

Texas Application for Sales Tax Permit and/or Use Tax Permit



You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or numbers listed on this form.

• TYPE OR PRINT • Do NOT write in shaded areas.

If you are a sole proprietor, start here.
(If you are NOT a sole proprietor, skip to Item 15.)

SOLE PROPRIETORS

- 10. Legal name of sole proprietor (first, middle initial, last)
- 11. Social Security number (SSN) - - Check this box if you DO NOT have a Social Security number (SSN).
- 12. List any current or past 11-digit Texas Taxpayer Number for reporting any taxes or fees to the Texas Comptroller of Public Accounts.
- 13. Have you ever received a Texas vendor or payee number (Texas Identification Number/TIN)? YES NO If "YES," enter number
- 14. Federal Employer Identification Number (FEIN), if you have one, assigned by the Internal Revenue Service for reporting federal income taxes. -

All applicants continue here.

ALL APPLICANTS

- 15. Mailing address of **taxpaying entity** - This address is for an individual or the person responsible for making decisions regarding address changes and banking changes and who is responsible for overall account management and account security. Enter complete address including suite, apartment or personal mailbox number. Indicate whether the address is on a street, avenue, parkway, drive, etc., and whether there is a directional indicator (e.g., North Lamar Blvd.).
 Street number and name, P.O. Box or rural route and box number Suite/Apt. #
 City State/province ZIP code County (or country, if outside the U.S.)
- 16. Daytime phone number (Area code and number) - -
- 17. FAX number (Area code and number) - -
- 18. Mobile/cellular phone number (Area code and number) - -
- 19. Business website address(es)
- 20. Contact person for business records
 Name Email address
 Street address (if different from the address in Item 15) Phone number (Area code, number and extension)
- 21. Alternate contact person for business records
 Name Email address
 Street address (if different from the address in Item 15) Phone number (Area code, number and extension)
- 22. Name of bank or other financial institution (Attach additional sheets, if necessary.) Business Personal
- 23. If you will be accepting payments by credit card and/or through an online payment processing company, enter the name of the processor. Merchant identification number (MID) assigned by processor

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Legal name (Same as Item 2 OR Item 10)

**Complete all information in this section for each PLACE OF BUSINESS in Texas.
If you do not have a physical PLACE OF BUSINESS in Texas, skip to Item 30.**

24. **PLACE OF BUSINESS** name and address - This address is for a physical location operated for the purpose of selling taxable items where sales personnel receive three or more orders for taxable items during the calendar year. **(Attach additional sheets for each PLACE OF BUSINESS in Texas.)**

Business name (DBA)

 Street address (include St, Av, Ct, etc.) or rural route and box number **(Do NOT use P.O. Box address--must provide physical location address.)** Suite/Apt. number

 City State ZIP code Business location phone
 _____ T, X _____
 If this **PLACE OF BUSINESS** address is difficult to find or includes a rural route and box number, provide the physical location or directions.

See instructions prior to answering Items 25 and 26.

25. Within what city limits is this **PLACE OF BUSINESS**?
 _____ Check this box if this **PLACE OF BUSINESS** is **NOT** located within the limits of a city in Texas.

26. Within what county is this **PLACE OF BUSINESS**?

27. Is this **PLACE OF BUSINESS** operated from your home? YES NO

28. Do you ship or deliver items to cities or counties in Texas other than where you have your place of business? YES NO

29. Enter the name and address of the owner or landlord of this **PLACE OF BUSINESS**.

30. Do you maintain a distribution center, warehouse, office or any other physical location where business is conducted in Texas? YES NO
 If "YES", list the location of all distribution points, warehouses or offices in Texas. **(Do not include locations that are considered a PLACE OF BUSINESS.) (Attach additional sheets, if necessary.)**

Street City State ZIP code
 _____ T, X _____
 _____ T, X _____

31. Do you have any representative, agent, salesperson, canvasser or solicitor who operates under your authority to conduct business in Texas, including selling, delivering or taking orders for taxable items? YES NO
 If "YES", list names and addresses of all representatives, agents, salespersons, canvassers or solicitors in Texas.

(Attach additional sheets, if necessary)

Name (first, middle initial, last)

 Street address City State ZIP code
 _____ T, X _____

32. Do you own, use, sell, lease or rent tangible personal property located in Texas? (This includes storing machinery and equipment.) YES NO

33. Do you provide onsite taxable services at customer locations in Texas? YES NO

34. Do you sell at temporary locations (fairs, trade shows, etc.) in Texas? YES NO
 If "YES", list the locations or event names and when you will be at location or event. **(Attach additional sheets, if necessary)**

Location and/or event name (e.g., Canton First Mondays, State Fair in Dallas, etc.) Period in attendance (e.g., first weekend of each month, late October, etc.)

35. Do you have a franchisee or licensee operating under your name who is required to collect sales and use taxes in Texas? YES NO

36. Do you have a substantial ownership in, or are owned in whole or substantial part, by a person who has a business location in Texas and sells the same or similar line of products under a business name that is similar to your business name? YES NO

37. Do you have a substantial ownership in, or are owned in whole or substantial part, by a person who maintains a location in Texas to advertise, promote or facilitate sales, deliveries or returns of your products? YES NO

PLACE OF BUSINESS INFORMATION

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APPLICANTS MUST BE AT LEAST 18 YEARS OLD. Parents or legal guardians can obtain a sales tax permit on behalf of a minor.

55. The sole owner, ALL general partners, managing members, officers, directors or an authorized representative must sign. The representative must submit a written power of attorney. **(Attach additional sheets, if necessary.)**

Date of signature(s)
Month Day Year

I (We) declare that the information in this document and any attachments is true and correct to the best of my (our) knowledge and belief.

Type or print name and title of sole owner, partner, officer, director or member

Sole owner, partner, officer, director or member

Driver license number/state

Are you at least 18 yrs of age or older?

sign here

YES NO

Type or print name and title of partner, officer, director or member

Partner, officer, director or member

Driver license number/state

Are you at least 18 yrs of age or older?

sign here

YES NO

Type or print name and title of partner, officer, director or member

Partner, officer, director or member

Driver license number/state

Are you at least 18 yrs of age or older?

sign here

YES NO

WARNING. You may be required to obtain an additional permit or license from the State of Texas or from a local governmental entity to conduct business. A listing of links relating to acquiring licenses, permits, and registrations from the State of Texas is available online at <https://www.texas.gov/>. You may also want to contact the municipality and county in which you will conduct business to determine any local governmental requirements.

FEDERAL PRIVACY ACT — Disclosure of your social security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law, 42 U.S.C. §405(c)(2)(C)(i); Tex. Govt. Code §§403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

SIGNATURES