



## **NCDOR Communication**

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## **NCDOR Introduces New Online Business Registration**

### *Special Version For Merchants*

The N.C. Department of Revenue introduced a new online business registration process for sales and withholding taxes today. This new process is easier, faster and more convenient than registering with the paper form.

Registering their business is one of the first steps new business owners take to meet their tax obligations in our state. Once a business registers, it receives a notice of registration. That notice includes a sales and use tax account identification number and, if applicable, a withholding number and a machinery, equipment and manufacturing fuel number. It can take as long as six weeks to receive the notice (and account numbers) if a business submits the paper form. Business owners who register online can receive their account numbers in minutes; the certificate of registration hard copy comes in the mail 2-3 weeks later.

This new online system is available through the department's [website](#). It performs the same function as the NC-BR form. A business owner can use the online registration or an employee or representative like an accountant or lawyer can use it.

Business owners who register online enter certain information about their business and submit it. Based on their information, many of them will receive their account numbers in minutes. The account number has nine digits and will appear on an approval screen that comes up after the information is submitted.

Turn to page 3 to see a screen shot of a completed registration.

Some businesses will not receive their account numbers immediately; their requests will require additional attention from DOR employees. In such cases, a different screen will appear with a pending approval message and a tracking number. Those requests will generally take an additional 2-3 weeks to process.

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Note for retailers: the 16-digit tracking number is not the account number. Retailers should make sure they don't mistakenly accept a 16-digit tracking number for a 9-digit account number.

Turn to page 3 to see a screen shot of an incomplete registration with a pending approval.

## **Paper Forms Still Available**

The NC-BR form is still available. Businesses can complete the paper version and submit it to the department's headquarters in Raleigh or one of its 12 service centers across the state. Copies of the form are available at any of the department's offices.

## **Questions, Or To Get More Information**

Please call the Taxpayer Assistance and Collections Center at 1-877-252-3052 if you have any questions about this issue.

# Online Business Registration Screen Shots

## A Completed Registration

**Confirmation of Registration**

Please print this screen for your records.

Your application has been submitted and accepted.

**Your confirmation number is 99093008000010**

Your name and account ID along with the tax types are listed below:

**Trade Name: Today's Taxes**  
**Owner's Name: Mister Taxpayer**

**Account ID: 600685393**

You registered for:

- Withholding Tax
- Sales and Use Tax

You will receive a written acknowledgement within ten business days along with general information and blank forms. Within 30 days you will receive booklet(s) with preprinted forms for each tax type listed above. The preprinted booklet(s) will arrive in separate mailings.

[exit](#)

Note The Account Number

## An Incomplete Registration

**Confirmation of Registration**

Please print this screen for your records.

We are unable to issue your account ID number at this time. Your application has been submitted for processing.

**Your tracking number is 98092908000034.**

You will receive your account ID number by mail within ten business days along with general information and blank forms. Within 30 days you will receive booklet(s) with preprinted forms for each registered tax type. The preprinted booklet(s) will arrive in separate mailings.

If you have not heard from the Department or received your account ID number within ten days, contact our Taxpayer Assistance Call Center toll-free at telephone number 1-877-252-3052 between the hours of 8:00 a.m. to 5:00 p.m. EST, Monday through Friday excluding holidays.

[exit](#)

Note The Tracking Number