

**FILE LAYOUT FOR BUSINESS TAX REGISTRATION**  
(FORMATTED AS A FIXED WIDTH, TEXT FILE)

APPLICATION QUESTION	FIELD NAME	COMMENTS	REQUIRED INFORMATION
1. INDICATE THE CLASSIFICATION IN WHICH YOU ARE REGISTERING.	CLASSIFICATION	1, 2, 3, 4, 5 CAN NOT BE BLANK	YES
SEE LIST AT BOTTOM OF PAGE FOR CLASSIFICATION 1 CLASS IDENTIFIER LIST	CLASS IDENTIFIER	IF CLASSIFICATION IS 1 THEN CHOOSE A, B, C, D; IF CLASSIFICATION IS NOT 1 THEN THIS FIELD IS BLANK	YES IF CLASSIFICATION IS 1, OTHERWISE IS BLANK.
2. REASON FOR APPLYING:	TRANSACTION TYPE	1. NEW BUSINESS 2. ADDITIONAL LOCATION 3. PURCHASE OF EXISTING BUSINESS	YES, DEFAULT TO 1 IF NOT POPULATED.
3. DATE BUSINESS BEGAN IN TENNESSEE AT THIS LOCATION:	EFFECTIVE DATE OF LICENSE	CCYY-MM-DD FORMAT	YES
4. BUSINESS NAME	BUSINESS NAME	DOING BUSINESS AS NAME (DBA)	YES
EXACT LOCATION STREET, HIGHWAY	LOCATION ADDRESS LINE 1	PHYSICAL LOCATION OF BUSINESS CAN NOT BE BLANK	YES
CITY	LOCATION CITY	CAN NOT BE BLANK	YES
STATE	LOCATION STATE	CAN NOT BE BLANK	YES
ZIP CODE	LOCATION ZIP CODE BASE	CAN NOT BE BLANK	YES
5. BUSINESS MAILING ADDRESS NAME (ENTER LEGAL NAME, IF DIFFERENT)	LEGAL NAME	IF NOT INDIVIDUAL GIVE LEGAL NAME OF BUSINESS	YES IF POPULATED
P.O. BOX, STREET, ROUTE, OR HIGHWAY	MAILING ADDRESS LINE 1	CAN NOT BE BLANK	YES
CITY	MAILING CITY	CAN NOT BE BLANK	YES
STATE	MAILING STATE	CAN NOT BE BLANK	YES
ZIP CODE	MAILING ZIP CODE BASE	CAN NOT BE BLANK	YES
6. COUNTY IN WHICH BUSINESS IS LOCATED; IS BUSINESS LOCATED WITHIN A CITY LIMITS	LOCATION SITUS	SITUS OF THE LOCATION ADDRESS OF THE BUSINESS, IE: CITY OR COUNTY WHICH ISSUED THE LICENSE. CAN NOT BE BLANK	YES
7. BUSINESS TELEPHONE NUMBER	BUSINESS PHONE NUMBER	NUMERIC WITHOUT DASHES OR PARENTHESIS, INCLUDE AREA CODE	YES
BUSINESS FAX NUMBER	BUSINESS FAX NUMBER	NUMERIC WITHOUT DASHES OR PARENTHESIS, INCLUDE AREA CODE	YES IF POPULATED
8. CONTACT PERSON'S NAME	MAILING ADDRESS LINE 2	ATTENTION LINE	YES IF POPULATED
CONTACT EMAIL ADDRESS	EMAIL ADDRESS	EMAIL ADDRESS FOR ACCOUNT	YES IF POPULATED
9. ENTER FEDERAL EMPLOYER'S IDENTIFICATION #	ENTITY ID	FEIN, MUST BE NUMERIC AND POPULATED UNLESS ONE OF THE CHECK BOXES IS MARKED FOR APPLIED FOR OR NOT REQUIRED.	YES
FEIN APPLIED FOR		IF MARKED = Y OTHERWISE DEFAULT TO N	YES IF POPULATED
FEIN NOT REQUIRED		IF MARKED = Y OTHERWISE DEFAULT TO N	YES IF POPULATED

10. CURRENT SALES TAX NUMBER FOR THIS BUSINESS LOCATION	REVENUE ACCOUNT NUMBER	IF KNOWN, OTHERWISE IS ZERO	YES IF POPULATED
APPLIED FOR		IF MARKED = Y OTHERWISE DEFAULT TO N	YES IF POPULATED
NOT REQUIRED		IF MARKED = Y OTHERWISE DEFAULT TO N	YES IF POPULATED
11. TYPE OF OWNERSHIP (SELECT ONE)	TYPE OF OWNERSHIP	PROPRIETORSHIP = 120; HUSBAND/WIFE = 140; OTHER 200; PARTNERSHIP = 210; CORPORATION = 070; LIMITED LIABILITY COMPANY = 160	YES
12. TENNESSEE SECRETARY OF STATE IDENTIFICATION #, IF APPLICABLE	SOS NUMBER	MUST BE NUMERIC OR ZEROS.	YES IF POPULATED
13. DESCRIBE THE BUSINESS ACTIVITY AT THIS LOCATION, STATING THE MAJOR PRODUCTS AND/OR SERVICES SOLD:	BUSINESS ACTIVITY	FREEFORM TEXT OF BUSINESS ACTIVITY.	YES
14. IDENTIFY OWNERS, OFFICERS, OR PARTNERS (1) NAME	OWNER LEGAL NAME	MUST BE POPULATED OWNER HAS FEIN	YES
	OWNER 1 LAST NAME	MUST BE POPULATED IF OWNER HAS SSN	YES
	OWNER 1 FIRST NAME	MUST BE POPULATED IF OWNER HAS SSN	YES
	OWNER 1 MIDDLE INITIAL	OPTIONAL (ONLY POPULATED IF OWNER HAS SSN)	YES IF POPULATED
HOME TELEPHONE #	OWNER 1 PHONE NUMBER	NUMERIC WITHOUT DASHES OR PARENTHESIS, INCLUDE AREA CODE	YES
INDICATOR FOR SSN OR FEIN	ID INDICATOR FOR OWNER 1	1 FOR FEIN, 2 FOR SSN	YES
SOCIAL SECURITY # OR FEDERAL EIN	OWNER 1 ENTITY ID	SSN OF OWNER, MUST BE NUMERIC	YES
HOME ADDRESS (DO NOT USE P.O. BOX #)	OWNER 1MAILING ADDRESS LINE 1	CAN NOT BE BLANK IF OWNER 1 POPULATED.	YES
CITY	OWNER 1 MAILING CITY	CAN NOT BE BLANK IF OWNER 1 POPULATED.	YES
STATE	OWNER 1MAILING STATE	CAN NOT BE BLANK IF OWNER 1 POPULATED.	YES
ZIP CODE	OWNER 1 MAILING ZIP CODE BASE	CAN NOT BE BLANK IF OWNER 1 POPULATED.	YES
MEMBER/OFFICER/ETC	OWNER TYPE	1=MEMBER, 2=OFFICER, 3=PARTNER, 4=INDIVIDUAL, 5=COMPANY	YES
(2) NAME	OWNER 2 LEGAL NAME	REQUIRED (IF OWNER 2 HAS FEIN)	YES IF POPULATED
	OWNER 2 LAST NAME	REQUIRED (IF OWNER 2 HAS SSN)	YES IF POPULATED
	OWNER 2 FIRST NAME	REQUIRED (IF OWNER 2 HAS SSN)	YES IF POPULATED
	OWNER 2 MIDDLE INITIAL	OPTIONAL	YES IF POPULATED
HOME TELEPHONE #	OWNER 2 BUSINESS PHONE NUMBER	NUMERIC WITHOUT DASHES OR PARENTHESIS, INCLUDE AREA CODE, IF OWNER 2 POPULATED	YES IF OWNER 2 IS POPULATED

INDICATOR FOR SSN OR FEIN	ID INDICATOR OWNER 2	1 FOR FEIN, 2 FOR SSN	YES IF OWNER 2 IS POPULATED
SOCIAL SECURITY # OR FEDERAL EIN	OWNER 2 ENTITY ID	SSN OF OWNER, MUST BE NUMERIC	YES IF OWNER 2 IS POPULATED
HOME ADDRESS (DO NOT USE P.O. BOX #)	OWNER 2 MAILING ADDRESS LINE 1	CAN NOT BE BLANK IF OWNER 2 POPULATED.	YES IF OWNER 2 IS POPULATED
CITY	OWNER 2 MAILING CITY	CAN NOT BE BLANK IF OWNER 2 POPULATED.	YES IF OWNER 2 IS POPULATED
STATE	OWNER 2MAILING STATE	CAN NOT BE BLANK IF OWNER 2 POPULATED.	YES IF OWNER 2 IS POPULATED
ZIP CODE	OWNER 2 MAILING ZIP CODE BASE	CAN NOT BE BLANK IF OWNER 2 POPULATED.	YES IF OWNER 2 IS POPULATED
MEMBER/OFFICER/ETC	OWNER TYPE	1=MEMBER, 2=OFFICER, 3=PARTNER, 4=INDIVIDUAL, 5=COMPANY	YES IF OWNER 2 IS POPULATED
	TRANSMITTER ID	SITUS OF THE CITY OR COUNTY TRANSMITTING FILE, IF VENDOR THEN 4 DIGIT VENDOR CODE FROM REVENUE.	YES

### CLASSIFICATION 1

### CLASS IDENTIFIER

DETERMINED BY DOMINATE SALES

Food or beer generally destined for home preparation and consumption, except person engaged in the retail sales of delicatessens and candy; services preformed by food brokers and gasoline and diesel fuel sold at wholesale	<b>A</b>
Lumber, building materials, tools, builders hardware, paint and glass, electrical supplies, roofing materials, farm equipment, plumbing heating and air condition equipment, other basic lines of hardware, gasoline, diesel fuel, except sales covered by (D), and other sales of tangible personal property by person operating service stations, except sales of gasoline, diesel fuel and motor oils.	<b>B</b>
Hay, grain, feed, fertilizer, seeds, bulbs, nursery stock and other farm, lawn and garden supplies and tools.	<b>C</b>
Gasoline, diesel fuel and motor oils sold at retail	<b>D</b>