

**WISCONSIN DEPARTMENT OF REVENUE  
DIVISION OF INCOME, SALES, AND EXCISE TAX**

**NOTICE OF PROPOSED GUIDANCE DOCUMENTS**

Pursuant to sec. 227.112, Wis. Stats., the Wisconsin Department of Revenue, Division of Income, Sales, and Excise Taxes hereby seeks comment on the proposed guidance document listed in the table below.

**SUBMITTING PUBLIC COMMENTS**

Public comments on proposed or adopted guidance documents may be submitted online at: <https://www.revenue.wi.gov/Pages/contactUs/proposed-Guidance.aspx>.

**DEADLINE FOR SUBMISSION**

The period for public comment for proposed guidance documents ends 21 days after publication in the Administrative Register, unless the Governor approves a shorter commenting period.

<b>Document Number</b>	<b>Document Title</b>
<b>100145</b>	Business Tax Online Registration - Common Questions

State of Wisconsin  
Department of Revenue

## Business Tax Online Registration

**This is a proposed guidance document. The document has been submitted to the Legislative Reference Bureau for publication in the Administrative Register for public comment as provided by sec. 227.112(1), Wis. Stats.**

1. How long will it take to get my permit/certificate if I use the department's Business Tax Online Registration?
2. How will I be notified of my permit/certificate number?
3. How do I pay my application fee?
4. How do I locate the proper NAICS Code?
5. What county do I choose if I am from out-of-state?
6. How will I know the department has received my completed application?
7. What do I do if I am unable to complete my application?
8. Why am I required to enter my social security number and/or federal employer identification number?
9. Can I register to file and pay my taxes online at the same time?
10. What if I previously held a permit/certificate and would like to reactivate that account?
11. What if I don't have a Federal Employer Identification Number (FEIN)?

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**1. How long will it take to get my permit/certificate if I use the department's Business Tax Online Registration?**

In most cases, you will receive an email containing your new account number(s) the same day you register. You will receive a registration packet, including the permit/certificate, within 7 to 10 business days.

**2. How will I be notified of my permit/certificate number?**

In most cases, you will receive an email containing your new account number(s) the same day you register. Permits/certificates will arrive in 7 to 10 business days via U.S. mail.

### **3. How do I pay my application fee?**

You can pay the fee electronically at the time of registration through bank direct debit or by credit card.

If you use the 'Bill Me' option, you will receive a Notice of Amount Due for the fee with your registration packet within 7 to 10 days after the registration process. Payment options will be listed on the bill.

### **4. How do I locate the proper NAICS Code?**

If you do not know your NAICS code, click on the 'NAICS Code' hyperlink to open a search window. Enter a key word that describes your primary business and click 'Search'. You will be presented with one or more codes. Click on the code that best describes your primary business activity to fill the NAICS code field.

If you know your NAICS code, enter it in the 'NAICS Code' field and press enter. You will be presented with a brief description of the code you entered. If the description matches your primary business activity, go on to the next step of the registration process.

### **5. What county do I choose if I am from out-of-state?**

At the bottom of the list of counties is a choice titled, 'Not In Wisconsin'.

### **6. How will I know the department has received my completed application?**

Once you successfully complete and submit your application, you will receive a confirmation message and number indicating we received your application. This is **NOT** your tax account number. It is only used for purposes of tracking your registration if you have questions. In most cases, you will receive your account number(s) by email the same day you register.

### **7. What do I do if I am unable to complete my application?**

If you are unable to complete the application for any reason, click the 'Save' button in the bottom left corner of the page. An email address is required to save the application. You will be given instructions on how to finish the application at a later time. Print a copy of the instructions for your records.

You may also contact the Department of Revenue at (608) 266-2776 for assistance.

### **8. Why am I required to enter my social security number and/or federal employer identification number?**

The department requires this information to ensure proper identification and avoid duplicate registrations.

### **9. Can I register to file and pay my taxes online at the same time?**

During the registration process, you will be asked for contact information in case the department needs further information to complete your application. If you answer 'Yes' to the question, 'Are you the person who will use My Tax Account for this business and review access requested to others?', you will be asked to complete the [My Tax Account](#) registration, the department's online application for filing and paying business taxes.

**10. What if I previously held a permit/certificate and would like to reactivate that account?**

If you previously held a permit/certificate and would like to reactivate that permit/certificate, you cannot use the Business Tax Online Registration system. You can use [My Tax Account](#) to submit a request to reactivate your account or send a written request by email or mail.

**11. What if I don't have a Federal Employer Identification Number (FEIN)?**

The department's [Business Tax Online Registration](#) system requires a FEIN for most entities that are applying for a permit/certificate. To apply for a FEIN, contact the IRS at (800) 829-1040 or [irs.gov](#).

For additional information see our [Business Tax Registration](#) Common Questions.

## Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of November 4, 2019: Section 73.03, Wis. Stats., and sec. Tax 2.986, Wis. Adm. Code.

Laws enacted and in effect after November 4, 2019, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to November 4, 2019, that is contrary to the information in this document is superseded by this document, pursuant to sec. 73.16(2)(a), Wis. Stats.

### FOR QUESTIONS OR COMMENTS CONTACT:

MS 3-14

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