



TEMPORARY VENDOR GUIDE

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY.**
FINANCE AND
ADMINISTRATION CABINET

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.

User Guide Last Updated: 09/16/2026

Table of Contents

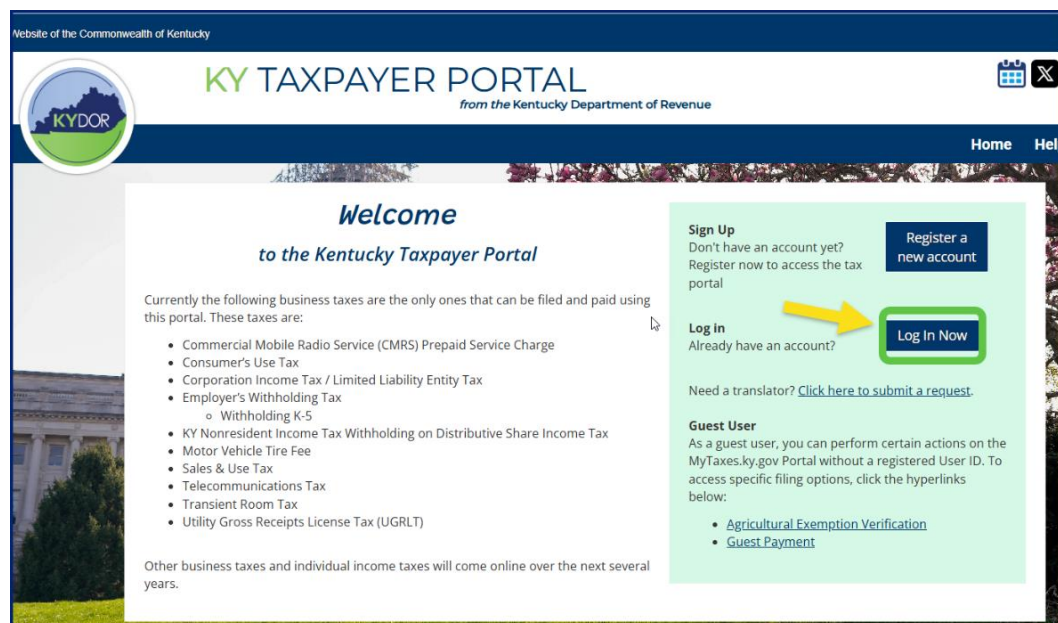
Temporary Vendor Guide	1
Register / File as a Temporary Vendor	2
Reporting Sales from an Event	9
Making Payments	12
If making a payment the same day as registering	12
If making a payment after the event	13

Register / File as a Temporary Vendor

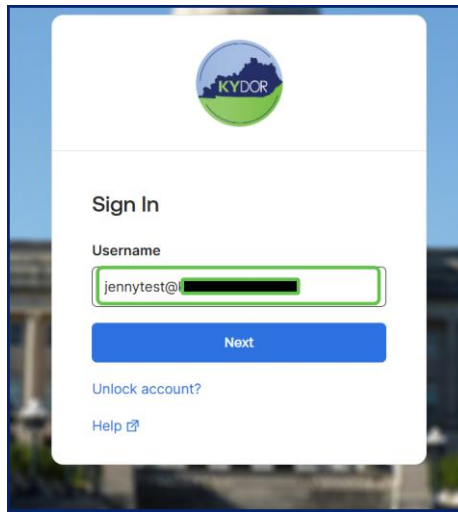
1. Navigate to the Taxpayer portal at MyTaxes.ky.gov.
2. Create a new account. For instructions on how to do so, please reference the [Create an Account](#) user guide.



3. Select **Log In Now**.

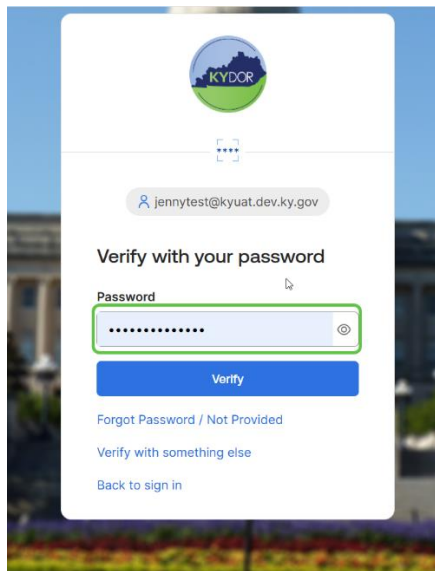


4. Enter the email used when setting up your account.



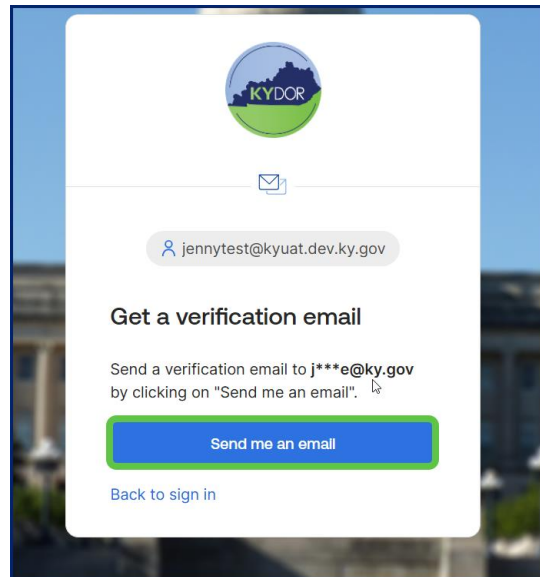
The image shows a mobile application interface for KYDOR. At the top is the KYDOR logo, which consists of a green circle with a blue skyline and the text 'KYDOR'. Below the logo is the heading 'Sign In'. Underneath is a 'Username' label followed by a text input field containing 'jennytest@' and a masked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

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

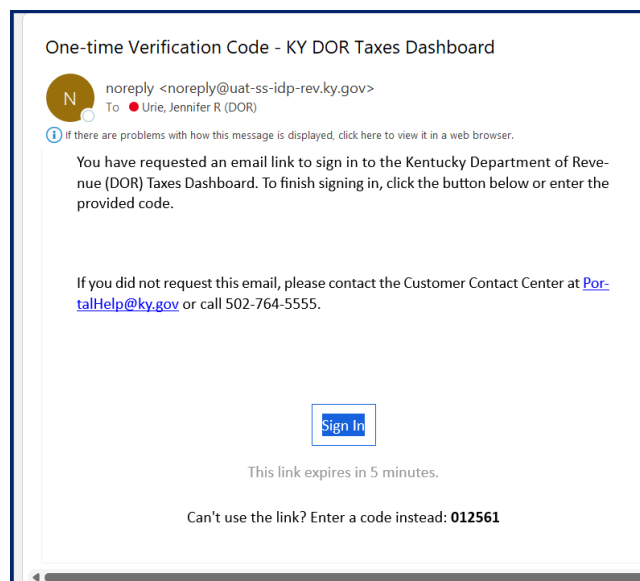


The image shows the 'Verify with your password' screen in the KYDOR mobile application. At the top is the KYDOR logo. Below it is a small icon of a document with a checkmark. Underneath is a grey pill-shaped button containing a person icon and the email 'jennytest@kyuat.dev.ky.gov'. The heading 'Verify with your password' is displayed. Below this is a 'Password' label followed by a password input field filled with dots and a toggle icon. A blue 'Verify' button is located below the password field. At the bottom of the card, there are three links: 'Forgot Password / Not Provided', 'Verify with something else', and 'Back to sign in'.

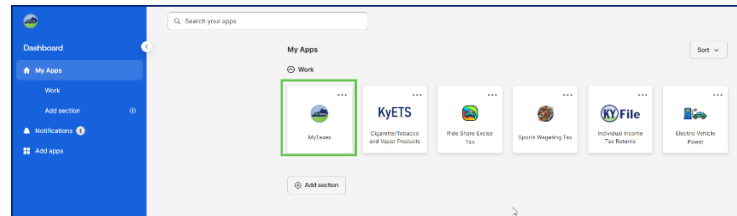
6. Select **Send me an email**.



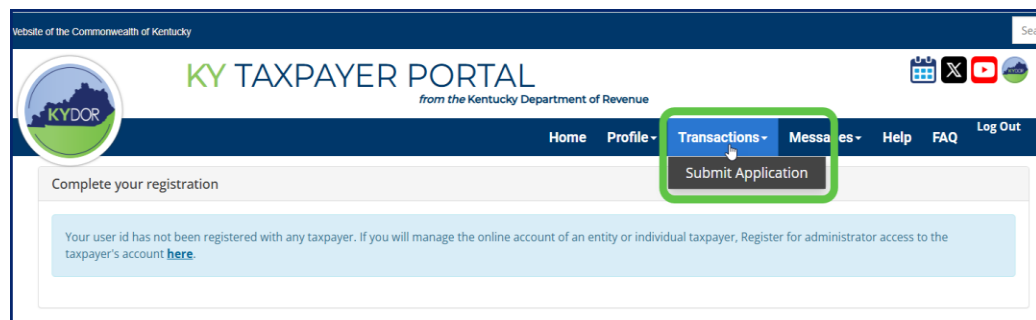
7. Navigate to the email account associated with your account. You will have two choices; you can either select the **Sign In** button or *enter the verification code* from your email on the MyTaxes website.



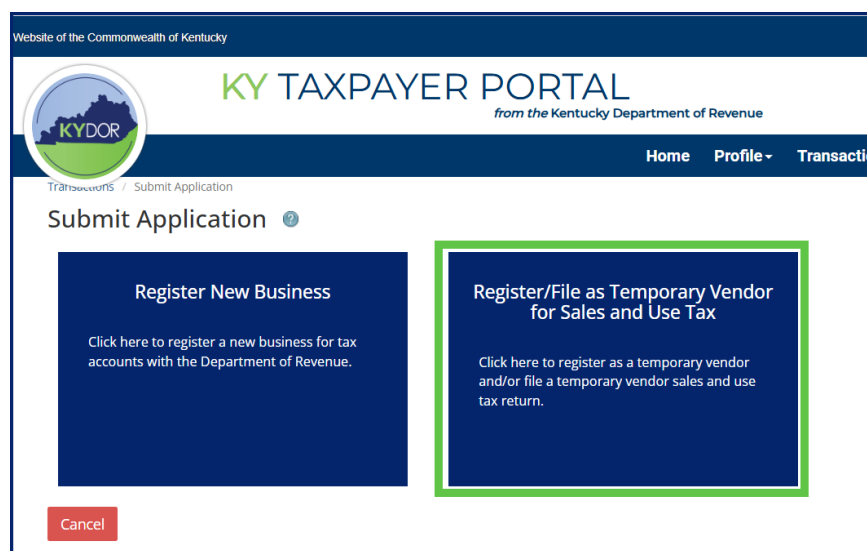
8. Once logged in, select the **MyTaxes** tile.



9. When you have reached the landing page, select **Transactions** from the 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 the “Reporting Sales from an Event” section beginning on page 8. If you are 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**.

The screenshot shows the 'Temporary Vendor Sales And Use Tax Registration' page on the KY Taxpayer Portal. The progress bar indicates 15% completion. A dropdown menu is open for the field 'Select the reason for submitting this form', with the option 'Registration for an upcoming event' selected. The 'Sales Account Number' field is empty. The page includes navigation links (Home, Profile, Transactions, Messages, Help, FAQ, Log Out) and a search bar. The footer of the page contains the text 'Temporary Vendor Guide | KY Department of Revenue User Guide'.

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 Name* 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 used 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 ⓘ

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

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Back Delete Clear Save and Exit Save And Continue

13. Enter the pertinent information: *Country, Address, City, State,* and *Zip Code*, then select **Save and Continue**.

KYDOR

Home Profile Transactions Messages Help FAQ Log Out

Transactions File a Tax Return

Temporary Vendor Sales And Use Tax Registration - Continued

Progress 45%

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

14. Enter the *Event Name* and *Event Date* and choose the *County in which the event will be / was 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

Temporary Vendor Sales And Use Tax Event Registration

Progress 60%

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

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.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

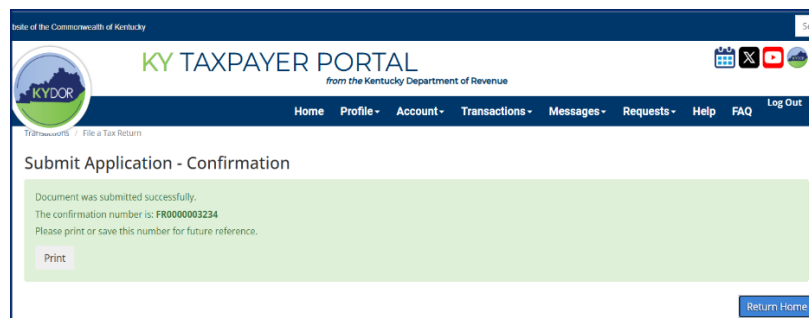
Submit Application - Signature

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes

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.



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**.

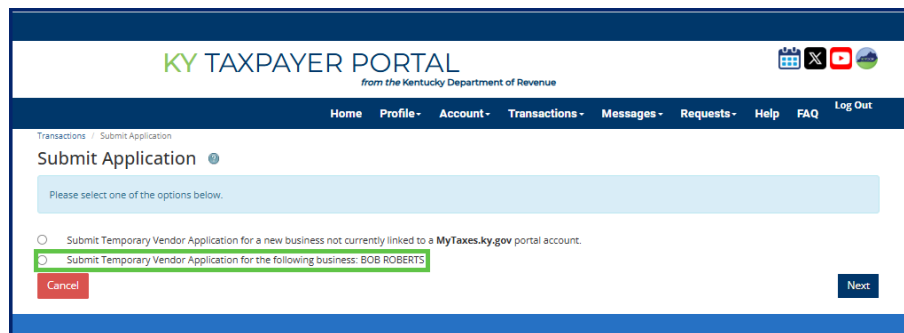


3. Select **Register / File as a Temporary Vendor for Sales and Use Tax**.



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.



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

6. Enter the *Total Taxable Sales* dollar amount 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

Temporary Vendor Sales And Use Tax Return

Progress 75%

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

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	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

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.

Website of the Commonwealth of Kentucky

KY TAXPAYER PORTAL
from the Kentucky Department of Revenue

Home Profile Transactions Messages Help FAQ Log Out

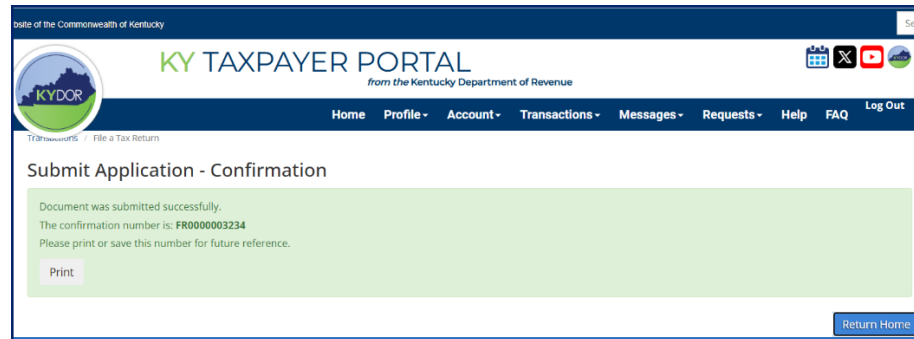
Submit Application - Signature

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes

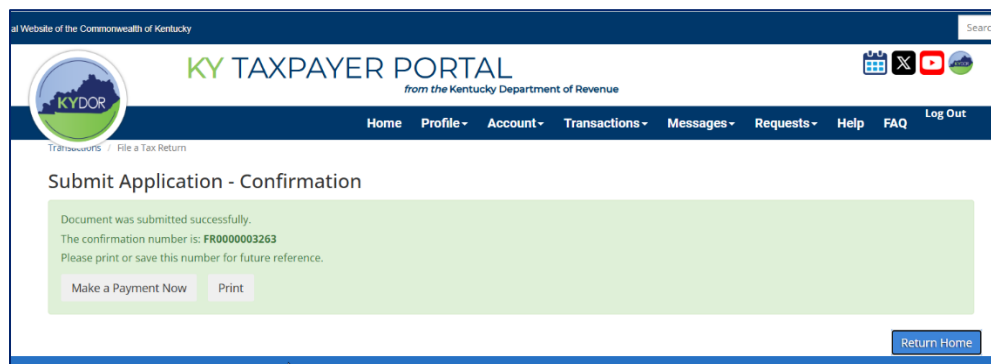
9. The confirmation page will appear with a confirmation number when the application has been submitted successfully. It is recommended to *print this page or write down the confirmation number* for future reference.



Making Payments

If making a payment the same day as registering

After entering the total taxable sales and receiving your confirmation, select **Make a Payment**.



MyTaxes will automatically populate the event name and information. Enter the *amount being paid* in the **Payment Amount** box. You will be able to pay with a credit or debit card or an E-Check.

Form Payment

* indicates required field

Form Details

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

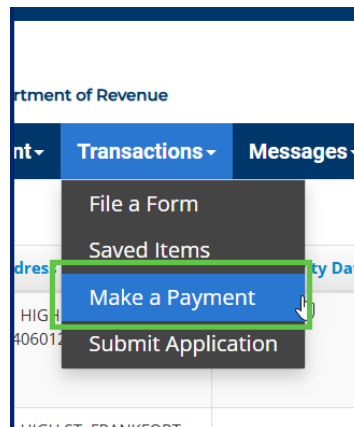
Payment Amount
\$ ☐ Check here to pay Total Outstanding balance

Payment Method

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**.

The screenshot shows the 'Make a Payment' page on the KY Taxpayer Portal. The page lists various taxes for which a bill payment option is available, including 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, and Utility Gross Receipts License Tax. Below this list, there are several required fields for payment information: 'Type of Payment' (set to 'Return or Balance Due Payment'), 'Taxpayer Name' (BOB ROBERTS), 'Account' (SALES AND USE TAX/TEMPORARY VENDOR), 'Account ID' (000018340 LEGAL: BOB ROBERTS), 'Form Type' (RETURN PAYMENT VOUCHER), and 'Filing Period' (11/8/2025-11/8/2025). A 'Next' button is located at the bottom right of the form.

3. Enter the *payment amount* and select **Credit / Debit Card** or **E-Check**, then select **Next**.

The screenshot shows the 'Return or Balance Due Payment' page. It features a 'Change Payment Type' link and two required fields: 'Payment Amount' (with a dollar sign icon and a text input field) and 'Payment Method' (a dropdown menu). A 'Cancel' button is on the left and a 'Next' button is on the right.

4. 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 a warning message: '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.

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



KENTUCKY DEPARTMENT OF
REVENUE

Select Payment Type



CREDIT CARD



DEBIT/PREPAID CARD

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)

Security Code (required)

01

2025

[Help](#)



Cardholder Details

Name (required)

Country (required)

Address Line 1 (required)

Address Line 2

City (required)

State (required)

Zip Code (required)

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!](#)

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6. If paying with 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 dropdown)*
- *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 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

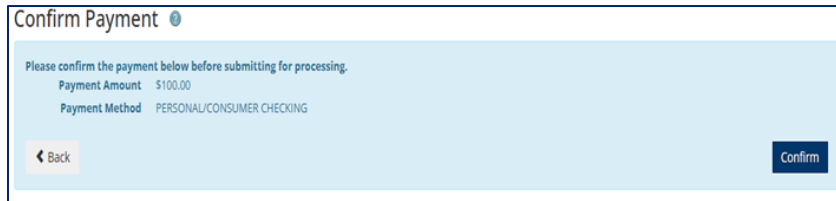
Enter Payment Effective Date and Authorization

* Effective Date: Thursday, 11/20/2025

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

Cancel Submit

7. Review the payment amount and, if correct, select **Confirm**.

A screenshot of a web form titled "Confirm Payment" with a help icon. The form has a light blue background and contains the text "Please confirm the payment below before submitting for processing." Below this, it displays "Payment Amount \$100.00" and "Payment Method PERSONAL/CONSUMER CHECKING". At the bottom left is a "Back" button with a left arrow, and at the bottom right is a "Confirm" button.

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

For payments submitted:

- **Email subject:** MyTaxes.ky.gov Portal – New Secure Message
- **Email message:** 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:** MyTaxes.ky.gov Portal – New Secure Message
- **Email message:** 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. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.