

**APPLICATION FOR  
REGISTRATION**



ANSWER ALL QUESTIONS COMPLETELY. INCOMPLETE AND UNSIGNED APPLICATIONS WILL DELAY PROCESSING. FOR ASSISTANCE YOU MAY CONTACT ANY OF THE TAXPAYER SERVICES OFFICES LISTED ON THE BACK.

**1. CHECK ANY OF THE FOLLOWING TAX, PERMIT, OR FEE REQUIREMENTS FOR WHICH YOUR BUSINESS IS LIABLE:**

**\*ALCOHOLIC BEVERAGE TAXES:**

- Beer Barrelage
- Brand Registration
- \*Liquor By The Drink
- Wholesale Beer
- Wholesale Gallonage

- FRANCHISE AND EXCISE TAX
- GIFT TAX

**GROSS RECEIPTS TAXES:**

- Bottlers
- Mixing Bars
- Pistol Permits
- Gas, Water, Electric Power & Light

- INDIVIDUAL INCOME TAX
- INHERITANCE TAX

**\*PETROLEUM TAXES**

**PRIVILEGE TAXES:**

- Auto Rental Surcharge
- \*\*Business Tax
- Bail Bondsmen
- \*\*Litigation Tax
- Professional Privilege Tax
- Realty Transfer and Mortgage Tax

**SALES AND USE TAX:**

- Sales and Use Tax
- Sales Tax Exempt Organization

**SEVERANCE TAXES:**

- Coal
- Crude Oil/Natural Gas
- Mineral

**SOLID WASTE TAXES:**

- Tire
- Used Oil
- TOBACCO TAX

\*Requires Bond.

**TYPE OF BOND:**  1. SURETY  2. CASH  3. CERTIFICATE OF DEPOSIT  4. NONE REQUIRED

\*\*These are administered by the county or city. Contact local officials in your area for registration forms.

**2. REASON FOR APPLYING:**

- 1. New business
- 2. Additional location
- 3. Purchase of existing business

**3. WILL YOUR GROSS SALES EXCEED \$4,800 PER YEAR?**

YES  NO

**WILL YOUR TAXABLE SERVICES EXCEED \$1,200 PER YEAR?**

YES  NO

DO YOU HAVE SUPPLIERS (IN-STATE OR OUT-OF-STATE) WHO DO NOT COLLECT TN. SALES TAX?  YES  NO  
IF ALL THREE OF THE ABOVE ARE "NO", YOU DO NOT NEED A SALES TAX #.

**4a. DATE BUSINESS BEGAN IN TENNESSEE AT THIS LOCATION**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MO DAY

**5. WILL YOU BE COLLECTING OVER \$200 PER MONTH IN SALES TAX?**

YES  NO

**6. HOW MANY MONTHS OF THE YEAR WILL YOU HAVE SALES AND/OR USE TAX TO REPORT?**

**7. BUSINESS NAME AND EXACT LOCATION**

BUSINESS NAME (ATTACH LIST IF NECESSARY FOR ADDITIONAL LOCATIONS)  
STREET, HIGHWAY (DO NOT USE P.O. BOX NUMBER OR RURAL ROUTE NUMBER)  
CITY STATE ZIP CODE COUNTY

**8. BUSINESS MAILING ADDRESS**

NAME (ENTER CORPORATION NAME, IF APPLICABLE)  
P.O. BOX, STREET, ROUTE, OR HIGHWAY  
CITY STATE ZIP CODE

**9. IS THIS BUSINESS LOCATED INSIDE ANY TENNESSEE CITY LIMITS?  YES  NO**

IF YES, WHAT CITY? \_\_\_\_\_

**10. RECORD STORAGE ADDRESS:**

STREET, HIGHWAY (DO NOT USE P.O. BOX NUMBER)  
CITY STATE ZIP CODE

**11. BUSINESS TELEPHONE #**

( )  
AREA CODE  
FAX #

**12. ENTER YOUR FEDERAL EMPLOYER'S IDENTIFICATION #**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

APPLIED FOR  
 NOT REQUIRED

**13. TYPE OF OWNERSHIP:**

- PROPRIETORSHIP  HUSBAND/WIFE OWNERSHIP  PARTNERSHIP  LIMITED PARTNERSHIP
- LIMITED LIABILITY COMPANY  PROFESSIONAL LIMITED LIABILITY COMPANY
- CORPORATION  S CORPORATION  PROFESSIONAL CORPORATION  OTHER

NAME OF CORPORATION \_\_\_\_\_ SEC OF STATE # \_\_\_\_\_

**14. CURRENT OR PRIOR TAX NUMBERS (SALES TAX, ETC.)**

FEIN / ACCOUNT NO.

**15. DESCRIBE THE BUSINESS ACTIVITY AT THIS LOCATION, STATING THE MAJOR PRODUCTS AND/OR SERVICES SOLD.**

**16.**  RETAIL  WHOLESALE  BOTH  MANUFACTURER  AMUSEMENT  \*CONTRACTOR  \*\*LEASED DEPT.  
"DO YOU INSTALL EVERYTHING YOU SELL?"  YES  NO \*\*LETTER FROM BUSINESS OWNER MUST BE ATTACHED

**ED/EFT 17.** DO YOU CURRENTLY FILE YOUR RETURN BY EDI?  YES  NO DO YOU CURRENTLY REMIT PAYMENT BY EFT?  YES  NO  
WOULD YOU LIKE TO RECEIVE INFORMATION ABOUT THE FOLLOWING:  EDI  EFT

**18. IDENTIFY OWNERS, OFFICERS, OR PARTNERS (ATTACH ADDITIONAL NAMES AND SOCIAL SECURITY NUMBERS ON SEPARATE SHEET).**

(1) NAME	HOME TELEPHONE #	SOCIAL SECURITY #
HOME ADDRESS (DO NOT USE P.O. BOX #)	CITY	STATE ZIP CODE
(2) NAME	HOME TELEPHONE #	SOCIAL SECURITY #
HOME ADDRESS (DO NOT USE P.O. BOX #)	CITY	STATE ZIP CODE
(3) NAME	HOME TELEPHONE #	SOCIAL SECURITY #
HOME ADDRESS (DO NOT USE P.O. BOX #)	CITY	STATE ZIP CODE
PREVIOUS BUSINESS NAME	PREVIOUS OWNER'S TELEPHONE # ( )	STILL IN BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
PREVIOUS OWNER'S NAME AND ADDRESS		

**19. IF YOU ARE AN OUT-OF-STATE BUSINESS WHO WILL BE DOING BUSINESS IN TENNESSEE, PLEASE ANSWER THE FOLLOWING QUESTION.**  
DO YOU HAVE A LOCATION OR OFFICE IN TENNESSEE?  YES  NO IF YES, NAME LOCATION:

**20. THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. (THIS APPLICATION MUST BE SIGNED BY THE INDIVIDUAL OWNER, A PARTNER, OR AN OFFICER OF THE CORPORATION) LISTED IN ITEM 18.)**

**FOR DEPARTMENT USE ONLY**

SIGN  
HERE:

OWNER, PARTNER, OR OFFICER (DO NOT PRINT OR USE STAMP)

If you have any questions or need assistance, you may contact any of the Taxpayer Services offices listed below. THIS APPLICATION CAN BE PROCESSED AT ANY OF THE OFFICES LISTED BELOW.

**CHATTANOOGA**  
540 McCallie Ave., 3rd Fl., Ste. 350  
Chattanooga, Tennessee 37402  
Telephone: (423) 634-6266  
Fax: (423) 634-3001

**KNOXVILLE**  
531 Henley St., Room 606  
Knoxville, Tennessee 37902  
Telephone: (865) 594-6100  
Fax: (865) 594-6402

**JACKSON**  
225 Martin Luther King Drive  
Lowell Thomas Office Bldg., 4th Floor  
Jackson, Tennessee 38301-6920  
Telephone: (731) 423-5747  
Fax: (731) 426-0733

**MEMPHIS**  
3150 Appling Road  
Bartlett, Tennessee 38133  
Telephone: (901) 213-1400  
Fax: (901) 213-2675

**JOHNSON CITY**  
204 High Point Drive  
Johnson City, Tennessee 37601  
Telephone: (423) 854-5321  
Fax: (423) 854-5377

**NASHVILLE (main office)**  
Andrew Jackson Bldg., 3rd Floor  
500 Deaderick Street  
Nashville, Tennessee 37242  
Telephone: (615) 253-0600  
Fax: (615) 741-0682

Tennessee residents may call in-state toll free 1-800-342-1003; out-of-state callers may dial (615) 253-0600.



### INSTRUCTIONS FOR COMPLETING APPLICATION FOR REGISTRATION

This application for registration, form number RV-F 1300501, is to be used to apply for tax registration and make you aware of the major business taxes administered by the Tennessee Department of Revenue. These taxes include: (1) Alcoholic Beverage Taxes, (2) Franchise and Excise Tax, (3) Gift Tax, (4) Gross Receipts Taxes, (5) Individual Income Tax, (6) Inheritance Tax, (7) Petroleum Taxes, (8) Privilege Taxes, (9) Sales and Use Tax, (10) Severance Taxes, (11) Solid Waste Taxes, and (12) Tobacco Tax. This application does not register taxpayers for all taxes, fees, or permits. Additional information may be required. Business Tax, Litigation Tax, and Realty Transfer and Mortgage Tax are administered by the County Clerk's office. Contact your local official in your area for registration information.

Proper completion of the application will insure the timely and correct establishment of necessary tax registrations for your business. This application can be mailed, faxed or delivered to any of the Taxpayer Services offices listed on the back.

You must complete one application for each business location that you own. You will receive a certificate of registration, certificate of exemption or permit for each location within a few days after the completion and return of this form. The certificate or permit must be publicly displayed at the location for which it is issued. The certificate of exemption must be presented when purchasing tangible personal property that is to be used, consumed or given away by the exempt organization.

#### ABOUT THE APPLICATION

- ITEM 1 You must check any of the following tax, permit, or fee requirements for which your business is liable.
- ITEM 2 You must provide the reason for applying.
- ITEM 3 You must answer all questions in Item 3. If you do not have gross sales of \$4,800 or provide \$1,200 in services per year, sales tax may be paid to your supplier.
- ITEM 4
  - a. You must provide the opening date (or approximate opening date) of your business at this location, or the date of your first sale made in Tennessee if registering as an out-of-state business.
  - b. Enter month and day accounting period ends. (Example: "12/31" used for calendar year taxpayers.)
- ITEM 5 You must answer yes or no. The answer to this question will determine your filing method.
- ITEM 6 You must provide the number of months sales and/or use tax will be reported.
- ITEM 7 **YOU MUST PROVIDE THE EXACT LOCATION OF YOUR BUSINESS.** If your location is a rural route number, also enter the highway number, the road name, and the box number.
- ITEM 8 **IF A DIFFERENT ADDRESS IS REQUIRED FOR MAILING PURPOSES, ENTER IT AT ITEM 8.** If you have a Post Office Box, enter it here. All correspondence, i.e., Sales/Use Tax Returns and other information will be mailed to the address listed at Item 8. If the mailing address is the same AS #7, WRITE "SAME AS #7" IN THE BLANK.
- ITEM 9 You must provide the business location inside any Tennessee city limits.
- ITEM 10 You must provide record storage address for audit purposes.
- ITEM 11 **YOU MUST PROVIDE A BUSINESS PHONE NUMBER,** or another number where you can be reached during normal business hours
- ITEM 12 **YOU MUST HAVE A FEDERAL EMPLOYER'S IDENTIFICATION NUMBER** if your business is a partnership, corporation, or if you pay wages to anyone other than yourself.
- ITEM 13 You must provide type of ownership of the business. Exempt organizations see reverse side. If registered with Tennessee Secretary of State, provide SOS Control No.
- ITEM 14 You must provide current or prior FEIN or corporate tax account numbers with the Department of Revenue.
- ITEM 15 You must provide a detailed description of the **PRINCIPAL BUSINESS ACTIVITY** at this location, stating the **MAJOR PRODUCTS** and/or services sold. If applying for vending account also, please indicate "vending."
- ITEM 16 You must check the block that describes your type of business.
- ITEM 17 You answer yes or no to determine if you currently electronically file your return, payment or both. If you would like to receive information on the electronic filing of your return or payment please check the appropriate box.
- ITEM 18 You must identify owners, officers or partners and you must enter social security number(s), home address and home telephone number for all owners, partners or corporate officers. Exempt organizations must furnish contact person.
- ITEM 19 **YOU MUST COMPLETE ITEM 18** if you are an **OUT-OF-STATE BUSINESS** with a physical presence in Tennessee.
- ITEM 20 **THIS APPLICATION MUST BE SIGNED BY THE OWNER, A PARTNER, OFFICER OF ORGANIZATION, OR A CORPORATE OFFICER OF THE BUSINESS.** Do not print or use a signature stamp. Applications signed by an accountant, bookkeeper or agent for the business will be returned to you. **UNSIGNED APPLICATIONS WILL ALSO BE RETURNED.** You may attach a separate sheet for additional owners/ officers.