



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 yearly

	Yes	No	if YES Include	AND Complete Sections:	Additional Information
Do you have employees <u>working</u> in RI?	<input type="checkbox"/>	<input type="checkbox"/>		A B C D E	
Do you have RI Withholding?	<input type="checkbox"/>	<input type="checkbox"/>		A B C E	
Do you lease employees in RI?	<input type="checkbox"/>	<input type="checkbox"/>		A B C D E	
Do you make sales at retail? (A separate permit & fee is required for each location.)	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00	A B E	
Sales Tax liability greater than \$200 per mo.?	<input type="checkbox"/>	<input type="checkbox"/>	None		If unknown, check NO.

Will you be selling:

Gasoline-	<input type="checkbox"/>	<input type="checkbox"/>	\$5.00	Fee is for filling station license.
Beverages or food-	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	Fee is for litter permit.
Liquor-	<input type="checkbox"/>	<input type="checkbox"/>	None	License from city or town is required.
Cigarettes-	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	Each cigarette vending machine requires a separate license and fee.
Motor Vehicles-	<input type="checkbox"/>	<input type="checkbox"/>	None	If yes, MV Dealer license # _____ (required).
Motor Vehicles leasing-	<input type="checkbox"/>	<input type="checkbox"/>	None	If yes, MV Lease license # _____ (required).
Rental of rooms-	<input type="checkbox"/>	<input type="checkbox"/>	None	# of rooms _____ (3 or more rooms requires the filing of a monthly hotel tax return).
Other-	<input type="checkbox"/>	<input type="checkbox"/>	None	Product? _____
Total Fees enclosed			_____	

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

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

TYPE OF ENTITY: SOLE OWNER PARTNERSHIP CORPORATION LLC TYPE _____ OTHER Please specify: _____

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
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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
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"/>	Filing Status will be	Number of employees	_____
\$600 or more but less than \$24,000	<input type="checkbox"/>	Daily	First date wages paid in RI	_____
\$50 or more but less than \$600	<input type="checkbox"/>	Quarter-Monthly		
Less than \$50.00	<input type="checkbox"/>	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 _____ **RI Employment Registration #** _____

month day year

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
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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.

	%
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	%
	%
	%
	%

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
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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	3038 Catalog or mail order	5579 Real estate property managers	7872 Computer programming, processing, data preparation, and related services
0034 Residential building	3053 Vending machine selling	5710 Subdividers and builders, except cemeteries	7922 Computer repair, maintenance, and leasing
0059 Nonresidential building	Selling from Showroom, Store, or other Fixed Location	5538 Operators and lessors of buildings, including residential	7773 Equipment rental and leasing (except computer or automotive)
0075 Highway and street construction	Food, beverages, and drugs	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	3079 Eating places (meals or snacks)	5702 Insurance agents or brokers	7880 Other business services
0232 Plumbing, heating, air conditioning	3086 Catering services	5744 Other insurance services	Personal services
0257 Painting and paper hanging	3095 Drinking places (alcoholic beverages)	6064 Security brokers and dealers	8110 Beauty shops (or beautician)
0273 Electrical work	3210 Grocery stores (general line)	6080 Commodity contracts brokers and dealers, and security and commodity exchanges	8318 Barber shop (or barber)
0299 Masonry, dry wall, stone, tile	0612 Bakeries selling at retail	6130 Investment advisors and services	8334 Photographic portrait studios
0414 Carpentering and flooring	3236 Other food stores (meat, produce, candy, etc.)	6148 Credit institutions and mortgage bankers	8532 Funeral services and crematories
0430 Roofing, siding, and sheet metal	3251 Liquor stores	6155 Title abstract offices	8714 Child day care
0455 Concrete work	3277 Drug stores	5777 Other finance and real estate	8730 Teaching or tutoring
0885 Other building trade contractors (excavation, glazing, etc.)	Automotive and service stations	Transportation, Communications, Public Utilities, and Related Services	8755 Counseling (except health practitioners)
Manufacturing, including Printing and publishing	3319 New car dealers (franchised)	6114 Taxicabs	8771 Ministers and chaplains
0638 Food products and beverages	3335 Used car dealers	6321 Bus and limousine transportation	6882 Other personal services
0653 Textile mill products	3517 Other automotive dealers (motorcycles, recreational vehicles, etc.)	6361 Other highway passenger transportation	Automotive services
0679 Apparel and other textile products	3533 Tires, accessories, and parts	6338 Trucking (except trash collection)	8813 Automotive rental or leasing, without driver
0695 Leather, footwear, handbags, etc.	3558 Gasoline service stations	6395 Courier or package delivery services	8839 Parking, except valet
0810 Furniture and fixtures	General merchandise, apparel, and furniture	6510 Trash collection without own dump	8953 Automotive repairs, general and specialized
0836 Lumber and other wood products	3715 Variety stores	6536 Public warehousing	8896 Other automotive services (wash, towing, etc.)
0851 Printing and publishing	3731 Other general merchandise stores	6551 Water transportation	Miscellaneous repair, except computers
0877 Paper and allied products	3756 Shoe stores	6619 Air transportation	9019 TV and audio equipment repair
1032 Stone, clay, and glass products	3772 Men's and boys' clothing stores	6635 Travel agents and tour operators	9035 Other electrical equipment repair
1057 Primary metal industries	3913 Women's ready-to-wear stores	6650 Other transportation services	9050 Reupholstery and furniture repair
1073 Fabricated metal products	3921 Women's accessory and specialty stores and furriers	6676 Communication services	2881 Other equipment repair
1099 Machinery and machine shops	3939 Family clothing stores	6692 Utilities including dumps, snowplowing, road clearing, etc.	Medical and health services
1115 Electric and electronic equipment	3954 Other apparel and accessory stores	Services (Personal, Professional, and Business Services)	9217 Offices and clinics of medical doctors (MOs)
1883 Other manufacturing industries	3970 Furniture stores	Hotels and other lodging places	9233 Offices and clinics of dentists
Mining and Mineral Extraction	3996 TV, audio, and electronics	7096 Hotels, motels, and tourist homes	9258 Osteopathic physicians and surgeons
1511 Metal mining	3988 Computer and software stores	7211 Rooming and boarding houses	9241 Podiatrists
1537 Coal mining	4119 Household appliance stores	7237 Camps and camping parks	9274 Chiropractors
1552 Oil and gas	4317 Other home furnishing stores (china, floor coverings, etc.)	Laundry and cleaning services	9290 Optometrists
1719 Quarrying and nonmetallic mining	4333 Music and record stores	7419 Coin-operated laundries and dry cleaning	9415 Registered
Agricultural Services, Forestry, Fishing	Building, hardware, and garden supply	7435 Other laundry, dry cleaning, and garment services	9431 Other health practitioners
1933 Crop services	4416 Building materials dealers	7450 Carpet and upholstery cleaning	9456 Medical and dental laboratories
1958 Veterinary services, including pets	4432 Paint, glass, and wallpaper stores	7476 Janitorial and related services (building, house, and window cleaning)	9472 Nursing and personal care facilities
1974 Livestock breeding	4457 Hardware stores	Business and/or personal services	9886 Other health services
1990 Other animal services	4473 Nurseries and garden supply stores	7617 Legal services (or lawyer)	Amusement and recreational services
2113 Farm labor and management services	Other retail stores	7633 Income tax preparation	8557 Physical fitness facilities
2212 Horticulture and landscaping	4614 Used merchandise and antique stores (except motor vehicle parts)	7658 Accounting and bookkeeping	9597 Motion picture and video production
2238 Forestry, except logging	4630 Gift, novelty, and souvenir shops	7518 Engineering services	9688 Motion picture and tape distribution and allied services
0836 Logging	4655 Florists	7682 Architectural services	9613 Videotape rental
2246 Commercial lighting	4671 Jewelry stores	7708 Surveying services	9639 Motion picture theaters
2469 Hunting and trapping	4697 Sporting goods and bicycle shops	7245 Management services	9670 Bowling centers
Wholesale Trade - Selling Goods to Other Business, Etc.	4812 Boat dealers	7260 Public relations	9696 Professional sports and racing, including promoters and managers
Durable goods, including machinery, equipment, wood, metals, etc.	4838 Hobby, toy, and game shops	7286 Consulting services	9811 Theatrical performers, musicians, agents, producers, and related services
2618 Selling for your own account	4853 Camera and photo supply stores	7716 Advertising, except direct mail	9837 Other amusement and recreational services
2634 Agent or broker for other firms - more than 50% of gross sales commission	4879 Optical goods stores	2675 Agent or broker for other firms - more than 50% of gross sales on commission	
Nondurable goods, including food, fiber, chemicals, etc.	4895 Luggage and leather goods stores		
2659 Selling for your own account	5017 Book stores, including newsstands		
5884 Other retail stores	5033 Stationary stores		
	5058 Fabric and needlework stores		
	5074 Mobile home dealers		
	5090 Fuel dealers (except gasoline)		
			8888 Unable to classify

Instruction Sheet 2

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

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

D-1 Activities: Please read the headings below and find a category that fits your business. Follow the instructions for that industry group and list your worksite's specific products & services. Use a separate line for each.

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

WHOLESALE TRADE: Are you an agent or a dealer with stock at the RI establishment? What goods? New or used? If you are a "manufacturers' representative", list all the typical products that you represent.

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

CONSTRUCTION: specify the types of structures (e.g. apartment, industrial, store, hotel or office buildings; bridges, single-family houses, roads, etc...) for which you have primary responsibility. For special trades specify the trade or specialty and whether you work more at residential buildings or non-residential structures (e.g. factory plumbing, commercial heating/air conditioning, residential finish carpentry, res. concrete forms, res. drywall, etc...).

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: (eg. realtor (agent), land developer (subdivider), apartment managers, lessor of offices). Operators of residential buildings specify number of units and whether you own the property or operate 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:** activities, specify separately transportation modes (e.g. scheduled airline, courier, LTL trucking, specialized trucking...) and area of service (e.g. long-haul, coastal, international,...). For related services, tell us what type (e.g. refrigerated warehouse, shipping agent, tour guides, sport-fishing charter...).

UTILITY or **SANITATION SERVICE:** activities, specify separately each type of service (e.g. electrical generation, wholesale electric power reseller, natural gas pipeline, gas distribution, water supply, refuse systems, etc...).

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

AGRICULTURAL or **FISHING:** activities, specify separately the types of crop grown, crop services, livestock raised, horticultural specialty, fish caught, or forestry work. For example: apples, dairy cows, shellfish aquaculture,....

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

SERVICES: (including Administrative Support, Health, Education, Professions, etc...) specify the types of services your business performs. Describe the distinctive features of the services. (e.g. marketing consultant, environmental consultant, residential property management, psychiatry, one-hour photofinishing, tanning salon, massage therapy, printing broker, transmission repair, payroll office, home health equipment rental, assisted living facility...).

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

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.