

## **\*Attention\***

In accordance with H.B. 562, effective January 2009, the Ohio Department of Taxation began mandatory electronically filing of sales tax returns. It states that each person who has or is required to have a vendor's license shall make and file a return using electronic means. The primary system of use is the Ohio Business Gateway (OBG) and secondary is the Ohio TeleFile system.

As vendors are required to file returns electronically, we strongly recommend that you apply for the vendor account electronically through OBG. This will prepare you for filing by having the OBG registration process completed, and filing of the return will be limited to a log-in and completion of the return.

Please use the link below to obtain your vendor's account immediately through the OBG.

<https://ohiobusinessgateway.ohio.gov/>

If you require assistance, the following link will provide a Self Help eLibrary with video tutorials, including "Register to Use OBG" and "Sales Tax Registration."

[http://www.tax.ohio.gov/self\\_help/self\\_help\\_obg.aspx](http://www.tax.ohio.gov/self_help/self_help_obg.aspx)

**\*Note:** The processing of a paper application may take up to six weeks. If you wish to complete the application through the mail, please use the link below to obtain a copy of the paper application for the appropriate account type.

[http://www.tax.ohio.gov/portals/0/sales\\_and\\_use/st\\_st1t12\\_09.pdf](http://www.tax.ohio.gov/portals/0/sales_and_use/st_st1t12_09.pdf)



**Department of Taxation**

P.O. Box 182215  
Columbus, OH 43218-2215  
(888) 405-4089



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**Application for  
Transient Vendor's License**

Vendor's license no.        
(For department use only)

Federal employer identification no.

Social Security no. / ITIN

Ohio corporate charter no. / certificate no.

1. Check type of ownership: (10) Sole owner  (20) Partnership  (30) Corporation  (150) Nonprofit   
(50) LLC  (70) LLP  (80) LTD  Other (please specify) \_\_\_\_\_

2. When did you or will you begin making taxable sales in Ohio? (MM/DD/YY) \_\_\_\_\_

3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed place of business? Yes  No

4. Provide NAICS code and state nature of business activity \_\_\_\_\_ (For the most current listings, search NAICS on our Web site at [tax.ohio.gov](http://tax.ohio.gov).)

5. Legal name \_\_\_\_\_  
(Corporation, sole owner, partnership, etc.)

6. Trade name or DBA \_\_\_\_\_

7. Primary address \_\_\_\_\_  
Address of corporation, sole owner, partnership, etc. City State ZIP code

Business phone no.

Fax no.

Secondary phone no.

8. Mailing address \_\_\_\_\_  
(If different from above) City State ZIP code

9. How much sales tax do you expect to collect each month? Less than \$200  \$200 or greater

10. If you operate as a corporation or partnership, list appropriate names, addresses and identification numbers below.

Title Name Street City State ZIP code

SSN / ITIN / FEIN

Title Name Street City State ZIP code

SSN / ITIN / FEIN

Title Name Street City State ZIP code

SSN / ITIN / FEIN

11. Name, phone number, fax number and e-mail address of individual the department should contact regarding this account

Name

Phone no.

Fax no.

E-mail address

Date

Signature of applicant

**Fee for this license – \$25 (made payable to Ohio Treasurer of State).** Send the original application and \$25 fee to the address above.

**Federal Privacy Act Notice**

Because we require you to provide us with a Social Security number, the *Federal Privacy Act of 1974* requires us to inform you that providing us with your Social Security number is mandatory. Ohio Revised Code sections 5703.05, 5703.057 and 5747.08 authorize us to request this information. We need your Social Security number in order to administer this tax.