

➔ **Do it all online:** File and pay your taxes.  
Manage your account(s).



## 1 — General Information

1a. Social Security Number (SSN)  
(required for individual sole proprietor)

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**Federal Employer Identification Number (EIN)**  
(required for all entities other than sole proprietor)

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**1b. Existing Sales Tax Account Number**  
(required for all accounts, if issued)

[illegible]

**1c. Name of Legal Entity - PRINT** If you are a **sole proprietor**, write your name here

Daytime phone number
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Cell phone number
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Legal entity's street address	City	County	State	Foreign country (if not U.S.)	ZIP Code
Legal entity's mailing address	City	County	State	Foreign country (if not U.S.)	ZIP Code
Business website address (URL)		Email address			

### 1d. Certain Sales Activities

Mark “yes” for each question below that applies to any of the locations you are reporting:

- a. Will you have sales of **grocery food**? ..... ☐ Yes ☐ No
- b. Will you sell motor vehicles, aircraft, watercraft, manufactured homes, modular homes or mobile homes in municipalities imposing the resort communities tax or the state correctional facility tax? ..... ☐ Yes ☐ No
- c. Will you have retail sales of new tires? ..... ☐ Yes ☐ No
- d. Are you a restaurant? ..... ☐ Yes ☐ No
- e. Will you offer rentals of motor vehicles (12,000 pounds or less) or off-road/recreational vehicles for 30 days or less? ..... ☐ Yes ☐ No
- If yes, what type(s) of vehicles will you rent? ..... ☐ Motor vehicles ☐ Off-road/recreational vehicles

## 2 — Additional/New Business Locations

**DBA/Business Name** Business or trade name at this physical location

Business start date for this location
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Physical street address of business (P.O. Box not acceptable)

Business telephone number	
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City

County
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State	
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ZIP code

**Required:** Local Utah government issuing business license for this location

**Business Description** If business or product is different from main business location, describe here for this location

**Lodging Services:** Will you provide motel, hotel, trailer court, campground or other lodging services at this location?

☐ Yes ☐ No

Office Use Only

County		
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City Code			
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SIC Code				
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USTC SIC				
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NAICS						
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a. G      b. X      c. W      d. T      e. F      f. L

<b>DBA/Business Name</b> Business or trade name at this physical location		Business start date for this location		<b>Office Use Only</b>  County <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  City Code <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  SIC Code <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  USTC SIC <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  NAICS <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  a. G    b. X    c. W    d. T    e. F    f. L	
Physical street address of business (P.O. Box not acceptable)		Business telephone number			
City	County	State	ZIP code		
<b>Required:</b> Local Utah government issuing business license for this location					
<b>Business Description</b> If business or product is different from main business location, describe here for this location					
<b>Lodging Services:</b> Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No					

  

<b>DBA/Business Name</b> Business or trade name at this physical location		Business start date for this location		<b>Office Use Only</b>  County <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  City Code <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  SIC Code <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  USTC SIC <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  NAICS <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>  a. G    b. X    c. W    d. T    e. F    f. L	
Physical street address of business (P.O. Box not acceptable)		Business telephone number			
City	County	State	ZIP code		
<b>Required:</b> Local Utah government issuing business license for this location					
<b>Business Description</b> If business or product is different from main business location, describe here for this location					
<b>Lodging Services:</b> Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No					

### 3 — Authorized Signature

**Signature of Authorized Applicant or Owner** (Application will not be accepted without original signature)

Date



## Additional Business Locations for Sales Tax Accounts

### General Information

Use this form to register additional business locations for a new or existing sales tax account.

Do not use this form to register new cigarette, tobacco or e-cigarette locations.

Instead, login to **tap.utah.gov** and use form TC-69, or scan this QR Code and follow the instructions:



### Instructions

- 1a. You must provide a valid Social Security Number or Federal Employer Identification Number.
- 1b. If you are already registered with the Tax Commission and you are adding locations to an existing sales tax account, you must also provide your Sales Tax Account Number.
- 1c. You must provide the legal entity's name, daytime phone number, cell phone number, street address (PO Box not acceptable), mailing address, website and email.
2. You must provide all information for each location:
  - DBA/business name
  - Business telephone number
  - Business physical street address, city, county, state and Zip Code
  - Local government issuing business license
  - Business description, if business or product is different than at the main business location
3. An authorized applicant or owner must sign this form.

Return the completed form to the Tax Commission at the following address:

**Master Records**  
**Utah State Tax Commission**  
**210 North 1950 West**  
**Salt Lake City, UT 84134-3310**    Or fax to: **801-297-3573**