

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

Office Use

--	--	--	--	--	--	--	--	--	--

**I. Identifying Information**

1. Federal Employer ID No.: \_\_\_\_\_ or Proprietor's Social Security No.: \_\_\_\_\_

2. Type of Ownership:  Proprietorship  Corporation  LLC  Partnership  LLP  Fiduciary  Other (Identify) \_\_\_\_\_  
 If a corporation, state of incorporation: \_\_\_\_\_ If Corporation or LLC, enter N.C. Secretary of State ID No., if applicable: \_\_\_\_\_

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 responsible persons (President, Treasurer, Chief Financial Officer, Manager, Primary Partners, other officers, etc.):

Name	Title	Social Security No.	Address

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

-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

-Do you pay compensation (other than wages) to an ITIN contractor for services performed in N.C.?  Yes  No

-Total amount you expect to withhold each month:  Less than \$250 (Quarterly)  \$250 - \$2,000 (Monthly)  more than \$2,000 (Semiweekly)

-If business is seasonal (six or fewer months), 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 or gross receipts be?  Retail (to users or consumers)  Wholesale (to registered merchants for resale)  Both Retail and Wholesale

-What kind of business are you engaged in? (Be specific) \_\_\_\_\_

-What accounting method will you use?\*  Cash  Accrual -Are you registering only to remit use tax on purchases?  Yes  No

-Will you provide and sell piped natural gas?  Yes  No -Will you provide and sell telecommunications services?  Yes  No

-Will you provide and sell electricity?  Yes  No -Will you provide and sell direct-to-home satellite services?  Yes  No

-Will you lease motor vehicles to others?  Yes  No -Will you provide and sell other video programming services?  Yes  No

-Will you sell new tires?  Yes  No -Will you provide and sell prepaid wireless telecommunications services?  Yes  No

-Will you sell new appliances?  Yes  No

-Amount of sales tax expected each month:  Less than \$100 (Quarterly)  \$100 - \$20,000 (Monthly)  More than \$20,000 (Monthly with Prepayment)

-If business is seasonal (six or fewer months), fill in circles for months of sales:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

\*Sales tax on telecommunications services and electricity must be reported on the accrual basis.

**IV. Machinery and Equipment Tax Section** - *Complete to apply for a number to remit tax on purchases of machinery and equipment.*

-Are you registering to remit tax on purchases of machinery and equipment to operate a manufacturing industry or plant, certain recycling purchases by a major recycling facility, or other items subject to tax pursuant to Article 5F?  Yes  No

-When will you begin making these purchases? \_\_\_\_\_

**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 single person with no withholding allowances unless the recipient provides an allowance 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.

**Compensation Paid to a Nonresident Individual or Nonresident Entity for Personal Services Performed in North Carolina:** 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.

**Compensation Paid to an ITIN Contractor:** If you pay non-wage compensation of more than \$1,500 during the calendar year to an ITIN contractor, you must withhold North Carolina income tax at the rate of 4% from the non-wage compensation. An ITIN contractor is a contractor who performs services in North Carolina for compensation other than wages and whose taxpayer identification number is an ITIN number instead of a social security number. An ITIN is issued by the Internal Revenue Services to a person who is required to have a taxpayer identification number but does not have and is not eligible to obtain a social security number.

**Reporting and Paying Withholding from Non-wage Compensation:** If you already have a wage withholding identification number, you should report and pay the non-wage withholding with your wage withholding. If you report only non-wage withholding, you must complete and file this form to obtain a withholding identification number. **For detailed instructions on reporting and paying tax withheld from wages, pensions, and other non-wage 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.dorncc.com](http://www.dorncc.com).**

**Sales and Use Tax**

Every person engaged in business as a retailer or wholesale merchant in this State or a facilitator liable for remittance of sales and use taxes, must obtain a Certificate of Registration. A Certificate of Registration issued by the Department contains the sales and use account ID issued by the Department. A Certificate of Registration allows the retailer or wholesale merchant to issue Form E-595E, Streamlined Sales and Use Tax Agreement Certificate of Exemption or the required data elements per N.C. Gen. Stat. § 105-164.28, to obtain tangible personal property, certain digital property or certain services at the time of purchase for resale without paying sales and use tax. A purchaser is liable for a \$250.00 penalty for misuse of the Certificate of Exemption per N.C. Gen. Stat. § 105-236(a)(5a). See Form E-595E instructions for the proper use of the form.

Every business that purchases taxable tangible personal property, certain digital property or certain services inside or outside this State for storage, use, or consumption in North Carolina where sales and use tax is not paid to the vendor at the time of purchase is required to obtain a Certificate of Registration to remit use tax due on the purchase price of such items unless the business is currently registered to remit sales tax. Individuals that purchase non-business items should remit any applicable sales and use tax due on their North Carolina Individual Income Tax Return and should not register with the Department to obtain a Certificate of Registration.

In addition to items subject to the general State and applicable local and transit rates of sales and use tax, a person engaged in business may register in this section to report and remit tax due on the following: gross receipts derived from sales of electricity or piped natural gas; gross receipts derived from providing telecommunications services and ancillary services or video programming; motor vehicle lease receipts; scrap tire disposal; and white goods (appliances) disposal.

**Machinery and Equipment Tax**

Every manufacturing industry or plant (including a contractor or subcontractor that performs contracts with a manufacturing industry or plant), major recycling facility, research development company, software publishing company, eligible datacenter, and industrial machinery refurbishing company 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.

**Business Registration Application Instructions**

**Step 1 -** Complete Section I, Identifying Information. Use your computer to complete this Web-Fill form in its entirety, print the completed form, and mail to the Department.

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 and equipment 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 and equipment 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.