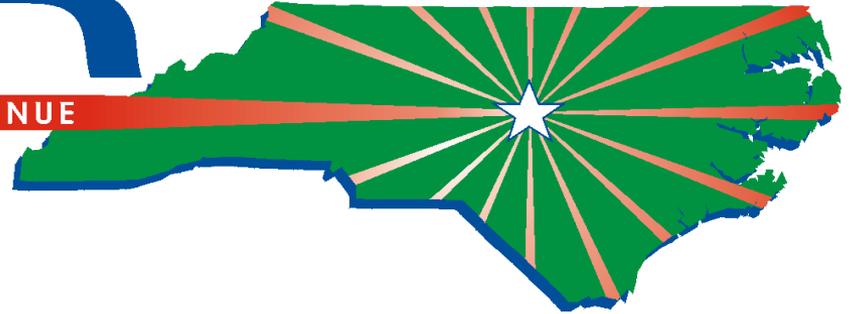


NORTH CAROLINA

NCDDOR

DEPARTMENT OF REVENUE



*Sales and Use Tax  
General Information,  
Registration, Collection and  
Reporting*

*January 24, 2014*

## *Disclaimer*

- Following information is general information
- Content should not be interpreted as specific tax advice for a specific tax situation

# *How to Locate Help/Information*

- Signup for eAlerts – [www.dornc.com](http://www.dornc.com)
- Headline Items
- Important Notices
- Annual Departmental Law Change Publication
- Annual Form E-505
- Directives, Technical Bulletins, Administrative Rules
- Interactive Voice Response (IVR) – FAQs (1-877-252-3052)
- Information for Businesses ([www.dornc.com](http://www.dornc.com))
- Professional CPAs, Accountants, Attorneys, etc.



# *Registering to Remit Sales and Use Tax*

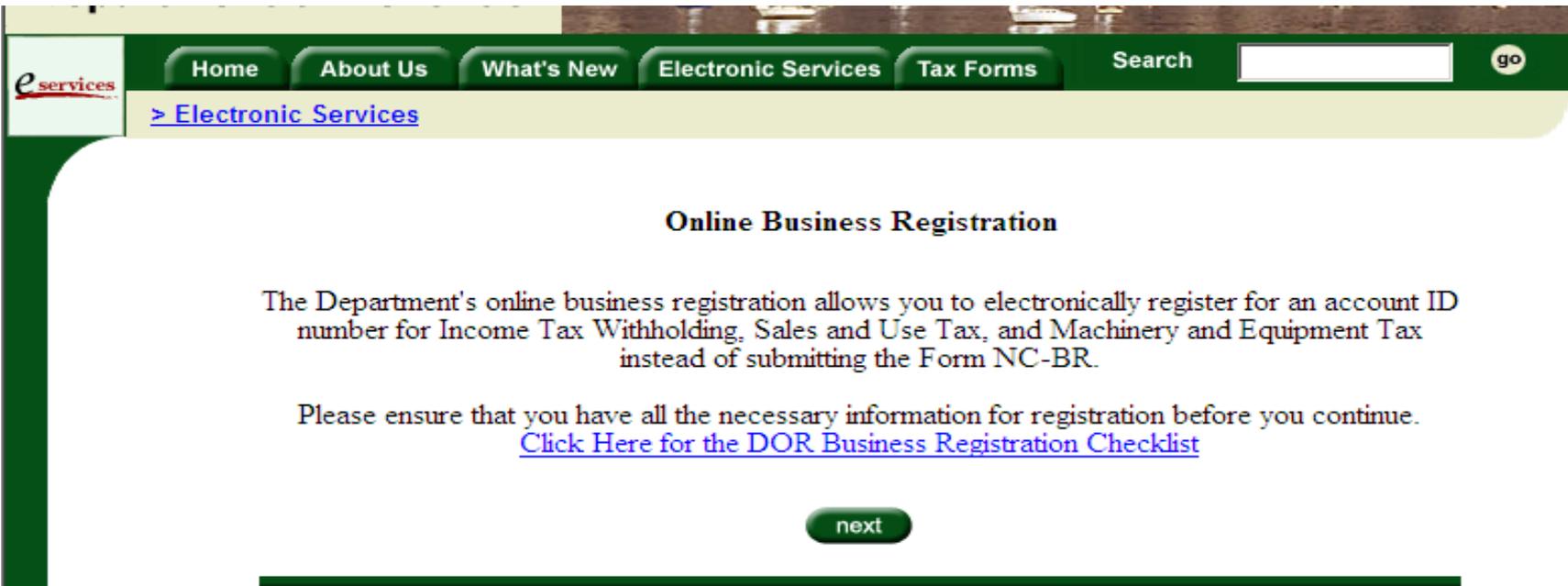
- **Online Registration (Quickest option)**

<http://www.dor.state.nc.us/electronic/registration/index.html>

- **Complete and Submit Form NC-BR**

[http://www.dor.state.nc.us/downloads/forms\\_fillin\\_ncbr.php?url=fillin/NCBR\\_webfill.pdf](http://www.dor.state.nc.us/downloads/forms_fillin_ncbr.php?url=fillin/NCBR_webfill.pdf)

# *Online Business Registration*



The screenshot shows a web browser interface. At the top left is the 'e services' logo. A navigation bar contains buttons for 'Home', 'About Us', 'What's New', 'Electronic Services', and 'Tax Forms'. To the right of these buttons is a search box with a 'go' button. Below the navigation bar, a breadcrumb trail shows '> Electronic Services'. The main content area is titled 'Online Business Registration'. It contains a paragraph explaining the online registration process, a warning to ensure necessary information is provided, and a link to a 'DOR Business Registration Checklist'. A 'next' button is located at the bottom of the content area.

**Online Business Registration**

The Department's online business registration allows you to electronically register for an account ID number for Income Tax Withholding, Sales and Use Tax, and Machinery and Equipment Tax instead of submitting the Form NC-BR.

Please ensure that you have all the necessary information for registration before you continue.  
[Click Here for the DOR Business Registration Checklist](#)

next



# Form NC-BR

NC-BR  
Web-File  
10-11

## 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 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 kind of business do you operate?  
 \_\_\_\_\_

-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 electricity?  Yes  No -Will you provide and sell telecommunications services?  Yes  No

-Will you lease motor vehicles to others?  Yes  No -Will you provide and sell direct-to-home satellite services?  Yes  No

-Will you sell new tires?  Yes  No -Will you provide and sell other video programming 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 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 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 or recycling equipment to operate a manufacturing industry or plant?  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.

Mail to: N.C. Department of Revenue, P. O. Box 25000, Raleigh, NC 27640-0100

## *Once Registered....*

- Department Issues Certificate of Registration - Account Identification Number/Sales and Use Tax ID
- Coupon Booklet/Blank Forms E-500, Sales and Use Tax Return Mailed
- Form E-505AC, Newly Registered Taxpayers Mailed

**REGISTERED**

## *Sales and Use Tax Rates*

■ Subject to the general State and local rates as of 4/1/2013

### ■ Rates

- ❖ 4.75% - State General Rate
- ❖ 2.00% - 75 Counties
- ❖ 2.25% - 25 Counties
- ❖ 0.50% - Durham, Mecklenburg, and Orange Counties



## Sales and Use Tax Rates Effective April 1, 2013

Listed below by county are the combined (4.75% State rate plus applicable local rates) sales and use tax rates in effect:

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alamance	6.75%	Franklin	6.75%	Pamlico	6.75%
Alexander	7%	Gaston	6.75%	Pasquotank	6.75%
Alleghany	6.75%	Gates	6.75%	Pender	6.75%
Anson	6.75%	Graham	6.75%	Perquimans	6.75%
Ashe	6.75%	Granville	6.75%	Person	6.75%
Avery	6.75%	Greene	7%	Pitt	7%
Beaufort	6.75%	Guilford	6.75%	Polk	6.75%
Bertie	6.75%	Halifax	7%	Randolph	7%
Bladen	6.75%	Harnett	6.75%	Richmond	6.75%
Brunswick	6.75%	Haywood	7%	Robeson	7%
Buncombe	7%	Henderson	6.75%	Rockingham	6.75%
Burke	6.75%	Hertford	7%	Rowan	7%
Cabarrus	7%	Hoke	6.75%	Rutherford	6.75%
Caldwell	6.75%	Hyde	6.75%	Sampson	7%
Camden	6.75%	Iredell	6.75%	Scotland	6.75%
Carteret	6.75%	Jackson	6.75%	Stanly	6.75%
Caswell	6.75%	Johnston	6.75%	Stokes	6.75%
Catawba	7%	Jones	6.75%	Surry	7%
Chatham	6.75%	Lee	7%	Swain	6.75%
Cherokee	6.75%	Lenoir	6.75%	Transylvania	6.75%
Chowan	6.75%	Lincoln	6.75%	Tyrrell	6.75%
Clay	6.75%	Macon	6.75%	Union	6.75%
Cleveland	6.75%	Madison	6.75%	Vance	6.75%
Columbus	6.75%	Martin	7%	Wake	6.75%
Craven	6.75%	McDowell	6.75%	Warren	6.75%
Cumberland	7%	Mecklenburg	7.25%*	Washington	6.75%
Currituck	6.75%	Mitchell	6.75%	Watauga	6.75%
Dare	6.75%	Montgomery	7%	Wayne	6.75%
Davidson	6.75%	Moore	6.75%	Wilkes	7%
Davie	6.75%	Nash	6.75%	Wilson	6.75%
Duplin	7%	New Hanover	7%	Yadkin	6.75%
Durham	7.5%*	Northampton	6.75%	Yancey	6.75%
Edgecombe	7%	Onslow	7%		
Forsyth	6.75%	Orange	7.5%*		

\* Includes the 0.50% transit county sales and use tax.



# *File and Pay Sales and Use Tax*

- E-500 Sales and Use Tax Return (Paper Form)
- E-500 Sales and Use E-File
- Sales and Use Electronic Data Interchange (EDI)
- Electronic Funds Transfer (EFT)
- E-Business Center

<http://www.dornc.com/electronic/business/index.html>





# *Exempt Purchases*

- Provide Vendor with Form – E595E, Streamlined Sales and Use Tax Agreement Certificate of Exemption

# Form E-595E, Page 1

**E-595E**  
 Web-Fill  
 12-09

## Streamlined Sales and Use Tax Agreement Certificate of Exemption

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

**1**  Check if you are attaching the Multistate Supplemental form.  
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.

**2**  Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_.

**3 Please print**  
 Name of purchaser \_\_\_\_\_  
 Business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Purchaser's tax ID number \_\_\_\_\_ State of issue \_\_\_\_\_ Country of issue \_\_\_\_\_  
 If no tax ID number, enter one of the following: FEIN \_\_\_\_\_ Driver's license number/State issued ID number \_\_\_\_\_ Foreign diplomat number \_\_\_\_\_  
 Name of seller from whom you are purchasing, leasing, or renting \_\_\_\_\_  
 Seller's address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**4 Type of business.** Check the number that describes your business.

<input type="checkbox"/> 01 Accommodation and food services	<input type="checkbox"/> 11 Transportation and warehousing
<input type="checkbox"/> 02 Agricultural, forestry, fishing, and hunting	<input type="checkbox"/> 12 Utilities
<input type="checkbox"/> 03 Construction	<input type="checkbox"/> 13 Wholesale trade
<input type="checkbox"/> 04 Finance and insurance	<input type="checkbox"/> 14 Business services
<input type="checkbox"/> 05 Information, publishing, and communications	<input type="checkbox"/> 15 Professional services
<input type="checkbox"/> 06 Manufacturing	<input type="checkbox"/> 16 Education and health-care services
<input type="checkbox"/> 07 Mining	<input type="checkbox"/> 17 Nonprofit organization
<input type="checkbox"/> 08 Real estate	<input type="checkbox"/> 18 Government
<input type="checkbox"/> 09 Rental and leasing	<input type="checkbox"/> 19 Not a business
<input type="checkbox"/> 10 Retail trade	<input type="checkbox"/> 20 Other (explain) _____

**5 Reason for exemption.** Check the letter that identifies the reason for the exemption.

<input type="checkbox"/> A Federal government (department) _____	<input type="checkbox"/> H Agricultural production # _____
<input type="checkbox"/> B State _____ government (name) _____	<input type="checkbox"/> I Industrial production/manufacturing # _____
<input type="checkbox"/> C Tribal government (name) _____	<input type="checkbox"/> J Direct pay permit # _____
<input type="checkbox"/> D Foreign diplomat # _____	<input type="checkbox"/> K Direct mail # _____
<input type="checkbox"/> E _____	<input type="checkbox"/> L Other (explain) _____
<input type="checkbox"/> F _____	
<input type="checkbox"/> G Resale # _____	

**6 Sign here.** I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser \_\_\_\_\_ Print name here \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Form E-595E, Page 2

Page 2  
 E-595E  
 Web-Fill  
 12-09

## Streamlined Sales and Use Tax Agreement Certificate of Exemption: Multistate Supplemental

Name of purchaser

State	Reason for exemption	Identification number (if required)
AR*		
IA		
IN		
KS		
KY		
MI		
MN		
NC		
ND		
NE		
NJ		
NV		
OH		
RI		
OK		
SD		
TN*		
UT		
VT		
WV		
WY		

\*SSUTA Direct Mail provision is not in effect for Arkansas and Tennessee.

# Form E-536, Schedule of County Sales and Use Taxes

E-536  
 Web-Fill  
 4-13

## Schedule of County Sales and Use Taxes North Carolina Department of Revenue

Account ID <input type="text"/>	Period Ending (MM-DD-YY) <input type="text"/>	Legal Name <input type="text"/>
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County and Code		County 2.00% Tax	County 2.25% Tax	Trans
Alamance	1	0.00		
Alexander	2	0.00	0.00	
Alleghany	3	0.00		
Anson	4	0.00		
Ashe	5	0.00		
Avery	6	0.00		
Beaufort	7	0.00		
Bertie	8	0.00		
Bladen	9	0.00		
Brunswick	10	0.00		
Buncombe	11	0.00	0.00	
Burke	12	0.00		
Cabarrus	13	0.00	0.00	
Caldwell	14	0.00		
Camden	15	0.00		
Carteret	16	0.00		
Caswell	17	0.00		
Catawba	18	0.00	0.00	
Chatham	19	0.00		
Cherokee	20	0.00		
Chowan	21	0.00		
Clay	22	0.00		
Cleveland	23	0.00		
Columbus	24	0.00		
Craven	25	0.00		
Cumberland	26	0.00	0.00	
Currituck	27	0.00		
Dare	28	0.00		
Davidson	29	0.00		
Davie	30	0.00		