



State of Rhode Island
Division of Taxation
 One Capitol Hill STE 36
 Providence, RI 02908-5829
 WWW.TAX.STATE.RI.US

FOR OFFICE USE ONLY

PERMIT # _____

BUSINESS APPLICATION and REGISTRATION

Fees and Instructions: Sales permit is renewable at fiscal year ending June 30th

if YES AND
 Include Complete Sections: Additional Information

Do you have employees working in RI? Yes No None
 Do you have RI Withholding? Yes No None
 Do you lease employees in RI? Yes No None
 Do you make sales at retail? Yes No \$10.00
 (A separate permit & fee is required for each location.)
 Sales Tax liability greater than \$200 per mo.? Yes No None

A B C D E
 A B C E
 A B C D E
 A B E
 If unknown, check NO.

Will you be selling:

Gasoline- Yes No \$5.00
 Beverages or food- Yes No \$25.00
 Liquor- Yes No None
 Cigarettes- Yes No \$25.00
 Motor Vehicles- Yes No None
 Motor Vehicles leasing- Yes No None
 Rental of rooms- Yes No None
 Other- Yes No None

Fee is for filling station license.
 Fee is for litter permit. (Renewable on December 31st)
 License from city or town is required.
 Each cigarette vending machine requires a separate license and fee.
 If yes, MV Dealer license # _____ (required).
 If yes, MV Lease license # _____ (required).
 # of rooms _____ (3 or more rooms requires the filing of a monthly hotel tax return).
 Product? _____

Total Fees enclosed _____

Date business will commence in this state? _____ Seasonal operation? _____ Is application for a temporary event? _____
 (months opened) Date(s) of event? _____
 The following codes can be found on INSTRUCTION SHEET 1.
 Location Code # _____ Business Code # _____

Section A: Type or Print Name, Mailing Address and Tax Identification Number

TYPE OF ENTITY: <input type="checkbox"/> SOLE OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER Please specify: _____				
LIMITED LIABILITY COMPANIES: <input type="checkbox"/> LLC- SOLE PROPRIETOR <input type="checkbox"/> LLC-PARTNERSHIP <input type="checkbox"/> LLC- CORPORATION				
Name (Employer, Business, Corporation or Owner)		RI Employment Registration #(if assigned)	Business Phone #	
Business name (if different from above)		Federal Employer Ident. #(if assigned)	Sales Tax Permit #(if assigned)	
Mailing Address No and Street or P.O BOX (include apt. office or unit#, if any)	City or Town	State	Zip-Code	State and Date of Incorporation
Actual Rhode Island Location No. and Street (include apt. office or unit #, if any) CANNOT ACCEPT PO BOX #	City or Town	State	Zip Code	Is any other license or permit required?
IF MORE THAN (1) LOCATION, PLEASE COMPLETE PART D-2 ON THE BACK OF THIS FORM		Name & Sales Permit # of former owner (if not applicable write N/A)		
Provide a name, address and telephone number of person(s) in charge of Sales and Payroll Records.				
Name	Street	City	State	Zip Code Telephone number

Section B: Type or Print Name, Social Security Number, Home Address, Title of Owner, each Partner, or each Corporate Officer

Name	Social Security #	Title	Telephone Number
Street Address	City or Town	State	Zip Code
Name	Social Security #	Title	Telephone Number
Street Address	City or Town	State	Zip Code

Section C: Payroll Information

Amount of RI withholding **taxes** you expect to withhold from employees each month.

\$24,000 or more	<input type="checkbox"/>
\$600 or more but less than \$24,000	<input type="checkbox"/>
\$50 or more but less than \$600	<input type="checkbox"/>
Less than \$50.00	<input type="checkbox"/>

Filing Status will be

Number of employees _____

Daily

Quarter-Monthly **First date wages paid in RI** _____

Monthly

Quarterly **Are you -** Non-Profit _____ Religious _____ IRS Code 501-C-3 _____

If any part of the business or its assets were acquired, please enter the date of acquisition, name, address and, if known, RI Employment Registration number of the former owner.

Date of Acquisition: month _____ day _____ year _____ RI Employment Registration # _____

Name of former owner _____ Trade Name _____

Street Address _____ City _____ State _____ Zip Code _____

If any employees were acquired from that business, please enter the number of employees acquired.

If you are a sole owner or partnership that is incorporating, state the name and address of the former business.

Name _____ Address _____

Section D Industry Description

D-1: Detailed information about your business is required in order to assign the correct industrial classification. In the space below describe your most important business activities, goods, products or services in Rhode Island as though you were telling a prospective employee what you do. Please provide the approximate percentage of sales or revenues resulting from each product or service. The total of percentages should equal 100%. If you have any questions regarding this section, please refer to Instruction Sheet 2 or call the Rhode Island Department of Labor & Training's Labor Market Information unit at (401) 462-8760 for assistance.

	%
	%
	%
	%
	%
	%
	%

D-2 Establishment Locations: If you operate your business at more than one location in Rhode Island, please list the street address, city and zip code for each RI location and the approximate employment for each location. If the business activities of any establishment differ from the above, please tell us the products or services of differing location.

Street	Town	Zip Code	Employees	Activity

Section E: Certification and Signature (Must be signed)

The undersigned certifies that the information given on this form is true and correct to the best of his or her knowledge and belief.

Date	Signature(s) of Applicant(s)	Print Name and Title

Instruction Sheet 2

Instructions for Section D - Industry Description on the Business Application and Registration Form:

For additional advice on Section D you may call the Labor Market Information office at (401) 462 - 8760.

D-1: Please describe your RI worksite using the examples below as a guide. Use separate lines for each product or service and estimate the percentage of sales or work so we can count what you do most.

RETAIL TRADE: Describe the types of goods sold and the style of selling (for example: garden power tools 20% & plant nursery 80%; gift, novelty & souvenir shop; discount department store, warehouse club, mail order catalog, baked goods store, retail bakery, women's wear accessories, used car lot, vending machines, on-line auction...).

WHOLESALE TRADE: Specify if you have inventory at the RI establishment, the type of goods and whether they are new or used. Indicate if you are a "manufacturers' representative" commission sales agent without inventory.

FINANCE & INSURANCE: be specific: e.g. securities market maker, venture capital, portfolio manager, mutual fund sales, mortgage banker, mortgage broker, independent insurance agent, casualty underwriter, reinsurance....

CONSTRUCTION: Prime contractors: specify the usual type of structures (e.g. apartment, industrial, store, hotel or office buildings; single-family houses, residential remodeling, bridges, roads, etc...) that you build. Subcontractors and tradesmen: tell us the trade or specialty and whether you work more at residential buildings or non-residential structures (e.g. residential plumbing, industrial HVAC, non-residential finish carpentry, non-res. precast concrete...).

MANUFACTURING: specify the products produced, type of facility, and principal processes used. List the principal materials used and if bought from other companies, sent from other units of your business, or made at this site.

REAL ESTATE: be specific: (e.g.. realtor (agent), land developer (subdivider), apartment managers, lessor of offices). If you rent out a building, what kind is it? Do you own the property, sublet it or manage it for others?

RESTAURANTS specify: full (table) service restaurant, limited (counter) service restaurant, donut shop, snack bar, banquet hall, cafeteria, food service contract operator, caterer, dinner theater, bar, or nightclub.

TRANSPORTATION and/or **WAREHOUSING:** Specify the transportation mode (e.g. scheduled airline, courier service, LTL trucking, specialized trucking...) and area of service (e.g. overnight long-haul, coastal, deep seas,...). Related services: tell us what type (e.g. refrigerated warehouse, shipping agent, tour guides, sport-fishing charter...).

UTILITY or **SANITATION SERVICE:** specify separately each type of service (e.g. natural gas pipeline, gas distribution, hydroelectric generation, wholesale electricity reseller, water supply, recycleables sorting...)

COMMUNICATIONS: specify each type of service (e.g. local, long distance or data telephone service; radio network, cable TV service, leasing & reselling long distance telephone service, cell-phone carrier, etc...).

AGRICULTURAL, or **FISHING...** specify separately the types of crop grown, crop services, livestock raised, fish caught, horticultural specialty or forestry work. Examples: 40% apples & 60% dairy goats, shellfish aquaculture....

PRIVATE HOUSEHOLD employing a cook, nanny or other domestic worker: you may write "domestic help."

SERVICES Describe the services that your establishment offers. (e.g. residential property management, home health equipment rental, C.P.A. accountants, tax return preparation, payroll office, marketing consultant, environmental consultant, biotechnology r&d, portrait photography, veterinarian, employment placement agency, executive search, temporary help, printing broker, psychiatry, dentistry, massage therapy, assisted living home, nursing home, motel, bed & breakfast, transmission repair, auto body shop, nail salon, tanning salon, coin-operated dry cleaning...).

GOVERNMENT: Indicate Federal, State, Tribal or Local. Specify activities: legislative, judicial, school, etc....

INSTRUCTION SHEET 1

Sales Tax and Litter Permits must be renewed annually.

LOCATION CODES FOR RHODE ISLAND CITIES AND TOWNS

BARRINGTON 01	CUMBERLAND 08	JAMESTOWN 15	NEW SHOREHAM 22	RICHMOND 29	WESTERLY 36
BRISTOL 02	EAST GREENWICH 09	JOHNSTON 16	NORTH KINGSTOWN 23	SCITUATE 30	WEST GREENWICH 37
BURRILLVILLE 03	EAST PROVIDENCE 10	LINCOLN 17	NORTH PROVIDENCE 24	SMITHFIELD 31	WEST WARWICK 38
CENTRAL FALLS 04	EXETER 11	LITTLE COMPTON 18	NORTH SMITHFIELD 25	SOUTH KINGSTOWN 32	WOONSOCKET 39
CHARLESTOWN 05	FOSTER 12	MIDDLETOWN 19	PAWTUCKET 26	TIVERTON 33	OUT OF STATE 40
COVENTRY 06	GLOCESTER 13	NARRAGANSETT 20	PORTSMOUTH 27	WARREN 34	
CRANSTON 07	HOPKINTON 14	NEWPORT 21	PROVIDENCE 28	WARWICK 35	

BUSINESS CODES FOR PRINCIPAL BUSINESS ACTIVITY

These authority titles and definitions are based, in general, on the Standard Industrial Classification System authorized by Regulatory and Statistical Analysis Division, Office of Information and Regulatory Affairs, Office of Management and Budget, to classify enterprises by type of activity in which they are engaged. Using the list below, enter on the Application Form, the code number of the specific industry group from which the largest percentage of "total receipts" is derived. *Total receipts* means gross receipts plus all other income.

CODE	Retail Trade - Selling Goods to Individuals and Households	Finance, Insurance, Real Estate, and Related Services	7732 Employment agencies and personnel supply
Construction			7799 Consumer credit reporting and collection services
0018 Operative builders(for own account)	3012 Selling door-to-door, by telephone or party plan, or from mobile unit	5520 Real estate agents or brokers	7856 Mailing, reproduction, commercial arts and photography, and stenographic services
GENERAL CONTRACTORS		5579 Real estate property managers	7872 Computer programming, processing, data preparation, and related services
0034 Residential building	3038 Catalog or mail order	5710 Subdividers and builders, except cemeteries	7922 Computer repair, maintenance, and leasing
0059 Nonresidential building	3053 Vending machine selling	5538 Operators and lessors of buildings, including residential	7773 Equipment rental and leasing (except computer or automotive)
0075 Highway and street construction	Selling from Showroom, Store, or other Fixed Location	5553 Operators and lessors or other real property	7914 Investigative and protective services
3889 Other heavy construction (pipe laying, bridge construction, etc.) Building trade contractors, including repairs	Food, beverages, and drugs	5702 Insurance agents or brokers	7880 Other business services
0232 Plumbing, heating, air conditioning	3079 Eating places (meals or snacks)	5744 Other insurance services	Personal services
0257 Painting and paper hanging	3086 Catering services	6064 Security brokers and dealers	8110 Beauty shops (or beautician)
0273 Electrical work	3095 Drinking places (alcoholic beverages)	6080 Commodity contracts brokers and dealers, and security and commodity exchanges	8318 Barber shop (or barber)
0299 Masonry, dry wall, stone, tile	3210 Grocery stores (general line)	6130 Investment advisors and services	8334 Photographic portrait studios
0414 Carpentering and flooring	0612 Bakeries selling at retail	6148 Credit institutions and mortgage bankers	8532 Funeral services and crematories
0430 Roofing, siding, and sheet metal	3236 Other food stores (meat, produce, candy, etc.)	6155 Title abstract offices	8714 Child day care
0455 Concrete work	3251 Liquor stores	5777 Other finance and real estate	8750 Counseling (except health practitioners)
0885 Other building trade contractors (excavation, glazing, etc.)	3277 Drug stores	Transportation, Communications, Public Utilities, and Related Services	8771 Ministers and chaplains
Manufacturing, including Printing and publishing	Automotive and service stations	6114 Taxicabs	6882 Other personal services
0638 Food products and beverages	3319 New car dealers (franchised)	6321 Bus and limousine transportation	Automotive services
0653 Textile mill products	3335 Used car dealers	6361 Other highway passenger transportation	8813 Automotive rental or leasing, without driver
0659 Apparel and other textile products	3517 Other automotive dealers (motorcycles, recreational vehicles, etc.)	6338 Trucking (except trash collection)	8839 Parking, except valet
0695 Leather, footwear, handbags, etc.	3533 Tires, accessories, and parts	6395 Courier or package delivery services	8953 Automotive repairs, general and specialized
0810 Furniture and fixtures	3558 Gasoline service stations	6510 Trash collection without own dump	8896 Other automotive services (wash, towing, etc.)
0836 Lumber and other wood products	General merchandise, apparel, and furniture	6536 Public warehousing	Miscellaneous repair, except computers
0851 Printing and publishing	3715 Variety stores	6551 Water transportation	9019 TV and audio equipment repair
0877 Paper and allied products	3731 Other general merchandise stores	6619 Air transportation	9035 Other electrical equipment repair
1032 Stone, clay, and glass products	3756 Shoe stores	6635 Travel agents and tour operators	9050 Reupholstery and furniture repair
1057 Primary metal industries	3772 Men's and boys' clothing stores	6650 Other transportation services	2881 Other equipment repair
1073 Fabricated metal products	3913 Women's ready-to-wear stores	6676 Communication services	Medical and health services
1099 Machinery and machine shops	3921 Women's accessory and specialty stores and furriers	6692 Utilities including dumps, snowplowing, road clearing, etc.	9217 Offices and clinics of medical doctors (MOs)
1115 Electric and electronic equipment	3939 Family clothing stores	Services (Personal, Professional, and Business Services)	9233 Offices and clinics of dentists
1883 Other manufacturing industries	3954 Other apparel and accessory stores	Hotels and other lodging places	9258 Osteopathic physicians and surgeons
Mining and Mineral Extraction	3970 Furniture stores	7096 Hotels, motels, and tourist homes	9241 Podiatrists
1511 Metal mining	3996 TV, audio, and electronics	7211 Rooming and boarding houses	9274 Chiropractors
1537 Coal mining	3988 Computer and software stores	7237 Camps and camping parks	9290 Optometrists
1552 Oil and gas	4119 Household appliance stores	Laundry and cleaning services	9415 Registered
1719 Quarrying and nonmetallic mining	4317 Other home furnishing stores (china, floor coverings, etc.)	7419 Coin-operated laundries and dry cleaning	9431 Other health practitioners
Agricultural Services, Forestry, Fishing	4333 Music and record stores	7435 Other laundry, dry cleaning, and garment services	9456 Medical and dental laboratories
1933 Crop services	Building, hardware, and garden supply	7450 Carpet and upholstery cleaning	9472 Nursing and personal care facilities
1958 Veterinary services, including pets	4416 Building materials dealers	7476 Janitorial and related services (building, house, and window cleaning)	9886 Other health services
1974 Livestock breeding	4432 Paint, glass, and wallpaper stores	Business and/or personal services	Amusement and recreational services
1990 Other animal services	4457 Hardware stores	7617 Legal services (or lawyer)	8557 Physical fitness facilities
2113 Farm labor and management services	4473 Nurseries and garden supply stores	7633 Income tax preparation	9597 Motion picture and video production
2212 Horticulture and landscaping	Other retail stores	7658 Accounting and bookkeeping	9688 Motion picture and tape distribution and allied services
2238 Forestry, except logging	4614 Used merchandise and antique stores (except motor vehicle parts)	7518 Engineering services	9613 Videotape rental
0836 Logging	4630 Gift, novelty, and souvenir shops	7682 Architectural services	9639 Motion picture theaters
2246 Commercial lighting	4655 Florists	7708 Surveying services	9670 Bowling centers
2469 Hunting and trapping	4671 Jewelry stores	7245 Management services	9696 Professional sports and racing, including promoters and managers
Wholesale Trade - Selling Goods to Other Business, Etc.	4697 Sporting goods and bicycle shops	7260 Public relations	9811 Theatrical performers, musicians, agents, producers, and related services
Durable goods, including machinery, equipment, wood, metals, etc.	4812 Boat dealers	7286 Consulting services	9837 Other amusement and recreational services
2618 Selling for your own account	4838 Hobby, toy, and game shops	7716 Advertising, except direct mail	
2634 Agent or broker for other firms - more than 50% of gross sales commission	4853 Camera and photo supply stores	2675 Agent or broker for other firms - more than 50% of gross sales on commission	8888 Unable to classify
Nondurable goods, including food, fiber, chemicals, etc.	4879 Optical goods stores		
2659 Selling for your own account	4895 Luggage and leather goods stores		
5884 Other retail stores	5017 Book stores, including newsstands		
	5033 Stationary stores		
	5058 Fabric and needlework stores		
	5074 Mobile home dealers		
	5090 Fuel dealers (except gasoline)		

State of Rhode Island
Division of Taxation
One Capitol Hill
Providence, RI 02908



Taxpayer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (herein after called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number, or Federal Tax Identification Number as appropriate. These numbers will be checked by the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

Licensee Declaration

I hereby declare, under penalty of perjury;

- I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # _____)
- I am in state receivership. (Case # _____)
- I have been discharged from Bankruptcy. (Case # _____)

Type of Permit(s)/License(s) for which you are applying

Full Name (Please Print or Type)

Social Security Number (or FEIN if appropriate)

Signature

Phone Number (including area code if not 401)

Date

This completed Status Affidavit must be submitted with a Business Application Registration (Form BAR) or any other License/Permit application filed with the Division of Taxation.