

Instructions: Application for Registration

General Information

The Application for Registration is used to apply for tax registration for the major taxes applicable to businesses and administered by the Tennessee Department of Revenue. It also is used to register as a wine direct shipper. This application does not register taxpayers for all taxes, fees, or permits. Additional information may be required.

Realty transfer tax and mortgage tax are administered by the county clerk's office. Contact your local official in your area for registration information.

Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate county clerk and, if applicable, city business tax official.

You must submit a fully completed the application in a timely manner to ensure that you are properly registered for all taxes administered by the Department of Revenue that are applicable to your business. For information on how to register a business online, you may visit the Department's website at www.tn.gov/revenue and click on E-file and Pay. Alternatively, this application can be mailed or delivered to any Taxpayer Services Division office.

You must complete one application for each business location that you own. Except for business tax, you will receive the appropriate certificate of registration, license, or permit for each location within a few days after the completion and return of this form. The certificate, license, or permit must be publicly displayed at the location for which it is issued. As previously stated, the business tax license must be obtained from the county clerk or city official.

It is important that you notify the Department if:

- The business ownership changes in any manner including:
 - selling or closing of the business,
 - adding or changing partners,
 - any transfer or change in the ownership of the business,
 - any change in corporate structure requiring a new charter or certificate of authority; or
- The business location changes.

Tax-exempt entities eligible for sales and use tax exemption under Tenn. Code Ann. § 67-6-322 wishing to register for a nonprofit sales and use tax exemption certificate should use the Application for Exempt Organizations or Institutions. This application can be found on the Department's website at www.tn.gov/revenue.

Instructions

- 1) Enter the legal name of the business.
- 2) Enter the DBA (doing business as) name of the business, if different from the legal name.
- 3) Enter the applicant's physical business location address. Do not enter a post office Box.
- 4) Enter the applicant's mailing address. This address can be a post office Box.
- 5) Enter the applicant's legal address. This should be the physical address where the business records are located. Do not enter a post office Box.
- 6) Enter the applicant's business telephone number, business fax number, and business email address.
- 7) Enter a contact person's name, telephone number, and email address.
- 8) Enter the applicant's business start date in Tennessee.
- 9) Enter the applicant's fiscal year end date.
- 10) Enter the applicant's Federal Employer Identification Number (FEIN) or Social Security Number (SSN).

- 11) Select the type of ownership.
 - a. If this is a partnership, choose the type of partnership.
 - b. If this is a limited liability company, choose all that apply.
 - c. If this is a corporation, choose all that apply.
- 12) Enter the applicant's Tennessee Secretary of State Control number, if applicable, and the primary state of charter or registration.
- 13) Select all taxes for which the applicant is registering. If registering for business tax, enter the business tax classification and the name of the county and city, if applicable, in which you are doing business.
- 14) If registering for sales and use tax, complete this section.
- 15) If registering for franchise and excise tax, check the box of any type that applies. Skip this section if none of the options are applicable.
- 16) If registering as a series LLC, provide the FEIN, entity name, location address, telephone number, and state of domestic certificate of authority for the master LLC.
- 17) Indicate the nature of the applicant's business.
- 18) Provide a detailed description of the principal business activity at this location, including the major products and/or services sold.
- 19) Enter the North American Industry Classification System (NAICS) code for the primary business activity, if known.
- 20) Identify all owners, officers, members, or partners of the business. Enter the social security number, address, telephone number, and email address for each one listed. If the owner is another business, enter the business FEIN. You may attach a separate sheet for additional owners, officers, members, and partners.
- 21) The application must be signed by an owner, officer, member, or partner of the organization. Do not print or use a signature stamp. Applications signed by an accountant, bookkeeper, or agent for the business and unsigned applications will be returned unprocessed.



TENNESSEE DEPARTMENT OF REVENUE
Business Tax Registration Application

RV-F1321001 (11/18)

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Business FEIN or SSN (<i>required</i>)	2. Start Date for Location in Jurisdiction	3. Fiscal Year End Date
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4. Type of Ownership (choose only one box below):

- | | | |
|---|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership (<i>all types</i>) | <input type="checkbox"/> Corporation (<i>all types</i>) |
| <input type="checkbox"/> Marital Joint Ownership
Other Spouse's SSN:
_____ | <input type="checkbox"/> Limited Liability Company
(<i>choose one below</i>) | |
| <input type="checkbox"/> Estate or Trust | <input type="checkbox"/> Multi-Member LLC | |
| | <input type="checkbox"/> Single Member LLC | |

5. Legal Name of Business

6. Primary Address (physical address where records are located; no P.O. box) City State ZIP Code

7. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed. See Instructions.)

Title	Title
SSN of owner or FEIN of owning business, if available	SSN of owner or FEIN of owning business, if available
First and Last Name of Owner or Name of Owning Business	First and Last Name of Owner or Name of Owning Business
Telephone Number with Area Code	Telephone Number with Area Code
Email	Email
Address	Address
City State ZIP Code	City State ZIP Code

8. "Doing Business As" (DBA) Name (if different from #5 above)

9. Classification (select below or write in)

Classification:

10. License Type

- Standard Business License Minimal Activity License

11. Business Location Address (physical address only; no P.O. box) City State ZIP Code

12. Business Activity at this Location

13. Business Mailing Address City State Zip Code

14. Business Telephone Number Business Fax Number Business Email Address

15. Contact Name Contact Telephone Number Contact Email Address

16. **Signatures Required! This application must be signed by an owner, officer, member or partner of the entity listed above. Do not print or use a stamp.**

For Department Use Only

The statements made on this application are true to the best of my knowledge and belief.

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

**Electronic filing and payment of taxes is required for business tax.
Please visit www.TN.gov/revenue for more information.**