



→ **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)

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

Diagram showing three sets of three empty boxes each, separated by minus signs. The first set is aligned to the left of the first minus sign, the second set to the left of the second minus sign, and the third set to the right of the second minus sign.

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

S T C

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

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		
Physical street address of business (P.O. Box not acceptable)		Business telephone number		
City	County	State	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?				
<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Office Use Only				
County	<input type="text"/>			
City Code	<input type="text"/>			
SIC Code	<input type="text"/>			
USTC SIC	<input type="text"/>			
NAICS	<input type="text"/>			<input type="text"/>
a. G b. X c. W d. T e. F f. L				

► DBA/Business Name Business or trade name at this physical location		Business start date for this location		Office Use Only County <input type="text"/> <input type="text"/> City Code <input type="text"/> <input type="text"/> <input type="text"/> SIC Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USTC SIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> NAICS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Physical street address of business (P.O. Box not acceptable)		Business telephone number							
City	County	State	ZIP code	a. G	b. X	c. W	d. T	e. F	f. L
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									
<hr/> <hr/>									
Lodging Services: Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No									
► DBA/Business Name Business or trade name at this physical location		Business start date for this location		Office Use Only County <input type="text"/> <input type="text"/> City Code <input type="text"/> <input type="text"/> <input type="text"/> SIC Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USTC SIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> NAICS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Physical street address of business (P.O. Box not acceptable)		Business telephone number							
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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									
<hr/> <hr/>									
Lodging Services: 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

SIGN HERE 

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**