

Section B: Sales Tax (RST)/Out-Of-State (OOS) Use Tax Registration (see instructions on page 2)
 (\$25 Nonrefundable Registration Fee for Retail Merchants Certificate) (No Fee for Out-of-State Use Tax Certificate)
 Contact the Department at (317) 233-4015 for more information regarding these taxes.

1. Registration date of this location under this ownership: *
 * See Instructions on page 2. Month Year

2. Estimated monthly taxable sales: \$ _____ (Must be \$1 or more; see instructions on page 2)

Check the appropriate responses.

3. Is this business seasonal?..... Yes No
 If yes, check active months. (Check no more than nine.)

C	D	E	F	G	H	I	J	K	L	M	N
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

4. Will you provide lodging or accommodations for periods of less than thirty (30) days? If yes, complete Section E. Yes No

5. Will prepared foods or beverages be sold/catered?..... Yes No
 If yes, complete Section D.

6. Will alcoholic beverages, beer, wine or packaged liquor be sold from this location?..... Yes No
 If yes, and you have one, enter your ABC Permit Number
 Expiration Date
 Month Day

7. Will gasoline, gasohol or special fuels be sold through a metered pump?..... Yes No

8. Will cars or trucks (less than 11,000 lbs Gross Vehicle Weight) be rented for less than thirty (30) days from this location?..... Yes No
 If yes, complete Section F.

9. If you are reporting sales tax on a consolidated basis, is this location to be included in your consolidated account?.... Yes No
 If yes, enter your Reporting Number (TID).

10. Do you occasionally make sales in the State of Indiana at fairs, flea markets, etc? Yes No

11. Do you sell tires?..... Yes No
 If yes, complete Section H.

12. Are you registered for Streamline Sales Tax?..... Yes No
 If you are registered, enter your Streamline Sales Tax (SSTID) Number.
 If you should need to register (you must file online) go to: www.in.gov/dor/streamline/index.html

13. Mailing name and address for **RST/OOS** tax returns (if different from Section A, Line 6): Check if foreign address (see instructions)
 In care of:
 Street Address:
 City:
 State: Zip Code:

Section C: Withholding Tax (WTH) Registration (see instructions on page 2)
 (No Registration Fee)
 Contact the Department at (317) 233-4016 for more information regarding this tax.

1. Accounting Period: Year Ending Date
 Month Day

2. If you have one, what is your State Unemployment Tax Account # (SUTA): _____

3. (Check all that apply) Are you withholding on a: Resident Nonresident Shareholder
 One-time yearly distribution Nonresident Partner or Beneficiary

4. Date taxes first withheld from an Indiana resident/employee under this ownership:
 Month Year

5. Anticipated monthly wages paid to Indiana resident/employees: \$ _____

6. Mailing name and address for **WTH** tax returns (if different from Section A, Line 6): Check if foreign address (see instructions)
 In care of: Street Address:
 City: State: Zip Code:

Section D: Food and Beverage (FAB) Tax Registration (see instructions on page 2) (No Additional Fee)

Sales Tax Section B must also be completed.

Contact the Department at (317) 233-4015 for more information regarding this tax.

Complete this section if prepared foods or beverages will be sold.

1. Date of first sales at this location under this ownership:

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Month Year

3. Mailing name and address for **FAB** tax returns (if different from Section A, Line 6): Check if foreign address (see instructions)

2. Enter the name(s) of the county(ies), city(ies) and/or town(s) where prepared foods or beverages are sold or catered and list start dates.

In care of: B _____

A County B City or Town C Starting Date

Street Address: C _____

1. _____

City: D _____

2. _____

State: E _____ Zip Code: F _____

3. _____

Section E: County Innkeepers Tax (CIT) Registration (see instructions on page 2) (No Additional Fee)

Sales Tax Section B must also be completed.

Contact the Department at (317) 233-4015 for more information regarding this tax.

Complete this section if you will provide lodging or accommodations for periods of less than thirty (30) days.

1. Date room rentals or accommodations begin from this location:

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Month Year

2. Mailing name and address for **CIT** tax returns (if different from Section A, Line 6): Check if foreign address (See instructions)

In care of: B _____ Street Address: C _____

City: D _____ State: E _____ Zip Code: F _____

Section F: Motor Vehicle Rental (MVR) Excise Tax Registration (see instructions on page 2) (No Additional Fee)

Sales Tax Section B must also be completed.

Contact the Department at (317) 233-4015 for more information regarding this tax.

If cars or trucks (less than 11,000 lbs Gross Vehicle Weight) will be rented for less than thirty (30) days from this location, complete this section.

1. Date motor vehicle rental or leasing begins:

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Month Year

2. Tax District Number: _____
If unknown, contact the County Assessors office.

3. Mailing name and address for **MVR** tax returns (if different from Section A, Line 6): Check if foreign address (See instructions)

In care of: B _____ Street Address: C _____

City: D _____ State: E _____ Zip Code: F _____

Section G: Prepaid Sales (PPD) Tax on Gasoline for Qualified Distributors (see instructions on page 3) (\$100 Registration Fee)

Sales Tax Section B must also be completed.

Contact the Department at (317) 615-2700 for more information regarding this tax.

If you are a refiner, distributor, or a terminal operator which supplies gasoline to retail outlets and wish to become a Qualified Distributor, complete this section.

1. Enter your Indiana licensed gasoline distributor number: _____

2. Date of first gasoline sales:

3. Estimated number of gallons purchased/sold monthly: _____

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Month Day Year

4. Mailing name and address for **PPD** tax returns (if different from Section A, Line 6): Check if foreign address (see instructions)

In care of: B _____ Street Address: C _____

City: D _____ State: E _____ Zip Code: F _____

5. Name of contact person: _____

6. Contact person's daytime telephone number: _____

A () BEXT

Indiana Gross Retail & Use Tax Bond

All **Licensed Gasoline Distributors** who are issued a permit to collect Prepaid Sales Tax on Gasoline will be required to file monthly detailed reports with the Department.

A Prepaid Sales Tax permit (BT-2) is not assignable and is valid only for the distributor in whose name it is issued.

Bonding Procedure

Concurrently with the filing of this application for a permit, a qualified distributor **must** file a bond with the Department. Below is the formula for calculating the correct bond amount.

Enter the sum of estimated number of gallons supplied monthly times three (months). (Section G, Line 3 X 3)... 1. _____

Multiply Line 1 by .04 (Round to the nearest dollar amount)..... 2. _____

The amount on Line 2 is the amount of your bond, provided it is at least \$2,000 which is the minimum bond amount. Indiana Code 6-2.5-7-8 states that the Department shall determine the amount of the distributor's bond. Please use the most accurate figures available to avoid a deficient bond. Please enclose Bond Form ST-160 or another form of surety and return it to the Department with this application.

To obtain a permit to collect Prepaid Sales Tax on Gasoline, the Indiana Department of Revenue requires that each refiner, distributor or terminal operator agrees to make payment to the Department by means of Electronic Funds Transfer (EFT) as defined in IC 4-8.1-2-7. An EFT authorization must be completed and returned to the Department. For further information regarding EFT filing, and/or EFT authorization agreement contact the Department at (317) 615-2695.

**Section H: Tire Fee (TIF) Registration (see instructions on page 3) (No registration fee)
Contact the Department at (317) 233-4015 for more information regarding this fee.**

Complete this section if you will be selling new replacement tires and/or new tires mounted on motor vehicles. 1. Date sales begin from this location:

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Month Year

2. Mailing name and address for TIF returns (if different from Section A, Line 6): Check if foreign address (See instructions)

In care of: B Street Address: C
City: D State: E Zip Code: F

**Section I: Signature Section
Contact the Department at (317) 615-2700 for more information regarding this application.**

I hereby certify that the statements are correct.

Signature: _____ Title: _____ Date: _____

This application **must** be signed by the owner, general partner, corporate officer, or resident agent **before it will be accepted by the Department.** (IC 6-8.1-3-4)

NOTE:

Failure to remit sales tax due and/or income tax withheld is a felony punishable by imprisonment, a fine of \$10,000 plus a 100-percent fraud penalty.

The partners or corporate officers are each personally, jointly and severally liable for the sales and use tax* collected and the withholding tax withheld. These taxes are trust fund taxes and are not discharged in bankruptcy proceedings.

***This includes: County Innkeepers Tax (CIT), Food and Beverage Tax (FAB), Prepaid Sales Tax (PPD), Tire Fee (TIF), and Motor Vehicle Rental and County Supplemental Excise Tax (MVR).**

Mail To:
**Indiana Department of Revenue
System Services
P. O. Box 6197
Indianapolis, IN 46206-6197**

Private Employment Agencies Only
Mail To:
**Indiana Department of Revenue
Licensing Section
100 N. Senate Room N281
Indianapolis, IN 46204**

For additional information
about private employment
agencies:
Call (317) 232-5977

Indiana Department of Revenue
Business Tax Application

Instructions for Completing Form BT-1. **Please allow four (4) to six (6) weeks for processing.**

Purpose: Form BT-1 is an application used when registering with the Indiana Department of Revenue for Sales Tax, Withholding Tax, Out-of-State Use Tax, Food and Beverage Tax, County Innkeepers Tax, Tire Fee, Motor Vehicle Rental Excise Tax, and Prepaid Sales Tax on Gasoline, or a combination of these taxes. The form also allows you to add a new tax type to an existing registered location in the event your business activities expand.

- Be sure to answer all applicable questions. Failure to do so may result in delays in establishing an account for you or may result in penalty assessments for returns that cannot post to your account.
- Please print legibly or type the information on your application.
- **Note:** Any outstanding tax liability owed by the applicant or an owner, partner, or officer will delay application approval.

Section A

(This section is devoted to taxpayer information.)

Line 1: According to federal guidelines, most partnerships and all corporations are required to obtain a Federal Identification Number (FID). This number is also required whenever you withhold federal income tax from employees, regardless of ownership type. If you have a FID, enter it on Line 1. This form may be submitted to the Department of Revenue prior to receiving your FID. If you have applied, but have not yet received your federal identification number, indicate "applied for" on Line 1. You may get this number by completing the Internal Revenue Service Form SS-4. This form may be obtained from your local IRS office or by calling 1-800-829-3676. Your FID is assigned to you by the Internal Revenue Service.

Line 2: The Taxpayer Identification Number (TID) is applicable only if you have previously registered with the Department. The TID is a 13-digit number shown on the Registered Retail Merchant Certificate and/or vouchers or returns.

Lines 3 and 4: Enter the name and the daytime telephone number of a person within your organization whom the Department may contact about tax-related matters for this location.

Line 5: Check the reason (only one) that explains why you are filing this application.

Note: Canadian/foreign address If you indicate it is a foreign address please complete the address following U.S. Postal guidelines. The City line should show the Country name written in full and preferably in capital letters. A Canadian address should be shown the same as a U.S. address. Use the standard two-character abbreviations for provinces and territories. It will go on the State line.

Line 6: These lines are for your ownership name and mailing address. On the first line, enter the ownership name of your business. If you are a sole proprietor, enter your last name, first name, and middle initial. If you are a corporation, enter the corporate name as listed on your corporate charter. If you are a partnership and have a legal partnership name, enter the name as recognized by the Internal Revenue Service. If you are a nonprofit organization, enter your organization's name as listed with the Internal Revenue Service. All government agencies should list their proper agency name. Enter the address of the ownership. Your e-mail address is optional.

Line 7: If your business is conducted under a trade name or DBA (doing business as) name, enter it here. Enter the location street address, city, state, zip code, county, and township. If you do not know your township, contact your county assessor. Enter the telephone number of the business location. If you are conducting business activities from your home, enter your home telephone number (include the area code).

Note: The business location address cannot be a P.O. Box number.

Line 8: This line is used to indicate the type of organization of your business. For detailed information about the different types of organizations, go to: www.in.gov/sos/business/corps/guide.html

Line 9: Enter your Indiana Secretary of State Control number, if you have one.

Line 10: This information is to be completed only if you are a corporation. Otherwise, proceed to Question 11.

A) "State of Incorporation" is the state where your Articles of Incorporation were filed.

B) "Date of Incorporation" is the date you incorporated.

C) "State of Commercial Domicile" is the principal place from where your trade or business is directed or managed. Commercial domicile is not necessarily in the state of incorporation.

D) "Enter the date authorized to do business in Indiana." This date is obtained from the Indiana Secretary of State's Office for any foreign corporation not incorporated in Indiana seeking authority to transact business in Indiana.

E) "Accounting Period Year Ending Date" is the month and day your corporation closes its books. If you are on a calendar year, your accounting period date is December 31. If you are on a fiscal year, the accounting period date will be a date other than December 31.

Line 11: Included in this application is a North American Industry Classification System (NAICS) list categorizing business types. Examine the list and locate your business activity or activities from the listing. You may enter up to four (4) codes. The codes will assist the Department in mailing tax bulletins and other information applicable to your business. If you are currently using a six-digit code that is not on the list, but has been approved by the IRS, use that number(s).

Line 12: This section **must** be completed for processing of this form. If the business is a **Sole Proprietorship**, enter the Social Security number, last name, first name, middle initial, title as owner and home address. If the business is a **Partnership**, enter each general partner's Social Security number, name (last name, first name, middle initial), title of the partner, and home address. If you are a **Corporation**, enter the Social Security numbers, names of the corporate officers, titles, and home addresses. If you are a **Governmental Agency** or other type ownership, enter Social Security number(s), name(s) of official officer(s), title(s), and home address(es). **Social Security numbers are required in accordance with IC 4-1-8-1.** Affiliates of the registering entity listed on Line 6 must provide the Federal Identification Number, its entity name and address as well as the names, addresses and Social Security numbers of the affiliate's responsible officers or partners. Attach additional sheets if necessary.

Tax Registration

Line 13: Check (all that apply) the type of tax(es) you wish to register for this business location.

Private Employment Agency Instructions

Complete Section A and the Signature Section of the BT-1.

Contact Licensing at 317-232-5977 for a separate application which will need to be completed and submitted with your BT-1. **See Signature Section for mailing address.**

Section B

Retail Sales Tax Account: *\$25 Nonrefundable Registration Fee*
or **Out-of-State Use Tax Account:** *No Additional Fee*

Retail Sales Tax is applicable whenever selling activities are conducted in Indiana; whenever a business location, warehouse, distribution center exists; or whenever employees solicit or take orders for your products in Indiana (this includes wholesalers). Upon registration for retail sales tax, the Department will issue a Registered Retail Merchants Certificate. The registration fee of \$25 is a nonrefundable processing fee and must be remitted with this application when registering for sales tax. Each business location, including manufacturers, per 45 IAC 2.2-8-7, must have a separate Registered Retail Merchants Certificate. A change of ownership requires a new application to be filed along with the \$25 fee. For example: A sole proprietor changing to a partnership or corporation is a change of ownership. **Retail sales tax rate is six percent (.06).**

Out-of-State Use Tax is a voluntary registration available to out-of-state businesses not meeting the conditions listed for retail sales tax. Upon registration for out-of-state use tax, the Department will issue an Out-of-State Use Tax Collection and Remittance Permit. This permit authorizes your business to collect Indiana Use Tax on sales shipped into Indiana. There is no fee associated with this registration.

The use tax rate is six percent (.06).

Line 1: Enter the date or anticipated date selling activities will begin. If you want to make purchases prior to your doors actually opening, use the date your purchasing will begin for "Date of First Sale."

Line 2: Enter the dollar amount of your estimated monthly taxable sales. Wholesalers and manufacturers please enter \$1. If this is left blank or you put in zero, you will be set up on a monthly filing status.

Lines 3 through 12: Answer either "yes" or "no" as required and provide additional information as requested.

Line 13: If you want your sales tax returns sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Section C

Withholding Tax Account: *No Additional Fee*

The following section is to be completed if you have employees in your workplace subject to Indiana Adjusted Gross (State) Income Tax. Separate withholding registration is required for remitting withholding taxes on nonresident shareholders, partners or beneficiaries for distributions of income made one time each year. If you are registering for Withholding Tax, you must have a Federal Identification Number or have applied for one. There is no application fee for a withholding tax account. The withholding rates will be mailed to you on Departmental Notice # 1 (DN # 1) upon processing of the application.

Indiana employers must withhold Indiana state tax from employees who work in Indiana but are not residents of Indiana. The only exception is when an employee is a full-year resident of one of the states that has entered into a reciprocal agreement with Indiana. Also, county income tax must be withheld at the nonresident rate if the Indiana county is the county of principal employment.

Line 1: The "accounting period year ending date" is the month and day your corporation closes its books. If you are on a calendar year, your accounting period date is December 31. If you are on a fiscal year, the accounting period will be a date other than December 31.

Line 2: If you have a State Unemployment Tax Account (SUTA) number, enter it here. (For more information about the SUTA number, contact Indiana Workforce Development.)

Line 3: Check all that apply.

Line 4: List date taxes were first withheld.

Line 5: Enter dollar amount of anticipated monthly wages paid to your Indiana employees.

Line 6: If you want your withholding tax returns sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Section D

Food and Beverage Tax Account: *No Additional Fee*

The Food and Beverage Tax applies to the sales of food and beverages in adopting counties and/or cities. To obtain an account, you must be registered for sales tax for the location on this application. To determine if the food and beverage tax applies to your business, contact your County Auditor to see if your business location is in an adopting county and/or city.

Line 1: Enter the date of first sales of food and/or beverages from this location or enter the date you plan to begin.

Line 2: Enter the name(s) of the adopting county(ies), city(ies), and/or town(s) where prepared foods or beverages are sold or catered and list the starting date(s) for each.

Line 3: If you want your food and beverage tax returns sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Section E

County Innkeepers Tax Account: *No Additional Fee*

The County Innkeepers Tax applies to the rental or leasing of hotel/motel rooms or accommodations for periods of less than 30 days. To obtain an account for this tax, you must be registered for sales tax for the location on this application. To determine if this tax applies to your business, contact your county auditor to see if your location is in an adopting county, and if so, whether the tax is submitted to the state or to the county.

Line 1: Enter month/year when room rentals/accommodations will begin.

Line 2: If you want your County Innkeepers Tax returns sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Section F

Motor Vehicle Rental Excise Tax Account: *No Additional Fee*

To obtain an account for this tax, you must be registered for sales tax for the location on this application. Every organization engaged in the rental or leasing of motor vehicles (weighing less than 11,000 lbs Gross Vehicle Weight) for less than 30 days is required to collect the Motor Vehicle Rental Excise Tax. **The motor vehicle rental excise tax rate is four percent (.04).**

A supplemental rental excise tax may be in effect for some counties. Contact the Department at (317) 233-4015 for additional information.

Line 1: Enter month/year when renting/leasing motor vehicles will begin.

Line 2: Enter the tax district number of this business location. If unknown, contact the County Assessor.

Line 3: If you want your Motor Vehicle Rental excise tax returns sent to an address other than the address listed in Section A Line 6, enter the mailing address here.

Section G
Prepaid Sales Tax on Gasoline
for Qualified Distributors: \$100 Registration Fee

This section applies to the process involved in obtaining a Prepaid Sales Tax Permit (BT-2). This permit entitles the bearer to purchase gasoline exempt for the applicable prepaid rate Indiana has on gasoline. Specific details are in Sales Tax Information Bulletin 15A or contact a representative in the Prepaid Sales Tax Section at (317) 615-2700.

Line 1: Enter your Indiana Licensed Gasoline Distributor Number. This number is issued by the Indiana Department of Revenue.

A Prepaid Sales Tax collection remittance permit will not be issued until the Indiana Licensed Gasoline Distributor Number is provided.

Line 2: Enter the date of first gasoline sales. This date will determine your first payment due date. Payments collected from the first through the fifteenth of the month are due the twenty-fifth of that month. Payments collected during the sixteenth through the last day of the month are due the tenth of the following month.

For example, if you collect prepaid sales tax from September 1 through September 15, then the first prepaid tax payment due date is September 25. If you collect prepaid sales tax from September 16 through September 30, the first prepaid payment due date is October 10.

Line 3: Enter the estimated number of gallons of gasoline you anticipate purchasing/selling monthly.

Line 4: If you want your prepaid sales tax returns/reports sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Line 5 & 6: Enter the name and telephone number of the person within your organization whom the Department may contact about prepaid sales tax on gasoline.

An **Electronic Funds Transfer** (EFT) authorization is required. Please see "Pay Your Taxes by Electronic Funds Transfer (EFT)"

Indiana State Gross Retail & Use Tax Bond Instructions, to be completed by Licensed Gasoline Distributors only.

A **bond** is required as described on the application.

Section H
Tire Fee Registration: No Additional Fee

Complete this section if you will be selling new replacement tires and/or new tires mounted on motor vehicles.

Line 1: Enter the date of first tire sales.

Line 2: If you want Tire Fee returns sent to an address other than the address listed in Section A Line 6, enter the mailing address.

Section I
Signature Section

This application must be signed by the owner, general partner, corporate officer, or resident agent before it will be accepted by the Department.

*This application **will be delayed** if any individuals listed on Line 12 (Section A), or the business has any outstanding tax liabilities.*

Additional Information

Contact the Department at (317) 615-2700 for more information regarding this application, or this business tax application can be processed by a district office.

Indianapolis (317) 233-4015	Evansville (812) 479-9261	Merrillville (219) 769-4267
Bloomington (812) 339-1119	Fort Wayne (260) 436-5663	Muncie (765) 289-6196
Clarksville (812) 282-7729	Kokomo (765) 457-0525	South Bend (574) 291-8270
Columbus (812) 376-3049	Lafayette (765) 448-6626	Terre Haute (812) 235-6046

Electronic Funds Transfer

Who is required to remit by EFT?

1) If your average monthly tax liability is over \$10,000 per month for any of the following tax types, you are required to register for EFT and remit tax payments electronically: withholding tax, sales tax, use tax, and/or out-of-sales use tax. **Note:** If you are subject to Tire Fee and are required to remit your sales tax by EFT, you are also required to remit the Tire Fee by EFT.

2) If you are applying to collect Pre-paid Sales Tax on Gasoline, you are required to remit by EFT, regardless of the amount due.

Can I Voluntary Remit by EFT?

Any business taxpayer who wishes to remit withholding tax and or sales/use tax may register for EFT and make payments electronically.

How to Register for EFT?

1) You may register for the traditional EFT Program - Automated Clearing House (ACH) Debit or ACH Credit (www.in.gov/dor/taxforms/state.html#electronic) Select EFT-100 to download the EFT Program Guide and Registration Packet. Select EFT-1 to download the single page registration form.

2) You may use the online INtax program to register for EFT as well as file returns and make payments online. Visit www.intax.in.gov/

If you have any questions about EFT or would like us to send you additional information, contact the EFT Section by calling 317-615-2695.

Form BT-1C

**Authorization for Consolidated
Sales Tax or Food and Beverage Tax Filing Number:**
No Additional Fee

To obtain a copy of the BT-1C application to file consolidated go to:

www.in.gov/dor/taxforms/pdfs/bt-1c.pdf

North American Industry Classification System (continued)

Code		Code		Code	
524210	Insurance Agencies and Brokerages	513300	Telecommunications (including paging, cellular, satellite, & other telecommunications)	327210	Glass & Glass Product Manufacturing
524290	Other Insurance Related Activities			327300	Cement & Concrete Product Mfg.
524292	Third Party Administration for Insurance and Pension Funds	514000	Information Services & Data Processing Services	327400	Lime & Gypsum Product Manufacturing
524298	All Other Insurance Related Activities	514100	Information Services (including news syndicates, libraries, & on-line information services)	327900	Other Nonmetallic Mineral Product Mfg.
525000	Funds, Trusts, and Other Financial Vehicles	514210	Data Processing Services	331000	Primary Metal Manufacturing
525100	Insurance & Employee Benefit Funds			331110	Iron and Steel Mills & Ferroalloy Mfg.
525910	Open-End Investment Funds (Form 1120-RIC)	Manufacturing		331200	Steel Product Manufacturing from Purchased Steel
525920	Trusts, Estates, and Agency Accounts	311000	Food Manufacturing	331310	Alumina & Aluminum Production and Processing
525930	Real Estate Investment Trusts (Form 1120-REIT)	311110	Animal Food Manufacturing	331400	Nonferrous Metal (except Aluminum) Production & Processing
525990	Other Financial Vehicles	311200	Grain & Oilseed Milling	331500	Foundries
		311300	Sugar & Confectionery Product Mfg.	332000	Fabricated Metal Product Manufacturing
Health Care and Social Assistance (620000)		311400	Fruit & Vegetable Preserving & Specialty Food Manufacturing	332110	Forging and Stamping
621000	Ambulatory Health Care Services	311500	Dairy Product Manufacturing	332210	Cutlery and Handtool Manufacturing
621110	Offices of Physicians	311610	Animal Slaughtering & Processing	332300	Architectural and Structural Metals Mfg.
621111	Offices of Physicians (except mental health specialists)	311710	Seafood Product Preparation & Packaging	332400	Boiler, Tank, & Shipping Container Mfg.
621112	Offices of Physicians, Mental Health Specialists	311800	Bakeries & Tortilla Manufacturing	332510	Hardware Manufacturing
621210	Offices of Dentists	311900	Other Food Manufacturing (including coffee, tea, flavorings & seasonings)	332610	Spring and Wire Product Manufacturing
621300	Offices of Other Health Practitioners	312000	Beverage and Tobacco Product Mfg.	332700	Machine Shops; Turned Product & Screw; Nut & Bolt Manufacturing
621310	Offices of Chiropractors	312110	Soft Drink and Ice Manufacturing	332810	Coating, Engraving, Heat Treating, & Allied Activities
621320	Offices of Optometrists	312120	Breweries	332900	Other Fabricated Metal Product Mfg.
621330	Offices of Mental Health Practitioners (except Physicians)	312130	Wineries	333000	Machinery Manufacturing
621340	Offices of Physical, Occupational & Speech Therapists, and Audiologists	312140	Distilleries	333100	Agricultural, Construction, & Mining Machinery Manufacturing
621391	Offices of Podiatrists	312200	Tobacco Manufacturing	333200	Industrial Machinery Manufacturing
621399	Offices of All Other Miscellaneous Health Practitioners	313000	Textile Mills	333310	Commercial & Service Industry Machinery Manufacturing
621400	Outpatient Care Centers	314000	Textile Product Mills	333410	Ventilation, Heating, Air-Conditioning, & Commercial Refrigeration Equipment Mfg.
621410	Family Planning Centers	315000	Apparel Manufacturing	333510	Metalworking Machinery Manufacturing
621420	Outpatient Mental Health & Substance Abuse Centers	315100	Apparel Knitting Mills	333610	Engine, Turbine, & Power Transmission Equipment Manufacturing
621491	HMO Medical Centers	315210	Cut and Sew Apparel Contractors	333900	Other General Purpose Machinery Mfg.
621492	Kidney Dialysis Centers	315220	Men's & Boys' Cut & Sew Apparel Mfg.	334000	Computer and Electronic Product Mfg.
621493	Freestanding Ambulatory Surgical and Emergency Centers	315230	Women's & Girls' Cut & Sew Apparel Mfg.	334110	Computer & Peripheral Equipment Mfg.
621498	All Other Outpatient Care Centers	315290	Other Cut & Sew Apparel Manufacturing	334200	Communications Equipment Manufacturing
621510	Medical and Diagnostic Laboratories	315990	Apparel Accessories & Other Apparel Mfg.	334310	Audio and Video Equipment Manufacturing
621610	Home Health Care Services	316000	Leather & Allied Product Manufacturing	334410	Semiconductor & Other Electronic Component Manufacturing
621900	Other Ambulatory Health Care Services	316110	Leather & Hide Tanning & Finishing	334500	Navigational, Measuring, Electromedical, & Control Instruments Manufacturing
621910	Ambulance Services	316210	Footwear Manufacturing (including rubber & plastic)	334610	Manufacturing & Reproducing Magnetic & Optical Media
621990	All Other Ambulatory Health Care Services	316990	Other Leather & Allied Product Mfg.	335000	Electrical Equipment, Appliance, & Component Manufacturing
621991	Blood and Organ Banks	321000	Wood Product Manufacturing	335100	Electric Lighting Equipment Manufacturing
622000	Hospitals	321110	Sawmills and Wood Preservation	335200	Household Appliance Manufacturing
623000	Nursing & Residential Care Facilities	321210	Veneer, Plywood, & Engineered Wood Product Manufacturing	335310	Electrical Equipment Manufacturing
623990	Other Residential Care Facilities	321900	Other Wood Product Manufacturing	335900	Other Electrical Equipment & Component Manufacturing
624000	Social Assistance	322000	Paper Manufacturing	336000	Transportation Equipment Mfg.
624100	Individual & Family Services	322100	Pulp, Paper, & Paperboard Mills	336110	Motor Vehicle Mfg./Auto Light Duty
624200	Community Food & Housing, and Emergency & Other Relief Services	322200	Converted Paper Product Manufacturing	336210	Motor Vehicle Body & Trailer Manufacturing
624310	Vocational Rehabilitation Services	323100	Printing and Related Support Activities	336300	Motor Vehicle Parts Manufacturing
624410	Child Day Care Services	323117	Book Printing	336410	Aerospace Product & Parts Manufacturing
		323119	Other Commercial Printing	336510	Railroad Rolling Stock Manufacturing
Information (510000)		324000	Petroleum and Coal Products Mfg.	336610	Ship and Boat Building
511100	Publishing Industries	324110	Petroleum Refineries (including integrated)	336990	Other Transportation Equipment Mfg.
511110	Newspaper Publishers	324120	Asphalt Paving, Roofing, & Saturated Materials Manufacturing	337000	Furniture and Related Product Mfg.
511120	Periodical Publishers	324190	Other Petroleum and Coal Products Mfg.	339000	Miscellaneous Manufacturing
511130	Book Publishers	325000	Chemical Manufacturing	339110	Medical Equipment & Supplies Mfg.
511140	Database and Directory Publishers	325100	Basic Chemical Manufacturing	339900	Other Miscellaneous Manufacturing
511190	Other Publishers	325200	Resin, Synthetic Rubber & Artificial and Synthetic Fibers & Filaments Manufacturing		
511210	Software Publishers	325300	Pesticide, Fertilizer, & Other Agricultural Chemical Manufacturing	Mining (210000)	
512000	Motion Picture & Sound Recording Industries	325410	Pharmaceutical & Medicine Manufacturing	211110	Oil and Gas Extraction
512100	Motion Picture & Video Industries (except video rental)	325500	Paint, Coating, & Adhesive Manufacturing	212110	Coal Mining
512200	Sound Recording Industries	325600	Soap, Cleaning Compound, & Toilet Preparation Manufacturing	212200	Metal Ore Mining
513000	Broadcasting and Telecommunications	325900	Other Chemical Product & Preparation Mfg.	212310	Stone Mining and Quarrying
513100	Radio & Television Broadcasting	326000	Plastics and Rubber Products Mfg.	212320	Sand, Gravel, Clay, & Ceramic and Refractory Minerals Mining & Quarrying
513200	Cable Networks & Program Distribution	326100	Plastic Product Manufacturing		
		326200	Rubber Product Manufacturing		
		327000	Nonmetallic Mineral Product Mfg.		
		327100	Clay Product & Refractory Manufacturing		

North American Industry Classification System (continued)

<i>Code</i> 212390	Other Nonmetallic Mineral Mining & Quarrying	<i>Code</i> 541700	Scientific Research & Development Services	<i>Code</i> 443000	Electronics and Appliance Stores
213110	Support Activities for Mining	541800	Advertising and Related Services	443111	Household Appliance Stores
Other Services (810000) (except public administration)		541860	Direct Mail Advertising	443112	Radio, Television, & Other Electronics Stores
811000	Repair and Maintenance	541900	Other Professional, Scientific, and Technical Services	443120	Computer and Software Stores
811110	Automotive Mechanical & Electrical Repair & Maintenance	541910	Marketing Research and Public Opinion Polling	443130	Camera and Photographic Supplies Stores
811120	Automotive Body, Paint, Interior, and Glass Repair	541920	Photographic Services	444100	Building Material & Garden Equipment and Supplies Dealers
811190	Other Automotive Repair & Maintenance (including oil change & lubrication shops & car wash)	541930	Translation and Interpretation Services	444110	Home Centers
811210	Electronic & Precision Equipment Repair and Maintenance	541940	Veterinary Services	444120	Paint and Wallpaper Stores
811310	Commercial & Industrial Machinery and Equipment (except Automotive & Electronic) Repair & Maintenance	541990	All Other Professional, Scientific, and Technical Services	444130	Hardware Stores
811410	Home & Garden Equipment and Appliance Repair & Maintenance	551000	Management of Companies and Enterprises	444190	Other Building Material Dealers
811420	Reupholstery & Furniture Repair	551111	Offices of Bank Holding Companies	444200	Lawn & Garden Equipment & Supplies Stores
811430	Footwear & Leather Goods Repair	551112	Office of Other Holding Companies	445000	Food and Beverage Stores
811490	Other Personal & Household Goods Repair & Maintenance	Public Administration		445100	Grocery Stores
812000	Personal and Laundry Services	920000	Public Administration	445110	Supermarkets and Other Grocery (except Convenience) Stores
812111	Barber Shops	921000	Executive, Legislative and Other General Government Support	445120	Convenience Stores
812112	Beauty Shops	Real Estate and Rental and Leasing (530000)		445200	Specialty Food Store
812113	Nail Salons	531000	Real Estate	445210	Meat Markets
812190	Other Personal Care Services (including diet & weight reducing centers)	531110	Lessors of Residential Buildings and Dwellings	445220	Fish and Seafood Markets
812210	Funeral Homes and Funeral Services	531120	Lessors of Nonresidential Buildings (except Miniwarehouses)	445230	Fruit and Vegetable Markets
812220	Cemeteries and Crematories	531130	Lessors of Miniwarehouses and Self-Storage Units	445291	Baked Goods Stores
812300	Drycleaning & Laundry Services	531190	Lessors of Other Real Estate Property	445292	Confectionery and Nut Stores
812310	Coin-Operated Laundries and Drycleaners	531210	Offices of Real Estate Agents & Brokers	445299	All Other Specialty Food Stores
812320	Drycleaning and Laundry Services (except Coin-Operated)	531310	Real Estate Property Managers	445310	Beer, Wine, and Liquor Stores
812330	Linen and Uniform Supply	531320	Offices of Real Estate Appraisers	446000	Health and Personal Care Stores
812910	Pet Care (except Veterinary) Services	531390	Other Activities Related to Real Estate	446110	Pharmacies and Drug Stores
812920	Photofinishing	532000	Rental and Leasing Services	446120	Cosmetics, Beauty Supplies, & Perfume Stores
812930	Parking Lots and Garages	532100	Automotive Equipment Rental & Leasing	446130	Optical Goods Stores
812990	All Other Personal Services	532210	Consumer Electronics & Appliances Rental	446190	Other Health & Personal Care Stores
Professional, Scientific, & Technical Services		532220	Formal Wear and Costume Rental	447100	Gasoline Stations
541100	Legal Services	532230	Video Tape and Disc Rental	447100	gasoline Stations (including convenience stores with gas)
541110	Offices of Lawyers	532290	Other Consumer Goods Rental	448000	Clothing and Clothing Accessories Stores
541190	Other Legal Services	532291	Home Health Equipment Rental	448110	Men's Clothing Stores
541200	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	532310	General Rental Centers	448120	Women's Clothing Stores
541211	Offices of Certified Public Accountants	532400	Commercial and Industrial Machinery & Equipment Rental & Leasing	448130	Children's & Infants' Clothing Stores
541213	Tax Preparation Services	532420	Office Machinery and Equipment Rental and Leasing	448140	Family Clothing Stores
541214	Payroll Services	533110	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	448150	Clothing Accessories Stores
541219	Other Accounting Services	Religious, Grantmaking, Civic, Professional and Similar Organizations		448190	Other Clothing Stores
541300	Architectural, Engineering, and Related Services	813000	Religious, Grantmaking, Civic, Professional, & Similar Organizations	448210	Shoe Stores
541310	Architectural Services	Retail Trade		448310	Jewelry Stores
541320	Landscape Architectural Services	441000	Motor Vehicle and Parts Dealers	448320	Luggage & Leather Goods Stores
541330	Engineering Services	441110	New Car Dealers	451000	Sporting Goods, Hobby, Book, and Music Stores
541340	Drafting Services	441120	Used Car Dealers	451110	Sporting Goods Stores
541350	Building Inspection Services	441210	Recreational Vehicle Dealers	451120	Hobby, Toy, and Game Stores
541360	Geophysical Surveying & Mapping Services	441221	Motorcycle Dealers	451130	Sewing, Needlework, & Piece Goods Stores
541370	Surveying & Mapping (except Geophysical) Services	441222	Boat Dealers	451140	Musical Instrument & Supplies Stores
541380	Testing Laboratories	441229	All Other Motor Vehicle Dealers	451211	Book Stores
541400	Specialized Design Services (including interior, industrial, graphic, & fashion design)	441300	Automotive Parts, Accessories, & Tire Stores	451212	News Dealers and Newsstands
541500	Computer Systems Design & Related Services	442000	Furniture & Home Furnishings Stores	451220	Prerecorded Tape, Compact Disc, and Record Stores
541511	Custom Computer Programming Services	442110	Furniture Stores	452000	General Merchandise Stores
541512	Computer Systems Design Services	442210	Floor Covering Stores	452110	Department Stores
541513	Computer Facilities Management Services	442291	Window Treatment Stores	452900	Other General Merchandise Stores
541519	Other Computer Related Services	442299	All Other Home Furnishings Stores	453000	Miscellaneous Store Retailers
541600	Management, Scientific, & Technical Consulting Services			453110	Florists
541610	Management Consulting Services			453210	Office Supplies & Stationery Stores
				453220	Gift, Novelty, and Souvenir Stores
				453310	Used Merchandise Stores
				453910	Pet and Pet Supplies Stores
				453920	Art Dealers
				453930	Manufactured (Mobile) Home Dealers
				453990	All Other Miscellaneous Store Retailers (including tobacco, candle, & trophy shops)
				454000	Nonstore Retailers
				454110	Electronic Shopping & Mail-Order Houses
				454210	Vending Machine Operators
				454311	Heating Oil Dealers
				454312	Liquefied Petroleum Gas (Bottled Gas) Dealers

North American Industry Classification System (continued)

<i>Code</i>	
454319	Other Fuel Dealers
454390	Other Direct Selling Establishments - Flea Markets (including door-to-door retailing, frozen food plan providers, party plan merchandise, & coffee-break service providers)
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Transportation and Warehousing	
481000	Air Transportation
482110	Rail Transportation
483000	Water Transportation
484000	Truck Transportation
484110	General Freight Trucking, Local
484120	General Freight Trucking, Long-distance
484200	Specialized Freight Trucking
485000	Transit and Ground Passenger Transportation
485110	Urban Transit Systems
485210	Interurban & Rural Bus Transportation
485310	Taxi Service
485320	Limousine Service
485410	School & Employee Bus Transportation
485510	Charter Bus Industry
485990	Other Transit & Ground Passenger Transportation
486000	Pipeline Transportation
487000	Scenic and Sightseeing Transportation
488000	Support Activities for Transportation
488100	Support Activities for Air Transportation
488210	Support Activities for Rail Transportation
488300	Support Activities for Water Transportation
488410	Motor Vehicle Towing
488490	Other Support Activities for Road Transportation
488510	Freight Transportation Arrangement
488990	Other Support Activities for Transportation
492000	Couriers and Messengers
492110	Couriers
492210	Local Messengers and Local Delivery
493000	Warehousing and Storage
493100	Warehousing & Storage (except lessors of miniwarehouses & self-storage units)
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Utilities	
221000	Utilities
221100	Electric Power Generation, Transmission & Distribution
221210	Natural Gas Distribution
221300	Water, Sewage & Other Systems
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Unrelated Business Activities	
900000	Unrelated Debt-financed Activities - other than rental or real estate
900001	Investment Activities by section 501(c) (7), (9), or (17) organizations
900002	Rental of Personal Property
900003	Passive Income Activities with Controlled Organizations
900004	Exploited Exempt Activities
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Wholesale Trade	
421000	Wholesale Trade, Durable Goods
421100	Motor Vehicle & Motor Vehicle Parts & Supplies Wholesales
421200	Furniture & Home Furnishing Wholesalers
421300	Lumber & Other Construction Materials Wholesalers
421400	Professional & Commercial Equipment & Supplies Wholesalers
421500	Metal & Mineral (except Petroleum) Wholesalers
421600	Electrical Goods Wholesalers
421700	Hardware, and Plumbing & Heating Equip- ment & Supplies Wholesalers

<i>Code</i>	
421800	Machinery, Equipment, & Supplies Wholesalers
421910	Sporting & Recreational Goods & Supplies Wholesalers
421920	Toy & Hobby Goods & Supplies Wholesalers
421930	Recyclable Material Wholesalers
421940	Jewelry, Watch, Precious Stone, & Precious Metal Wholesalers
421990	Other Miscellaneous Durable Goods Wholesalers
422000	Wholesale Trade, Nondurable Goods
422100	Paper & Paper Product Wholesalers
422210	Drugs and Druggists' Sundries Wholesalers
422300	Apparel, Piece Goods, & Notions Wholesalers
422400	Grocery & Related Product Wholesalers
422500	Farm Product Raw Material Wholesalers
422600	Chemical and Allied Products Wholesalers
422700	Petroleum and Petroleum Products Wholesalers
422800	Beer, Wine, & Distilled Alcoholic Beverage Wholesalers
422910	Farm Supplies Wholesalers
422920	Book, Periodical, and Newspaper Wholesalers
422930	Flower, Nursery Stock, & Florists' Supplies Wholesalers
422940	Tobacco & Tobacco Product Wholesalers
422950	Paint, Varnish, & Supplies Wholesalers
422990	Other Miscellaneous Nondurable Goods Wholesalers

999999 **Unclassified Establishments** (unable
to classify)

Instructions for Completing Form BT-1C

Purpose: Use Form BT-1C to apply for filing a consolidated return for either Retail Sales Tax or Food and Beverage Tax.

For Sales Tax: You must continue to file separate returns for all locations until the application is approved by the department. Upon approval a consolidated reporting number will be assigned. When completing BT-1s for new locations that are to be included in the consolidated reporting number refer to Section B, line 9.

For Food and Beverage Tax: This form will also allow you to add an existing registered location to your consolidated account.

- Be sure to answer all applicable questions. Failure to do so may result in delays in establishing your account.
- Please print legibly or type the information on your application.
- **Note:** Any outstanding tax liability owed by the applicant or an owner, partner, or officer will delay application approval.

Line 1: Enter your Taxpayer Identification Number. The Taxpayer Identification Number (TID) is applicable only if you have previously registered with the Department. The TID is a 10 digit number shown on the Registered Retail Merchant Certificate.

Line 2: Enter your Federal Identification Number. According to federal guidelines, most partnerships and all corporations are required to obtain a federal identification number. This number also is required whenever you withhold federal income tax from employees, regardless of ownership type. You may get this number by completing the Internal Revenue Service Form SS-4. This form may be obtained from your local IRS office or by calling 1-800-829-3676. Your federal identification number is assigned to you by the Internal Revenue Service (IRS).

Line 3 and 4: Enter the name and the *daytime* telephone number of a person within your organization that the Department may contact about tax related matters.

Line 5: Enter your 3 digit location number (LOC#) as shown on your Retail Merchant Certificate. Enter business name or DBA (doing business as) and street address, city, state, and zip code. **NOTE:** The business location address cannot be a P.O. Box number.

Signature Section

This application must be signed by the owner, general partner, corporate officer, or resident agent before it will be accepted by the Department.

Mail To: **Indiana Department of Revenue**
P.O. 6197
Indianapolis, IN 46206-6197

Please allow four (4) to six (6) weeks for processing.

Additional Information

If you have further questions regarding this application, contact the Department at (317) 615-2700.

Instructions for Food and Beverage

If you are filing consolidated for Food and Beverage (FAB) Tax, it should be noted that all locations must be within the same taxing boundary. Consolidated returns can be filed for businesses located within a county, city or town, but the location must be within just one tax boundary. A boundary for a municipality could be a county or city and/or town.

Example:

You have restaurants located in Hendricks County, they are:

001	ABC Diner	Avon
002	ABC Diner	Avon
003	ABC Diner	Avon
004	ABC Diner	Brownsburg
005	ABC Diner	Plainfield
006	ABC Diner	Plainfield
007	ABC Diner	Amo
008	ABC Diner	Clayton
009	ABC Diner	Clayton

You are allowed to file consolidated for all nine diners, since they are all located in Hendricks County. Or you could also choose to file another consolidated return for the diners located in Avon and still another consolidated return for the diners in Plainfield. Therefore, all ABC Diners could file three consolidated returns: one for Hendricks county, a second for the Avon and a third for Plainfield.