

# SALT Partners

Your Partner in State and Local Taxes

## REGISTRATION INFORMATION REQUIREMENTS

1. What taxes will you be registering for?
  - a. Sales Taxes
  - b. Use Taxes
  - c. Income Taxes
  - d. Withholding Taxes
  - e. Special Taxes
2. Full legal name of the company
3. DBA Name of Company
4. Physical Address
5. Mailing Address
6. Address of offices in each state
7. Contact Person Name
8. Contact Person Address
9. Contact Person Phone
10. Contact Person Fax
11. Contact Person E-mail
12. Federal employment identification number
13. NAIC Primary Number
14. State of Incorporation or Organization
15. What type of legal entity are you (e.g. Corporation, S-Corporation, LLC, etc)
16. Date business was incorporated or organized
17. What date you wish to start collecting sales tax?
18. Description of the business
19. Breakdown of product categories and percentages
20. For each individual owner or officer:
  - a. Full Name
  - b. Home Address
  - c. Officer Title
  - d. Date this job title was started
  - e. Social Security Number (Required)
  - f. Driver's License Number (Required)
  - g. Driver's License State
  - h. Birth Date
  - i. County individual resides in
  - j. Percentage of Ownership
21. For each legal entity owner
  - a. Full legal name of the company
  - b. Physical Address
  - c. Federal Employer Identification Number
  - d. Contact Person
  - e. Contact Person Address
  - f. Contact Person Phone
  - g. Contact Person Fax
  - h. Contact Person E-mail
22. Which officer will be responsible for filing taxes?

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23. Schedule of yearly sales and number of transactions by state for last year.
24. How will you be filing sales tax?
  - a. Using a service provider
  - b. Self-filer
25. How will you be paying sales tax.
  - a. ACH – Debit
  - b. ACH – Credit
  - c. Service Provider will make payments
26. Some states require on-line filing of registrations. This requires us to set up a user name and password.
  - a. What user name would you like us to use?
  - b. What password would you like us to use?
27. Will we be registering for withholding tax in any states?
  - a. If so, which states?
28. For each state you wish to have withholding registration, what date do you wish the registration to start?
29. Have you already registered for withholding in any states outside your commercial domicile?
  - a. If so, which states?
30. We will need the wages by state for last year?
31. Name of person signing registration?
  - a. Full name
  - b. Title
  - c. E-mail
  - d. Phone Number
  - e. Fax Number
32. Supplier Information (California Only)
  - a. Name of one of your suppliers
  - b. Address
  - c. Phone Number
  - d. Contact E-mail

The following states impose sales tax. The states shown in red do not impose a state level sales tax  
Identify what states you wish to register for:

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Idaho

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maine

Maryland

Massachusetts

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

Nevada

New Hampshire

New Jersey

New Mexico

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

Rhode Island

South Carolina

South Dakota

Tennessee

Texas

Utah

Vermont

Virginia

Washington

West Virginia

Wisconsin

Wyoming

Washington DC