



Wyoming Department of Revenue
 122 West 25th Street
 Cheyenne WY 82002-0110
<http://revenue.wyo.gov>



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Sales/Use Tax License Application

ALL LINES MUST BE COMPLETED IN ORDER TO PROCESS THIS APPLICATION

1. Ownership Name: _____ (1) _____
(federal identification number)
2. Date of **first** Sale / Service in Wyoming ____ / ____ / ____ Estimated Monthly Sales Volume \$ _____
3. DBA/Doing Business As Name: _____
4. Please check one of the following that best describes your ownership (spousal ownership is considered a partnership):
- | | | |
|------------------------------|---------------------------------------|----------------------|
| A. _____ Association/Club | B. _____ Corporation | C. _____ Individual |
| D. _____ Limited Partnership | E. _____ Limited Liability Company | F. _____ Partnership |
| G. _____ Other (explain) | Date and State of Incorporation _____ | |

Note: Corporations must provide evidence of registration with your home state or Wyoming Secretary of State's Office. Please contact the Wyoming Secretary of State's Office at 307-777-7311 with any questions regarding registration.

5. Mailing Address: _____
Street or PO Box City State Zip Code
6. Location Address: _____
Street City State Zip Code
7. Internet E-Mail Address: _____ @ _____
8. Business Phone Number: () _____ - _____ (800) _____ - _____ Fax No: () _____ - _____
9. Authorized Contact: _____ Phone Number: () _____ - _____
10. What Type of Sales does this business make? Retail ____ Wholesale ____ Service ____ Manufacturer ____
11. Describe specifically the type of products and/or services this business provides, (ex: auto parts, computers and/or auto repair, computer repair) give the percentage of each: total must equal 100%
- A. _____ % B. _____ % C. _____ %
12. Does this business sell "prepaid wireless communication access", (ex: calling cards, wireless phones, re-charge/reload of minutes or wireless service for a fixed period of time.) Yes _____ No _____
13. Does this business sell liquor? If yes, list your WY Liquor license number _____ Yes _____ No _____
14. Does this business provide lodging? Yes _____ No _____
15. Does this business have more than one lodging location? Yes _____ No _____
16. Is this business located within the boundaries of an incorporated city or town in Wyoming? Yes _____ No _____
17. Does this business sell cigarettes, cigars, snuff, or other tobacco products? Yes _____ No _____
18. Does this business sell propane, butane, liquefied gas, or compressed natural gas? Yes _____ No _____
19. Does this business ship/deliver products and/or service in any other WY city, town or county? Yes _____ No _____
20. Has this ownership ever had a Wyoming Sales/Use Tax License? Yes _____ No _____
21. Does this business have more than one location in Wyoming? Yes _____ No _____
22. If this business has more than one location do you prefer to consolidate the licenses? Yes _____ No _____
 If yes how many locations and their license numbers? _____

Note: Original Signature(s) are required for all ownership types. The business owner must sign for the individual ownership, all partners must sign for partnerships, one major officer for a Corporation, one member or manager for a Limited Liability Company and two partners for Limited Partnership. Attach an additional signature page if needed. Signatures must be original.

A. Print Name: _____ Signature _____
 Address: _____ City: _____ State _____ Zip _____
 Last four of SSN: _____ Title _____

B. Print Name: _____ Signature _____
 Address: _____ City: _____ State _____ Zip _____
 Last four of SSN: _____ Title _____

Don't forget! *To complete all lines of this application in its entirety, including all required signatures. *Include the \$60.00 non-refundable application fee. *Please make check payable to the Wyoming Department of Revenue. *For assistance completing the application please call (307) 777-5200.

Wyoming Sales Use Tax License Application Instructions

#	Requested Information	Description
1	Ownership Name	This is the name of the ownership of the business or the legal name of the business. It is the name of the corporation, LLC, partners in the partnership, or your name if you are a sole proprietor. Example: ABC Suppliers Inc.
1	(federal identification number)	This is the Federal Employer Identification Number issued by the IRS. Not all businesses are required to have an EIN. Please go to www.irs.gov for assistance in obtaining a FREE EIN .
2	Date of first Sale / Service in Wyoming	This is the date of your first sale transaction in Wyoming, or the date you will start your business. It can be a future date.
3	DBA/Doing Business As Name	This is the name people will use to identify your business. It is sometimes referred to as your trade name. It can be how you list your business in the telephone book or on business cards. Example: ABC Widgets and Gidgets.
4	Please check one of the following that best describes your ownership	This goes along with the Ownership name and should be consistent. If your ownership name is ABC Suppliers Inc, you should select Corporation. Date and State of Incorporation should be completed by all corporations and LLC's.
5	Mailing Address	The address we will use when mailing your tax returns, license certificate, quarterly newsletters and any time sensitive notices from us.
6	Location Address	This is the location of your business. It can not be a registered agent or virtual office address. If you do not have a physical storefront, it needs to be the address where your business records can be inspected or where your customer can return an item. It may be your home address if you run an online store, attend various craft shows, have a food truck, or similar businesses.
7	Internet E-mail Address	The email address that we may use to send forms or other requested information to you.
8	Business Phone Number	The phone number associated with your business, along with a toll free number or fax number if you have them.
9	Authorized Contact	A specific person we can call if we have questions about your account. Note that we can not share certain information with a non-authorized contact, so this person is crucial for timely resolution of issues associated with your account. Anyone who signs the Sales/Use Tax Application is an authorized contact.
10	What type of sales does this business make?	You may select more than one. Retail means a sale to the end user. Wholesale is a sale made to another business for them to sell to someone else. Service is labor. Manufacturer is to take materials and turn them into a different product (ie cloth into clothing, metal into dishes, wood into furniture).Please refer to our Exemption Certificate Bulletin .
11	Describe specifically the types of products or services this business provides...	If someone were to look up your business in the phone book, under which category would they look? Auto sales? Hairdresser? Restaurant? C-Store? Please refer to our Bulletin, "Are You A Vendor?"
12	Does this business sell prepaid wireless communications access...	Will you sell phone calling cards, prepaid cell phones, minute refills for pay as you go phones?
13	Does this business sell liquor?	Wyoming is an alcohol control state, so if you sell liquor, you must have applied for and received a liquor license from the Wyoming Department of Revenue, Liquor Division; please include the license number on your application.
14	Does this business provide lodging?	Do you provide overnight sleeping accommodations for transient guests? This includes hotels, motels, campgrounds, RV parks and guest rooms. Please review our Lodging Publication .
15	Does this business have more than one lodging location?	Each lodging location must have a separate license.
16	Is this business located within the boundaries of an incorporated city or town in Wyoming?	Are you within the city or town limits? Do you have your water or trash service through the city (inside boundaries), or do you have it through a third party (outside boundaries)?
17	Does this business sell cigarettes, cigars, snuff, or other tobacco products?	Do you sell products containing tobacco? (note that vaping supplies contain nicotine, not tobacco)

18	Does this business sell propane, butane, liquefied gas, or compressed natural gas?	Do you sell propane, butane, liquefied gas, or compressed natural gas?
19	Does this business ship/deliver products and/or service in any other WY city, town or county	Do you do business in a Wyoming county other than the one in which you are located, or if you are located out of state, do you ship or deliver products or services into any county in Wyoming? Please review our Sourcing Bulletin .
20	Has this ownership ever had a Wyoming Sales/Use Tax License?	Have you had a license with us before, or do you have another license currently with us?
21	Does this business have more than one location in Wyoming?	Does your business operate out of more than one location address in Wyoming?
22	If this business has more than one location do you prefer to consolidate the licenses?	Would you like to report all of the taxes owed by all of your business locations on a single tax return?
22	If yes, how many locations?	This helps us verify that we have attached all of your licenses to a single consolidated license. Please list all your licenses for your locations.
A B	Signature block	The name, address, signature and title of the responsible parties for the business. If a sole proprietor, we require the owner's signature and title. If a partnership, we require each partner's signature and title. If a corporation, we require at least one major officer's signature and title (President, Vice President, Treasurer, Secretary). If an LLC, we require at least one member or manager's signature and title. If a Limited Liability Partnership, we require signatures and titles of at least two partners.