



**TENNESSEE DEPARTMENT OF REVENUE**  
**Application for Registration**

RV-F1300501(10/20)

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

1. Legal Name of Applicant			
2. DBA Name (If different from above)			
3. Business Location Address (Physical address only; no P.O. Box)	City	State	Zip Code
4. Mailing Address	City	State	Zip Code
5. Legal Address (Physical address where business records are kept; no P.O. Box)	City	State	Zip Code
6. Business Telephone Number	Business Fax Number	Business Email Address	
7. Contact Name	Contact Telephone Number	Contact Email Address	
8. Start Date in Tennessee	9. Fiscal Year End Date	10. FEIN or SSN	

**11. Type of Ownership**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sole Proprietorship          | Partnership (choose type below)                        | Corporation (choose type below)                         |
| <input type="checkbox"/> Marital Joint Ownership      | <input type="checkbox"/> General Partnership           | <input type="checkbox"/> Tennessee Domestic Corporation |
| <input type="checkbox"/> Estate/Trust                 | <input type="checkbox"/> Limited Partnership           | <input type="checkbox"/> Foreign Corporation            |
| <input type="checkbox"/> Government Entity            | <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> S Corporation                  |
| <input type="checkbox"/> Real Estate Investment Trust | Limited Liability Company (choose type below)          |   |
|   | <input type="checkbox"/> Multi-Member LLC              |   |
|   | <input type="checkbox"/> Single Member LLC             |   |
|   | <input type="checkbox"/> Professional LLC              |   |

12. Tennessee Secretary of State Control Number	Primary State of Charter/Registration
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**13. Taxes to Register for on this Application:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Sales and Use Tax             | <input type="checkbox"/> Bail Bonds                      | <input type="checkbox"/> Utilities - Gas, Water, Electric Power, and Light | <input type="checkbox"/> Tobacco*                      |
| <input type="checkbox"/> Franchise and Excise          | <input type="checkbox"/> Beer Barrelage*                 | <input type="checkbox"/> Liquor by the Drink*                              | <input type="checkbox"/> Used Oil Fee                  |
| <input type="checkbox"/> Business Classification _____ | <input type="checkbox"/> Bottlers                        | <input type="checkbox"/> Litigation  | <input type="checkbox"/> Wholesale Beer*               |
| County _____   | <input type="checkbox"/> Brand Registration              | <input type="checkbox"/> Mineral Severance                                 | <input type="checkbox"/> Wholesale Alcoholic Beverage* |
| City _____   | <input type="checkbox"/> Coal Severance                  | <input type="checkbox"/> Mixing Bar  | <input type="checkbox"/> Wine Direct Shipper           |
| Out-of-State _____                                     | <input type="checkbox"/> Crude Oil/Natural Gas Severance | <input type="checkbox"/> Petroleum*  | <input type="checkbox"/> Winery                        |
| <input type="checkbox"/> Auto Rental Surcharge         | <input type="checkbox"/> Fantasy Sports                  | <input type="checkbox"/> Tire Fee  |  |

Note: Electronic filing and payment of taxes is required for sales and use tax, franchise and excise tax, tobacco tax, liquor-by-the-drink tax, and business tax. Please visit [www.tn.gov/revenue](http://www.tn.gov/revenue) for more information.  
 \*Requires Bond

Application is continued on the next page.

**14. Please complete this Section if Registering for Sales Tax**

Will your gross sales exceed \$4,800 per year?  Yes  No  
 Will your taxable services exceed \$1,200 per year?  Yes  No

Note: If both of the above are "no," you do not need a sales tax number. You must make your resale purchases from Tennessee suppliers and pay the Tennessee sales tax to the suppliers at time of purchase.

**15. Franchise and Excise Classification Information. (check the box below if applicable)**

Disregarded Entity  Non-Depository Financial Institution  
 Investment Company (Tenn. Code Ann. § 56-4-301-309)  Financial Institution  
 Regulated Investment Company (IRC 851) (Tenn. Code Ann. § 56-4-401-406)  
 Cemetery

**16. Series LLC Entity Information (complete if applicable)**

FEIN for Master LLC: \_\_\_\_\_  
 Entity Name for Master LLC: \_\_\_\_\_  
 Location Address for Master LLC: \_\_\_\_\_  
 Telephone Number for Master LLC: \_\_\_\_\_  
 State of Domestic Certificate of Authority for master LLC: \_\_\_\_\_

**17. Nature of Business**

Wholesale  Retail  Both Wholesale/Retail  Contractor  Other  
 Manufacturing  Service  Marketplace Facilitator  Short-term Rental Marketplace

18. Business Activity

19. NAICS Code (if known)

**20. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet. See instructions.)**

Legal Name	Legal Name
Title	Title
FEIN or SSN	FEIN or SSN
Address	Address
City State Zip Code	City State Zip Code
Telephone Number	Telephone Number
Email Address	Email Address

21. The statements made on this application are true to the best of my knowledge and belief. **This application must be signed by an owner, officer, member or partner of the entity listed above. Do not print or use a stamp.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner, Officer, Member, or Partner*

**Department Use Only**

## 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](http://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:
  - o selling or closing of the business,
  - o adding or changing partners,
  - o any transfer or change in the ownership of the business,
  - o 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](http://www.tn.gov/revenue).

### Instructions

- 1) Enter the legal name of the applicant.
- 2) Enter the DBA (doing business as) name of the applicant, 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.