

Business Registration Application for  
Income Tax Withholding, Sales and Use Tax, and  
Machinery, Equipment, and Manufacturing Fuel Tax  
North Carolina Department of Revenue

Office Use

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I. Identifying Information

- 1. Federal Employer ID No.: \_\_\_\_\_ or Proprietor's Social Security No.: \_\_\_\_\_
- 2. Type of Ownership:  Proprietorship  C Corp.  S Corp.  LLC  Partnership  LLP  Fiduciary  Other (Identify)  
If a corporation, state of incorporation: \_\_\_\_\_ If N.C. Corporation or LLC, enter N.C. Secretary of State ID No.: \_\_\_\_\_
- 3. Legal Business or Owner's Name: \_\_\_\_\_
- 4. Trade Name (DBA Name): \_\_\_\_\_
- 5. Daytime Business Phone: \_\_\_\_\_ 6. Fax Phone: \_\_\_\_\_
- 7. Business Location in N.C.: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_  
(Not P.O. Box Number)
- 8. Is the business located within city or town limits?  Yes  No 9. Number of locations in N.C. \_\_\_\_\_ Enclose list if more than one.
- 10. Mailing Address: Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- 11. List primary partners or corporate officers (President, Vice President, Secretary, and Treasurer):

Name	Title	Social Security No.	Address
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II. Withholding Tax Section - Complete to apply for an Income Tax Withholding Number.

- Do you have employees who are subject to N.C. withholding?  Yes  No -Date when wages were or will first be paid in N.C.: \_\_\_\_\_
- Do you make pension payments to N.C. residents?  Yes  No  
If yes, do you choose to report the pension payment withholding separately? (See instructions)  Yes  No
- Do you pay compensation (other than wages to employees) to a nonresident entity or a nonresident individual for personal services performed in N.C.?  Yes  No If yes, do you choose to report this withholding separately? (See instructions)  Yes  No
- Amount of tax you expect to withhold each month:  Less than \$250 (Quarterly)  \$250 - \$2,000 (Monthly)  More than \$2,000 (Semiweekly)
- If your business is seasonal, fill in circles for months employees are paid:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

III. Sales and Use Tax Section - Complete to apply for a Sales and Use Tax Number.

(You are required to file a return beginning with the month or quarter you indicate.)

- When will you start selling or purchasing items subject to N.C. sales or use tax? \_\_\_\_\_
- Will your sales be?  Retail (to users or consumers)  Wholesale (to registered merchants for resale)  Both Retail and Wholesale
- What will you sell? (Be specific) \_\_\_\_\_
- Are you registering only to remit use tax on purchases?  Yes  No
- Will you sell electricity?  Yes  No -Will you sell telecommunications services?  Yes  No
- Will you sell direct-to-home satellite services?  Yes  No -Will you sell other video programming services?  Yes  No
- Will you lease motor vehicles to others?  Yes  No -Will you sell new tires?  Yes  No
- Will you sell new appliances?  Yes  No -What accounting method will you use?  Cash  Accrual
- Amount of sales tax expected each month:  Less than \$100 (Quarterly)  \$100 - \$10,000 (Monthly)  \$10,000 or more (Semimonthly)
- If your business is seasonal, fill in circles for months of sales:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

IV. Machinery, Equipment, and Manufacturing Fuel Tax Section - Complete to apply for a number to remit tax on purchases of machinery, equipment, or manufacturing fuel.

- Are you registering to remit tax on purchases of machinery or recycling equipment?  Yes  No
- Are you registering to remit tax on purchases of fuel to operate a manufacturing industry or plant?  Yes  No

V. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
I certify that, to the best of my knowledge, this application is accurate and complete.

## Income Tax Withholding

**Wages:** North Carolina law requires withholding of income tax from salaries and wages of all residents regardless of where earned and from wages of nonresidents for personal services performed in this State. The tax must be withheld from each payment of wages, and is considered to be held in trust until it is paid to the Department of Revenue. Due date requirements for reporting and paying the tax depend on the amount of tax withheld each month. Employers withholding less than \$250 per month report and pay quarterly. Employers who, on average, withhold at least \$250 but less than \$2,000 per month report and pay monthly. Employers who, on average, withhold \$2,000 or more per month make payments on the dates federal deposits are required and file quarterly reports.

**Pension Payments:** If you are required to withhold federal tax under section 3405 of the Internal Revenue Code on a pension payment to a N.C. resident, you must also withhold State income tax unless the recipient elects no withholding. You must withhold on periodic payments as if the recipient is a married person with three allowances unless the recipient provides an exemption certificate (Form NC-4P) reflecting a different filing status or number of allowances. For nonperiodic distributions, 4% of the tax must be withheld. **Reporting and Paying Pension Withholding:** If you already have a wage withholding identification number, you can report and pay the pension withholding with your wage withholding **or** you may choose to report and pay the withholding tax separately. If you choose to pay pension withholding with wage withholding, you do not have to complete this form. However, if you choose separate reporting of wage and pension withholding, or if you report only pension withholding, you must complete and file this form to obtain a new identification number.

**Other Compensation:** If you pay non-wage compensation of more than \$1,500 during the calendar year to a nonresident contractor for personal services performed in N.C. in connection with a performance, an entertainment or athletic event, a speech, or the creation of a film, radio, or television program, you must withhold N.C. income tax at the rate of 4% from this non-wage compensation. **Reporting and Paying Withholding from Non-wage Compensation:** If you already have a wage withholding identification number, you can report and pay the non-wage withholding with your wage withholding **or** you may choose to report and pay the withholding tax separately. If you choose to pay non-wage withholding with wage withholding, you do not have to complete this form. However, if you choose separate reporting of wage and non-wage compensation, or if you report only non-wage withholding, you must complete and file this form to obtain a new identification number. **For detailed instructions on reporting and paying tax withheld from wages, pensions, and other compensation, see Form NC-30, Income Tax Withholding Tables and Instructions for Employers. Form NC-30 is available on the Department's website at [www.dornc.com](http://www.dornc.com).**

## Sales and Use Tax

Every person who engages as a retailer or wholesale merchant in the business of selling, renting, or leasing taxable tangible personal property in this State or who operates a laundry, dry cleaning plant, or similar business in this State, or a hotel, motel, or similar business in this State must obtain a Certificate of Registration. A Certificate of Registration allows the merchant to issue a Certificate of Exemption to obtain property for resale without paying the sales tax. A purchaser is liable for a \$250 penalty for misuse of a Certificate of Exemption. See the certificate for instructions on its proper use.

Every business that buys taxable tangible personal property from out-of-state vendors for storage, use, or consumption in North Carolina is required to obtain a Users or Consumers Use Tax Registration unless the business is registered for sales and use tax or has paid all taxes due on their purchases. Individuals making non-business purchases should remit the use tax due on their North Carolina Individual Income Tax Return and are not required to register.

## Machinery, Equipment, and Manufacturing Fuel Tax

Every manufacturing industry or plant, major recycling facility, research development company, and every contractor or subcontractor that performs contracts with a manufacturing industry or plant is required to register and remit the 1% tax with an \$80 maximum per article when purchasing mill machinery, mill machinery parts or accessories, or equipment for storage, use, or consumption in this State. Every manufacturing industry or plant that purchases fuel to operate that industry or plant is also required to register and remit the 1% tax on the sales price of fuel.

## Business Registration Application Instructions

**Step 1** - Complete Section I, Identifying Information. Use blue or black ink.

Line 1 Enter your Federal Employer's Identification Number. If you have applied for the number, but have not yet received it, enter "applied for" and furnish the number as soon as it is available. **Important:** Federal employer identification numbers are required of all partnerships. If the business is a proprietorship, enter the Social Security Number of the owner.

Line 3 If the business is a sole proprietorship, enter the name of the owner. If the business is a corporation or a LLC, enter the legal name. The legal name of the N.C. corporation or LLC is the name shown on the Articles of Incorporation or Articles of Organization filed with the Secretary of State. The legal name of an out-of-state corporation or LLC is the name shown on the Certificate of Authority issued by the Secretary of State. If the business is a partnership, enter the legal name of the partnership and list the partners' names in Item 11.

Line 4 Enter the trade name by which your business is known to the public.

Line 7 Enter the address of the actual business location, not the home address of an individual owner or a representative in N.C.

**Step 2** - Complete Section II if you are applying for an Income Tax Withholding Number.

**Step 3** - Complete Section III if you are applying for a Certificate of Registration, also known as a Sales and Use Tax Number, or for a Users or Consumers Use Tax Registration.

**Step 4** - Complete Section IV if you are applying for a number to remit the machinery, equipment, and manufacturing fuel tax.

**Step 5** - Sign the application and mail it to P.O. Box 25000, Raleigh, NC 27640-0100. The application must be signed by the owner, a partner, a corporate officer, or another authorized individual. Questions can be directed to 1-877-252-3052 (toll-free).

**NOTE** - The Department will assign you a withholding, sales and use tax, and machinery, equipment, and manufacturing fuel tax account number as appropriate, after this application is processed. Use the assigned number to make your tax payments. The amount of tax withheld or any sales tax collected is deemed by law to be held in trust by you for the State of N.C. Failure to remit or any misapplication of these funds to the Department of Revenue could result in criminal action.