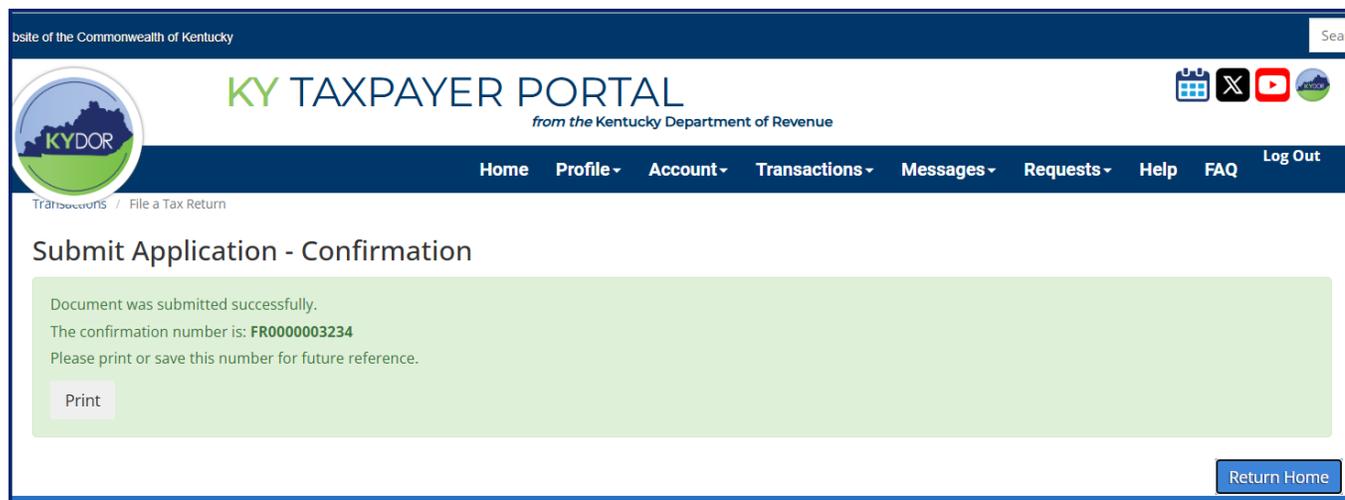
<b>Reason For Submitting Form</b>	Report sales from an event
<b>Event Name</b>	Long Branch Yard Sale
<b>Event Date</b>	11/20/2025
<b>Event County</b>	FRANKLIN
<b>Total Sales</b>	\$2,025.00
<b>Total Tax</b>	\$121.50
<b>Total Payment Due</b>	\$121.50

Cancel Delete Back Print Save And Continue

8. To acknowledge you are authorized to file this document, select the **Yes** button to sign the application.



9. The confirmation page will appear with a confirmation number when the application has been submitted successfully. It is recommended to *print this page or write down the confirmation number* for future reference.



# Section III: Making Payments

## If making a payment the same day of registering:

After entering the total taxable sales and receiving your confirmation, select **Make a Payment**. MyTaxes will auto populate the event name and information. Enter the *amount being paid* in the **Payment Amount** box. You will be able to pay with credit/debit card or E-Check.

The screenshot displays the 'Form Payment' page in the KYDOR system. The header includes navigation links: Home, Profile, Account, Transactions, Messages, Requests, Help, FAQ, and Log Out. The page title is 'Form Payment' with a help icon. A red asterisk indicates required fields.

**Form Details**

<b>Taxpayer Name</b>	BOB ROBERTS	<b>Period End Date</b>	11/20/2025
<b>Account</b>	SALES/TEMPVEND	<b>Amount Due</b>	\$121.50
<b>Account ID</b>	Temporary ID:000000618	<b>Return Confirmation #</b>	FR0000003263

**Reason For Submitting Form** Report sales from an event

**Event Name** Long Branch Yard Sale

**Event Date** 11/20/2025

**Event County** FRANKLIN

**Total Sales** \$2,025.00

**Total Tax** \$121.50

**Total Payment Due** \$121.50

\* **Payment Amount** \$   Check here to pay Total Outstanding Balance

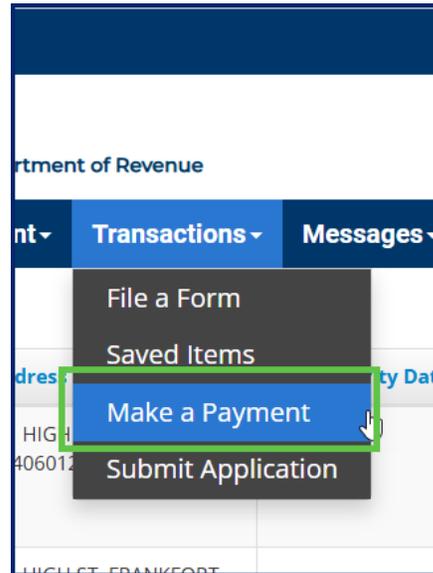
\* **Payment Method**   
CREDIT/DEBIT CARD  
E-CHECK

Buttons: Cancel, Next

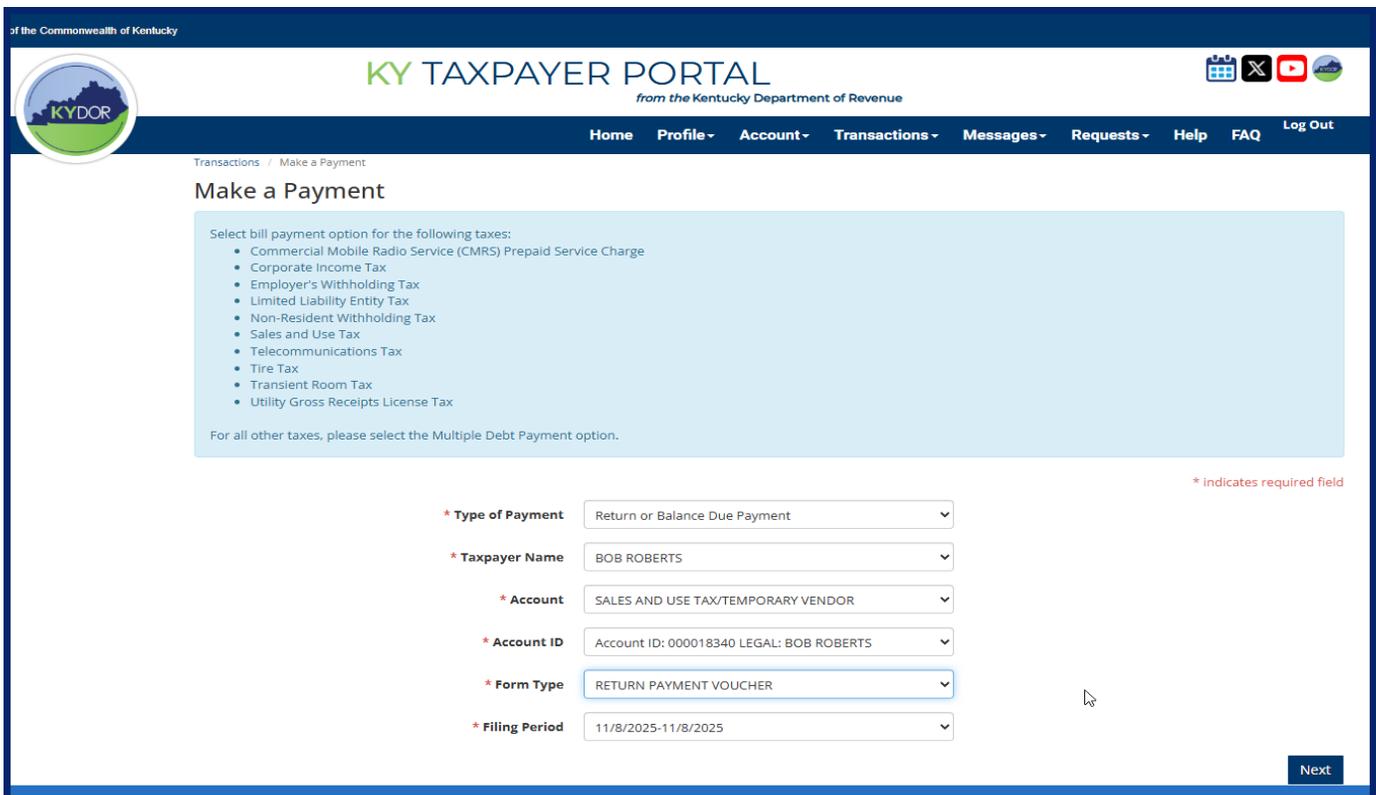
**If making a payment after the event:**

Please follow this process if you have filed a return reporting your sales from an event.

1. Select the **Transactions** tab and select **Make a Payment** from the dropdown.



2. Next, select **Return or Balance Due Payment**. Confirm that the information is correct and then select **next**.



of the Commonwealth of Kentucky

**KY TAXPAYER PORTAL**  
from the Kentucky Department of Revenue

Home Profile Account Transactions Messages Requests Help FAQ Log Out

Transactions / Make a Payment

### Make a Payment

Select bill payment option for the following taxes:

- Commercial Mobile Radio Service (CMRS) Prepaid Service Charge
- Corporate Income Tax
- Employer's Withholding Tax
- Limited Liability Entity Tax
- Non-Resident Withholding Tax
- Sales and Use Tax
- Telecommunications Tax
- Tire Tax
- Transient Room Tax
- Utility Gross Receipts License Tax

For all other taxes, please select the Multiple Debt Payment option.

\* indicates required field

\* **Type of Payment** Return or Balance Due Payment

\* **Taxpayer Name** BOB ROBERTS

\* **Account** SALES AND USE TAX/TEMPORARY VENDOR

\* **Account ID** Account ID: 000018340 LEGAL: BOB ROBERTS

\* **Form Type** RETURN PAYMENT VOUCHER

\* **Filing Period** 11/8/2025-11/8/2025

Next

3. Enter the payment amount and select **credit/debit card** or **E-Check**. Then select **Next**.

The screenshot shows the KY Taxpayer Portal interface. At the top, it says "the Commonwealth of Kentucky" and "KY TAXPAYER PORTAL from the Kentucky Department of Revenue". The navigation menu includes Home, Profile, Account, Transactions, Messages, Requests, Help, FAQ, and Log Out. The main heading is "Return or Balance Due Payment". Below this, there is a "Change Payment Type" link. The form contains two required fields: "Payment Amount" with a dollar sign and a text input box, and "Payment Method" with a dropdown menu. A red "Cancel" button is on the left, and a blue "Next" button is on the right. A red asterisk indicates required fields.

Note: If Credit/Debit Card is chosen, you will be taken to an external site to complete the payment process. Select **Continue** to complete payment via credit or debit card.

The screenshot shows the KY Taxpayer Portal with a warning message. The message reads: "Warning - Exiting Site. You are leaving the Portal site. Click 'Continue' to be redirected or 'Back' to select a different payment method." There are "Back" and "Continue" buttons at the bottom of the warning box. The navigation menu and portal header are visible at the top.

Continued next page

4. Once redirected, enter the required information and select **Next**.



### Select Payment Type



The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

### Card Details

**Card Number** (required)

**Expiration Date** (required) 01 / 2025

**Security Code** (required)  [Help](#)



### Cardholder Details

**Name** (required) Jenny QRG Testing

**Country** (required) United States

**Address Line 1** (required) 501 High St

**Address Line 2**

**City** (required) Frankfort

**State** (required) KY

**Zip Code** (required) 40601

**Email Address**

Please enter your email address to receive a copy of your receipt via email.

**NEXT**

[Cancel and return to DORIS CC Application](#)  
[Log in with Kentucky.gov for more payment options!](#)

[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)



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Kentucky.gov

Summary	
<b>Credit Card Payment Amount</b>	\$121.50
Item Price: \$121.50	
Quantity: 1	
<b>Sub Total</b>	\$121.50
<b>Total</b>	\$124.84

5. If paying with by E-check, you can choose to use an existing Bank Account or Add New Bank Account. If you are adding new bank account information, please note that the following fields are required:

- Bank Routing Number
- Bank Account Number
- Bank Account Type (choose from the drop down)
- Bank Account Holder Name.

Once you have selected to use either an existing or enter a new bank account, enter the Effective Date and check the box to authorize the withdrawal of funds as specified above for tax payments, then select Submit. Select the box to authorize the payment and then select **submit**.

Transactions / Make a Payment

### Schedule Electronic Payment ⓘ

\* Indicates required field

Make an electronic payment directly from your bank account.

Additional Penalty and Interest may accrue if payment is not made as of Dec 22, 2025.

**Taxpayer Name** BOB ROBERTS      **Payment Amount** \$121.50

Use an existing Bank Account

Please select a Bank Account      None

Add New Bank Account

\* Bank Routing Number

\* Bank Account Number

\* Confirm Bank Account Number

\* Bank Account Type

\* Bank Account Holder Name

Nickname       Enter a "nickname" for this card if you would like to save it for future payments

Enter Payment Effective Date and Authorization

\* Effective Date

\* I hereby authorize the withdrawal of funds as specified above for tax payments.

6. Review the payment amount, and if correct, select **confirm**.

#### Confirm Payment



Please confirm the payment below before submitting for processing.

Payment Amount \$100.00

Payment Method PERSONAL/CONSUMER CHECKING

[Back](#) [Confirm](#)

7. You will receive a confirmation of your payment via the email address on file.

For payments submitted:

- Email subject is: MyTaxes.ky.gov Portal - New Secure Message
- Email message is: An important communication was sent to your Secure Message Center available on the MyTaxes.ky.gov Portal. The subject is: Payment Submitted To review this communication in your Secure Message Center, log in to your account here.

For payments processed:

- Email subject is: MyTaxes.ky.gov Portal - New Secure Message
- Email message is: An important communication was sent to your Secure Message Center available on the MyTaxes.ky.gov Portal. The subject is: Payment Processed To review this communication in your Secure Message Center, log in to your account here.

Thank you for doing business in Kentucky! For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555 to connect with a representative who can help. Customer Contact Center representatives are available Monday through Friday, excluding State Holidays, from 6:00 AM to 6:00 PM ET.