



Commonwealth of Kentucky

# Kentucky Business One Stop

Manage My Business

Release 2.6  
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# 1 My Businesses

For businesses in the 'My Businesses' grid, clicking on the business name or CBI Number displays information on file with the Office of the Secretary of State and/or the Department of Revenue.

The screenshot displays the 'My Businesses' section of the Kentucky Business One Stop Portal. At the top, there are navigation tabs for 'My Businesses', 'Submissions in Progress', and 'My ABC Licenses'. Below these is a search interface with two input fields: 'Search by partial Business Name' and 'Search by CBI'. A table lists one business: 'Beaufort Washateria, Limited Liability Co' with a CBI number of '0162901156'. Below the table are several action buttons: 'Manage Business/Tax Accounts | File an Annual Report | Tax Filing', 'Register a new business', 'Link My Business', and 'Manage Permissions'. A sidebar on the right titled 'Other Services' includes links for 'Kentucky Online Gateway (KOG)', 'Request Access', and 'Unemployment Insurance'. The footer contains links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', along with the Kentucky logo and copyright information.

## 1.1 Business Summary

When you click the business name or CBI Number in the 'My Businesses' grid, a business summary page appears. The content varies depending on whether the business has completed business registration and/or tax registration.

### 1.1.1 Business Summary Default View

If you see the 'Business Administration' tab in the default view then you have registered your business with the Office of the Secretary of State. If you see the 'Tax Administration' tab **only**, then you have registered only with the Department of Revenue.

**Beaufort Washateria, Limited Liability Co**  
Limited Liability Company  
CBI: 0162901156

Business Administration (Secretary of State) | Tax Administration (Department of Revenue) | Obligations (Online Filings Due) | Permissions (Assigned Roles)

**Filing Details**

Country Of Incorporation	State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing
United States	Kentucky	04/16/2019	04/16/2019		1100025	Active	Good

**Principal Office Address**  
100 Pickney Point  
Beaufort, South Carolina 29902  
United States

**Associations**

Full Name	Title	Address
Dutch G Daniel	Registered Agent	100 Beaufort Ave, Frankfort, KY - 40601 Franklin, United States
Dutch G Daniel	Organizer	

One Stop displays basic information about the business with tabular views to review the business filing details and business associations on file with the Office of the Secretary of State as well as tax information on file with the Department of Revenue.

### 1.1.2 Business Registration Only

As in the default view above, if you are registered with the Secretary of State only, you will have a view of the business filings and any manage options that are available to perform on the business. Once you click on the 'Tax Administration' tab, and have NOT registered for taxes with the Department of Revenue, then you will see the "Register for a Tax Account" link that you can click on to begin the process.

**South Carolina Distributors Ltd.**  
Profit Corporation  
CBI: 0245838502

Business Administration (Secretary of State) | Tax Administration (Department of Revenue) | Permissions (Assigned Roles)

**+ Register for a Tax Account**  
This business has not yet registered for tax accounts with the Kentucky Department of Revenue. Click "Register for a Tax Account" to begin the process. If this business already has tax accounts assigned that are not displayed here, contact the Department of Revenue at 502-564-5053.

**Note** When registration with the Office of the Secretary of State is required before registration with the Department of Revenue, One Stop does not assign tax accounts until the Business Registration is approved.

If tax registration has been submitted and is 'Awaiting Approval', the Department of Revenue is reviewing the submission. You do not need to do anything.

### 1.1.3 Tax Registration Only

If you see the 'Tax Administration' tab on the business summary page (and not Business Administration tab), then the business is registered with the Department of Revenue and NOT with the Secretary of State.

The screenshot shows the 'Tax Administration' section for 'Rockefeller's Tobacco Limited Liability Company'. The page includes a search bar, navigation tabs for 'Tax Administration', 'Obligations', and 'Permissions', and a 'Details' section with a table of tax accounts.

Accounting Method	Accounting Period	Accounting Period End Date
CASH	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)	December 31

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	Action
Employer's Withholding Tax	000978315	669 Chamberlin Ave, Frankfort, Franklin, Kentucky, United States, 40601	--	ACTIVE	N/A	<a href="#">View Details</a>
Sales and Use Tax	000874029	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	<a href="#">Enroll</a>	<a href="#">View Details</a>
Corporation Income Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Limited Liability Entity Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Kentucky Nonresident Income Tax Withholding on Distributive Share Income Tax	040038295	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>

**Note** Not all businesses must register with the Office of the Secretary of State.

One Stop displays basic information about the business and the user can navigate within the tabular views to see other tax information on file with the Department of Revenue.

### 1.1.4 Cigarette/Tobacco Products Licenses

If you did not register for 'Tobacco Tax' with the Department of Revenue when registering for taxes and you click on the 'Tax Administration' tab and then on the 'Cigarette/Tobacco Products Licenses' tab, then you will see the 'Apply for a License' link that you can click on to begin the process.

**Beaufort Tobacco Tax**  
Professional Services Corporation  
CBI: 0245338123

Tax Administration (Department of Revenue) | Permissions (Assigned Roles)

Details Change Business Name Change Accounting Period

Taxing Election	FEIN	Accounting Method	Accounting Period	Accounting Period End Date
S-Corporation	381350498	CASH	52 / 53 WEEK FISCAL YEAR	March, Wednesday

Tax Accounts | Responsible Parties | Cigarette/Tobacco Products Licenses

+ Apply for a License  
This business is not currently registered for a Cigarette or Tobacco License with the Kentucky Department of Revenue. To obtain a License, click "Apply for a License" to begin the registration process.

If a tax registration, which also included Tobacco Tax, was submitted and is 'Awaiting Approval', the Department of Revenue is reviewing the submission. You do not need to do anything.

### 1.1.5 Obligations

The 'Obligations' tab shows all of the 'Online Filings Due' on a business. There are two types of online filings: 1) 'Online Tax Filings' are filings due for tax accounts on your business which can be viewed and paid through eFile by clicking on the 'File Taxes' button 2) The 'Excise Tax System' is for filings due on Cigarette/Tobacco Licenses which can be viewed and paid through the Kentucky Excise Tax System by clicking on the 'File Tobacco Taxes' button.

**Astor Fur Traders P.B.C.**  
Profit Corporation  
CBI: 0245844538

Business Administration (Secretary of State) | Tax Administration (Department of Revenue) | **Obligations (18)** (Online Filings Due) | Permissions (Assigned Roles)

Type	Online Filings Due	Additional Info	Actions
Online Tax Filing	0		<input type="button" value="File Taxes"/>
Excise Tax System	18		<input type="button" value="File Tobacco Taxes"/>

ⓘ Filings due for paper returns are not shown on this screen. Obligations shown above represent only online filings due.

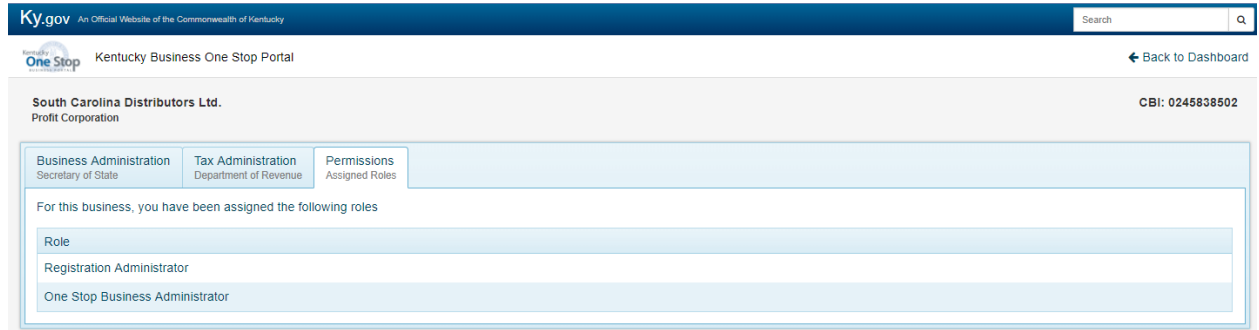
**Note** Filings due for paper returns are not shown on this screen. Obligations shown only represent online filings due. For paper registrations, please contact the Department of Revenue at 502-564-5053.

### 1.1.6 Permissions

The 'Permissions' tab shows all of the assigned security roles that have been granted to an individual on a business. Permissions are assigned at the time of business and/or tax registration, but can also be granted to particular accounts and licenses by the One-Stop





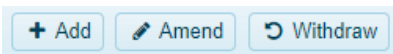
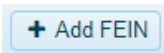
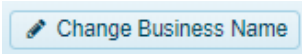
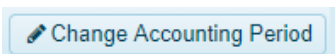
Business Administrator who is the administrator of security roles on the business and can invite users. (See Organization Management in KOG User Guide)

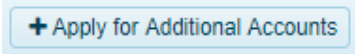
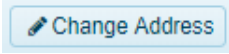
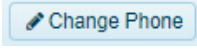

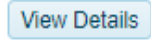


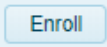


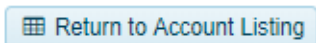
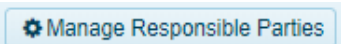
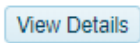
### 1.1.7 Navigational Buttons


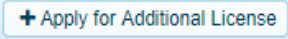


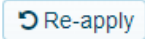
The following navigational buttons are available on the business summary page, depending on your authority to view business information, update business information, file taxes and apply for additional taxes and/or licenses.

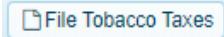
Button	View	Function
 <a href="#">← Back to Dashboard</a>	Business Summary	You can either click on the Kentucky Business One Stop icon or the 'Back to Dashboard' link to navigate back to the dashboard and My Businesses view
<a href="#">File/Amend Annual Report</a>	Business Administration – Filing Details	If you have sufficient permissions, you will see the button on the 'Filing Details' section. This button provides access to information on file with the Secretary of State. See <a href="#">Section 2: Manage Business</a> for details about functions available to you.
<a href="#">Dissolve Business</a> OR <a href="#">Withdraw Business</a> OR <a href="#">Cancel Business</a>	Business Administration – Filing Details	If you have sufficient permissions, you will see either the 'Dissolve Business' or 'Withdraw Business' or 'Cancel Business' button (depending on your business structure). This button provides access to either Dissolve/Withdraw or Cancel a business with the Secretary of State. See <a href="#">Section 2: Manage Business</a> for details about functions available to you.
<a href="#">Change</a>	Business Administration – Change Principal Office	If you have sufficient permissions, you will see the 'Change' button on the 'Principal Office Address' section. This button provides access to information on file with

		the Secretary of State. See <a href="#">Section 2: Manage Business</a> for details about functions available to you.
	Business Administration - Associations	If you have sufficient permissions, you will see the 'Change Registered Agent' button on the 'Associations' section. This button provides access to information on file with the Secretary of State. See <a href="#">Section 2: Manage Business</a> for details about functions available to you.
	Business Administration - Assumed Name	If you have sufficient permissions, you will see the 'Add/Amend/Withdraw' buttons on the 'Assumed Names' section. These buttons provides access to information on file with the Secretary of State. See <a href="#">Section 2: Manage Business</a> for details about functions available to you. If your business is eligible to renew an Assumed Name, you will see the 'Renew' button.
	Tax Administration - Details	If you have sufficient permissions and a FEIN was listed on the business, you will see the 'Add FEIN' button on the 'Details' section. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration - Details	If you have sufficient permissions, you will see the 'Change Business Name' button on the 'Details' section. This function is only available if you are not registered with the Secretary of State. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration - Details	If you have sufficient permissions, you will see the 'Change Account Period' button on the 'Details' section. This button provides access to information on file with the Department of Revenue. See

		<a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Tax Accounts Tab	If you have sufficient permissions, you will see the ‘Apply for Additional Accounts’ button on the ‘Tax Accounts’ tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Tax Accounts Tab	If you have sufficient permissions, you will see the ‘Change Address’ button on the ‘Tax Accounts’ tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Tax Accounts Tab	If you have sufficient permissions, you will see the ‘Change Phone’ button on the ‘Tax Accounts’ tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Tax Accounts Tab	If you have sufficient permissions, you will see the ‘File Taxes’ button on the ‘Tax Accounts’ tab. This button takes you to the e-File application. Please reference the <a href="#">Tax Filing User Guide</a> for information on how to use this application to file tax returns for Consumer’s Use Tax, Motor Vehicle Tire Fee, Transient Room Tax, Sales and Use Tax and the Commercial Mobile Radio Service Prepaid Service Charge.
	Tax Administration – Tax Accounts Tab	If you have sufficient permissions, you will see the ‘View Details’ button on the ‘Tax Accounts’ tab for specific accounts. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.

<p></p>	<p>Tax Administration – Tax Accounts Tab</p>	<p>If you have sufficient permissions, you will see the 'Enroll' button on the 'Tax Accounts' tab for specific accounts, if the account has not been enrolled for 'Online Filing'. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.</p>
<p></p>	<p>Tax Administration – Tax Accounts Tab</p>	<p>If you have sufficient permissions, you will see the 'Add/Update DBA Name' button on the 'Tax Accounts' tab for specific accounts. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.</p>
<p></p>	<p>Tax Administration – Tax Accounts Tab</p>	<p>If you have sufficient permissions, you will see the 'Print Permit' button on the 'Tax Accounts' tab for specific accounts, if the account has Permits available for printing. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.</p>
<p></p>	<p>Tax Administration – Tax Accounts Tab</p>	<p>If you have sufficient permissions to view the details of accounts, you will see the 'Return to Account Listing' button. This button will navigate you back to the main accounts view on the tab you are currently viewing.</p>
<p></p>	<p>Tax Administration – Responsible Parties Tab</p>	<p>If you have sufficient permissions, you will see the 'Manage Responsible Parties' button on the 'Responsible Parties' tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.</p>
<p></p>	<p>Tax Administration –</p>	<p>If you have sufficient permissions, you will see the 'View Details' button on the 'Responsible Parties'</p>

	Responsible Parties Tab	tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Responsible Parties Tab	If you have sufficient permissions to view the details of Responsible Parties, you will see the 'Return to Responsible Party Listing' button. This button will navigate you back to the main view on the tab you are currently viewing.
	Tax Administration – Cigarette/Tobacco Products Tab	If you have sufficient permissions, you will see the 'Apply for Additional License' button on the 'Cigarette/Tobacco Products' tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
 Change Mailing Address Change Contact Change Process Agent	Tax Administration – Cigarette/Tobacco Products Tab	If you have sufficient permissions, you will see the 'More Actions' button on the 'Cigarette/Tobacco Products' tab. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Cigarette/Tobacco Products Tab	If you have sufficient permissions, you will see the 'Print' button on the 'Cigarette/Tobacco Products' tab for specific accounts, if the account has a License available for printing. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.
	Tax Administration – Cigarette/Tobacco Products Tab	If you have sufficient permissions, you will see the 'Re-apply' button on the 'Cigarette/Tobacco Products' tab for specific accounts. This button provides access to information on file with the Department of Revenue. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.

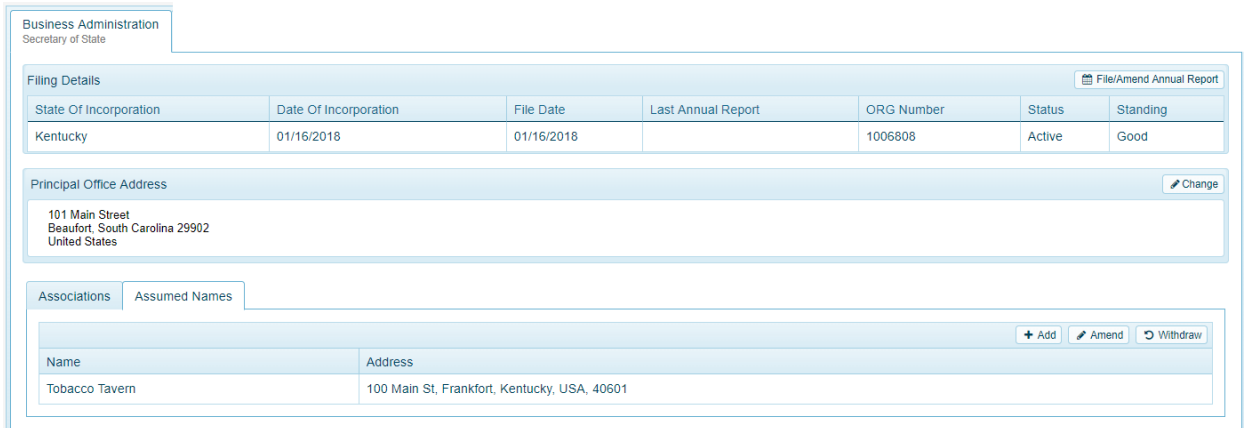
		<a href="#">Licenses</a> for details about functions available to you.
	Tax Administration – Cigarette/Tobacco Products Tab	If you have sufficient permissions, you will see the ‘File Tobacco Taxes’ button on the ‘Cigarette/Tobacco Products’ tab. This button provides access to information on file with the Department of Revenue and navigates the user to the Excise Tax Filing application. See <a href="#">Section 3: Manage Taxes and Licenses</a> for details about functions available to you.

## 1.2 Business Summary Additional Views

There are additional views within the business summary, apart from the default view.

### 1.2.1 Business Administration – Assumed Names

When you click the ‘Business Administration’ header tab, the default view lands on ‘Associations’. You can also click on the ‘Assumed Names’ tab to display information about any assumed names filed with the Secretary of State.



The screenshot shows the 'Business Administration' interface for the Secretary of State. It includes a 'Filing Details' table, a 'Principal Office Address' field, and an 'Assumed Names' table.

Filing Details							File/Amend Annual Report
State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing	
Kentucky	01/16/2018	01/16/2018		1006808	Active	Good	

Principal Office Address: 101 Main Street, Beaufort, South Carolina 29902, United States. [Change]

Assumed Names		+ Add	Amend	Withdraw
Name	Address			
Tobacco Tavern	100 Main St, Frankfort, Kentucky, USA, 40601			

### 1.2.2 Tax Administration – Tax Accounts

When you click the ‘Tax Administration’ header tab, the default view lands on ‘Tax Accounts’ tab. You can also click on the ‘View Details’ within the tab to display information about a particular tax account filed with the Department of Revenue.

Tax Accounts

[+ Apply for Additional Accounts](#)
[Change Address](#)
[Change Phone](#)
[File Taxes](#)

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	
Employer's Withholding Tax	000978327	2000 Sailboat Way, Savannah Landing, Laurel Bay, Unknown, South Carolina, United States, 29902	703-554-3485	ACTIVE	N/A	<a href="#">View Details</a>
Corporation Income Tax	000947665	2000 Sailboat Way, Savannah Landing, Laurel Bay, Unknown, South Carolina, United States, 29902	703-554-3485	ACTIVE	N/A	<a href="#">View Details</a>
Limited Liability Entity Tax	000947665	2000 Sailboat Way, Savannah Landing, Laurel Bay, Unknown, South Carolina, United States, 29902	703-554-3485	ACTIVE	N/A	<a href="#">View Details</a>

10 items per page 1 - 3 of 3 items

Tax Accounts [Return to Account Listing](#)

Corporation Income & Limited Liability Entity Tax

**Corporation Income Tax**

Account Number: 000947635

Account Status: ACTIVE

Date Activity Began: 01/01/2018

Cancellation Effective Date:

**Limited Liability Entity Tax**

Account Status: ACTIVE

Date Activity Began: 01/01/2018

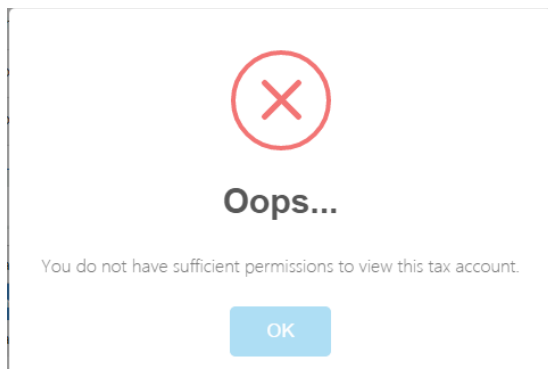
Cancellation Effective Date:

**Corporation Income & Limited Liability Entity Mailing Address**

ATTN: Jackie  
 Country: United States  
 Zip/Postal Code: 40509  
 Address Line 1: 102 Main Street  
 Address Line 2 (optional): Suite A  
 City: Lexington  
 State(Enter state/province name if non-USA countries): Kentucky  
 County: Fayette  
 Phone Number: --

This example shows some of the details for a Corporation Income Tax account. The 'View Details' tab is similar for other tax types. The 'View Details' on 'Sales and Use Tax' also has information about 'Business Locations.'

If you do not have sufficient permissions, when you click 'View Details' on the tax account, One Stop will display the following message:



Click 'Ok' to return to the page. Or click 'Return to Account Listing' to return to tax accounts.

**Note**

One Stop does not currently assign Coal Tax accounts. Although One Stop has captured the information entered for Coal Tax, the Department of Revenue will assign those accounts separately and notify you via mail.


**1.2.2.1 Sales and Use Tax Accounts - Business Locations**

Only Sales and Use Tax accounts have multiple business locations. One Stop displays the business location(s) applicable to the Sales and Use Tax account you are viewing and you can Print the associated sales permit by clicking on 'Print Permit'

Business Locations				
Location DBA Name	Start Date	Closure Date	Location Address	Preview Print
Johnson's Tobacco Barn	12/15/2017		102 Main Street, Lexington, United States, Fayette, Kentucky, 40509	<a href="#">Print Permit</a>
Tackett's Tobacco Tavern	12/15/2017		306 W Main St Ste 512 Bldg 4, Frankfort, United States, Franklin, Kentucky, 40601	<a href="#">Print Permit</a>

1 - 2 of 2 items

The locations initially are sorted by the order in which they were entered; however, you may click a column header to sort by that column.

The  symbol to the right of a column header provides options for filtering the information displayed.

**1.2.2.2 Sales and Use Tax Accounts - Sales Permit**

When you click the 'Print Permit' button for a Sales and Use Tax account location, One Stop displays a PDF of the letter (appropriate to the change that led to the permit) along with the Sales Permit for that location in another browser tab.



Commonwealth of Kentucky  
Department of Revenue  
Frankfort , KY-40620  
[revenue.ky.gov](http://revenue.ky.gov)

TOBACCO TAX GIANT  
JOHNSON'S TOBACCO BARN  
100 MAIN ST  
FRANKFORT KENTUCKY -40601

DATE: 2/5/2018

RE : SALES AND USE TAX ACCOUNT NUMBER : **000874062**

FILING FREQUENCY : **QUARTERLY**

THE SALES AND USE TAX ACCOUNT NUMBER REFERENCED ABOVE HAS BEEN ASSIGNED TO YOUR BUSINESS. DEPARTMENT OF REVENUE (DOR) RECORDS INDICATE THE LIABILITY DATE IS **12/15/2017** , IF THIS IS INCORRECT , PLEASE NOTIFY THE DIVISION OF SALES AND USE TAX. PLEASE USE THIS ACCOUNT NUMBER ON ALL TAX RETURNS AND CORRESPONDENCE REGARDING SALES AND USE TAX.

ELECTRONIC FILING AND PAYMENT OF SALES AND USE TAX IS AVAILABLE AT [HTTP://REVENUE.KY.GOV/COLLECTIONS/PAGES/E-FILE-PAYMENT-OPTIONS.ASPX](http://REVENUE.KY.GOV/COLLECTIONS/PAGES/E-FILE-PAYMENT-OPTIONS.ASPX). IF YOU HAVE NOT REGISTERED FOR E-FILING AND PAYMENT YET, A PREPRINTED RETURN WILL BE MAILED TO YOU APPROXIMATELY FIFTEEN (15) DAYS PRIOR TO THE DUE DATE OF EACH RETURN. RETURNS MUST BE FILED, EVEN IF NO TAX IS DUE, BY THE 20TH OF THE FOLLOWING MONTH ACCORDING TO THE FILING PERIOD.

YOUR KENTUCKY SALES AND USE TAX PERMIT IS ACCESSIBLE ONLINE IF REGISTERED FOR E-FILING AND INCLUDED ON THE NEXT PAGE OF THIS CORRESPONDENCE. THIS PERMIT MUST BE POSTED IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION LISTED ON THE PERMIT PURSUANT TO KRS 139.250.

IF IT IS NECESSARY THAT YOU FILE BACK PERIOD RETURNS , THE PROPER FORMS WILL BE MAILED TO YOU SEPARATELY. PLEASE INCLUDE A COPY OF THIS LETTER WITH ANY RETURNS FILED FOR PRIOR PERIODS . PENALTIES FOR LATE FILING AND LATE PAYMENT APPLY AT THE RATE OF 2% FOR EACH MONTH UP TO A MAXIMUM OF 20% OF THE TAX DUE . THE MINIMUM PENALTY FOR A NO TAX DUE RETURN IS \$10.00 . THE MINIMUM PENALTY FOR ANY PERIOD THAT IS NOT FILED TIMELY AND A JEOPARDY ASSESSMENT HAS BEEN ISSUED PURSUANT TO KRS 131.150 IS \$100.00.

. FOR ASSISTANCE WITH UPDATING YOUR BUSINESS INFORMATION, CONTACT THE DIVISION OF REGISTRATION AT 502-564-3306. FOR FURTHER INFORMATION ABOUT YOUR RESPONSIBILITIES AS A RETAILER, PLEASE ACCESS A "RETAIL PACKET" AND "FAQS" AT [HTTPS://REVENUE.KY.GOV/BUSINESS/SALES-USE-TAX/PAGES/DEFAULT.ASPX](https://REVENUE.KY.GOV/BUSINESS/SALES-USE-TAX/PAGES/DEFAULT.ASPX). YOU MAY ALSO ACCESS SELECTED SALES AND USE TAX FORMS AND PUBLICATIONS AT THE SAME WEB SITE. IF YOU HAVE QUESTIONS, PLEASE CONTACT THIS OFFICE AT (502) 564-5170 OPTION #1, OR DIRECT ANY CORRESPONDENCE TO THE E-MAIL ADDRESS OR MAILING ADDRESS BELOW.

DIVISION OF SALES AND USE TAX  
DEPARTMENT OF REVENUE  
P.O. BOX 181, Station 67.  
FRANKFORT KY-40602-0181  
PHONE : (502) 564-5170  
FAX : (502) 564-2041  
[DOR.WebResponseSalesTax@ky.gov](mailto:DOR.WebResponseSalesTax@ky.gov)

FORM 51A101(e)  
(4-2015)

Commonwealth of Kentucky  
Department of Revenue  
Sales and Use Tax Permit

Account Number	000874062				
Issue Date	12/15/2017				
Address	<table border="1"> <tr> <td>TOBACCO TAX GIANT</td> </tr> <tr> <td>JOHNSON'S TOBACCO BARN</td> </tr> <tr> <td>102 MAIN STREET SUITE C</td> </tr> <tr> <td>LEXINGTON KENTUCKY-40509</td> </tr> </table>	TOBACCO TAX GIANT	JOHNSON'S TOBACCO BARN	102 MAIN STREET SUITE C	LEXINGTON KENTUCKY-40509
TOBACCO TAX GIANT					
JOHNSON'S TOBACCO BARN					
102 MAIN STREET SUITE C					
LEXINGTON KENTUCKY-40509					

THIS SELLER'S PERMIT IS ISSUED PURSUANT TO KRS 139.250.

POST IN A CONSPICUOUS PLACE

**THIS PERMIT IS ISSUED PURSUANT  
TO AUTHORITY OF CHAPTER 139 OF  
THE KENTUCKY REVISED STATUTES  
AND IS VALID UNTIL CANCELLED OR REVOKED.**

THIS PERMIT IS NOT TRANSFERABLE

You may use standard browser functionality to save or print the Sales Permit.


When you are finished reviewing the Sales Permit, you may close that tab in the browser.

### 1.2.3 Tax Administration - Responsible Parties

You will see the 'Responsible Parties' tab only if you have sufficient permissions. If the 'Responsible Parties' tab is available, you may click it to display responsible parties for the business.

Tax Accounts		Responsible Parties			Manage Responsible Parties
Name	FEIN/SSN	Title	Effective Date		
Pamunkey Palms Process Agent	398776513	LLC Member	12/15/2017		<a href="#">View Details</a>
Pamela R Hall	*****6854	LLC Member	12/15/2017		<a href="#">View Details</a>

One Stop lists the responsible parties for the business. You may click a column header to sort by that column.

The  symbol to the right of a column header provides options for filtering the information displayed.

### 1.2.3.1 Responsible Party Details

If you have sufficient permissions, you may click the 'View Details' button to the right of a responsible party to display the details for that individual or business.

Tax Accounts		Responsible Parties		Return to Responsible Party Listing
<b>Responsible Party Details</b>				
<b>Country</b>	United States	<b>Title</b>	LLC Member	
<b>Zip/Postal Code</b>	40601	<b>First Name</b>	John	
<b>Address Line 1</b>	669 Chamberlin Ave	<b>Middle Name</b>	Jacob	
<b>Address Line 2 (optional)</b>		<b>Last Name</b>	Astor	
<b>City</b>	Frankfort	<b>Family Generation Name</b>		
<b>State(Enter state/province name if non-USA countries)</b>	Kentucky	<b>Social Security Number/TIN</b>	*****7695	
<b>County</b>	Franklin	<b>Driver's License Number</b>		
<b>Phone Number</b>	201 555 5555	<b>State of Issuance</b>		

This example shows details for John Jacob Astor, the LLC Member of the business.

### 1.2.4 Tax Administration – Cigarette/Tobacco Products Licenses

You will see the 'Cigarette/Tobacco Products License' tab even if you do not have any associated licenses. If licenses are available, you will see them listed, per License Type, Status, etc. for the business.

There may also be an option to 'Print' the license if it is still active by selecting the 'Print' button. When you click the 'Print' button for a License Type, One Stop displays a PDF of the permit (for one or more locations) in another browser tab.

FORM RT1309(e)  
(1-2018)

Commonwealth of Kentucky  
Department of Revenue

**Nonresident Wholesaler/Tobacco Products Distributor/Tobacco Products Distributor/Vending Machine Operator**

Name:	Rockefeller's Tobacco
License No.	002200003
Effective Date:	1/19/2018
Ending Date:	6/30/2018
Approval Date:	1/19/2018
Address	350 5th Ave Suite 10100 New York City New York - 10118
Location	102 Main Street Lexington KY - 40509

**THIS LICENSE IS ISSUED PURSUANT TO AUTHORITY OF CHAPTER 138 OF THE KENTUCKY REVISED STATUTES AND IS VALID FOR THE PERIOD ABOVE.**

The company noted on this license having paid the required license fee is hereby authorized to engage in activities pursuant to the business type noted above. Failure on the part of such licensee to comply with the provisions of Kentucky Revised Statutes 138.130 to 138.205 or any regulations promulgated thereunder, or to permit an inspection of premises, machines or vehicles by an authorized agent of the Department of Revenue at any reasonable time shall be grounds for the revocation of any license issued by the department after due notice and a hearing by the department.

**This license type is issued only for the premises mentioned and must be posted conspicuously on the premises.**

You may use standard browser functionality to save or print the License Permit.

When you are finished reviewing the License Permit, you may close that tab in the browser.

## 1.3 Back to Dashboard

When you are finished reviewing the information about the registered business, click the 'Back to Dashboard' link in the upper right corner to return to the One Stop "Dashboard".

## 2 Manage Business

After selecting the business you want to manage from 'My Businesses', and you are the Registration Administrator for the business, you may manage changes to the business registration information on file with the Secretary of State.

### 2.1 Business Administration

Options for managing the business on the business summary page are within sections and/or tabs on the main 'Business Administration' tab.

**Beaufort Washateria, Limited Liability Co**  
Limited Liability Company CBI: 0162901156

Business Administration Secretary of State | Tax Administration Department of Revenue | Obligations Online Filings Due | Permissions Assigned Roles

**Filing Details** [File/Amend Annual Report](#) [Dissolve Business](#)

Country Of Incorporation	State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing
United States	Kentucky	04/16/2019	04/16/2019		1100025	Active	Good

**Principal Office Address** [Change](#)

100 Pickney Point  
Beaufort, South Carolina 29902  
United States

**Associations** **Assumed Names** [Change Registered Agent](#)

Full Name	Title	Address
Dutch G Daniel	Registered Agent	100 Beaufort Ave, Frankfort, KY - 40601 Franklin, United States
Dutch G Daniel	Organizer	

The following manage functions are available within One Stop:

- File/Amend Annual Report
- Dissolve/Withdraw or Cancel Business
- Change Principal Office Address
- Change Registered Agent
- Assumed Name – Add, Amend, Renew, and/or Withdraw

If you need to amend your articles/certificates, convert, etc. please contact the Office of the Secretary of State.

#### 2.1.1 Manage Business “Error” Messages

If you receive a message similar to the following, One Stop is unable to offer the function online due to status updates or other information that may need updated with the Office of the Secretary of State.

[Cancel this Event](#)

## Manage Business

The event , File/Amend Annual Report , cannot be managed. Please contact the Office of the Secretary Of State for further details.

✕ Manage other events

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You may click ‘Cancel this Event’ or ‘Manage other events’ to exit.

If you get a message like the one below, please contact the Office of the Secretary of State for assistance at the phone number provided.

Due to your business status of inactive, you are not eligible to manage the business online at this time. Please contact the Secretary of State 502-564-3490.

### 2.1.2 Cancel Event

Throughout the Business Administration process, you have the option to cancel the event.

🗑 Cancel this Event

When you cancel, One Stop deletes information entered thus far (if any) and returns you to the ‘Business Administration’ tab.

## 2.2 File/Amend Annual Report

Most businesses registered with the Office of the Secretary of State are required to file an annual report between January 1 and June 30. The ‘File/Amend Annual Report’ button appears in the ‘Filing Details’ section.

Filing Details						<a href="#">File/Amend Annual Report</a>	
State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing	
Kentucky	02/19/2018	02/19/2018		1006845	Active	Good	

### 2.2.1 Amend Annual Report

When you select ‘File/Amend Annual Report’, the “Amend Annual Report” page appears.

## Amend Annual Report

Cancel this Event

Astor Fur Traders Inc.

If a change is required on the Principal Office Address and /or Registered Agent, please select Change Principal Office Address and/or Change Registered Agent below.

Is a change required to the business's Principal Office Address?  Yes  No

Principal Office Address

251 W Second St  
Lexington  
Fayette  
Kentucky  
United States  
40507

Is a change required to the business's registered agent?  Yes  No

Registered Agent

John Jacob Astor  
johnjacobastor1763@gmail.com  
212 695 4400  
Mailing Address :  
251 W Second St  
Lexington ,40507  
Fayette  
Kentucky  
United States

If no changes are required ,please continue to file your annual report by selecting the next button

Next →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

If you are changing the Principal Office Address and/or the Registered Agent, click 'Yes' in answer to the questions. As you proceed through the process, One Stop will display pages for you to update this information.

If you are not changing the Principal Office Address and/or the Registered Agent, click 'No.'

Click 'Next' to continue.

## 2.2.2 Change Registered Agent

If you answered yes to the question 'Is a change required to the business's registered agent,' the "Change Registered Agent" page appears; otherwise, One Stop proceeds to the next step in the process.



## Change Registered Agent Cancel this Event

You may use this section to make necessary changes to your Registered Agent.

If you would like to change the existing Registered Agent, click on Add a New Association. If you would like to only change the Registered Agent's address, click on the view then click Edit.

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

[Add a New Association](#)

**My Associations**

- John Jacob Astor
  - Registered Agent
  - Incorporator

←Previous
Next→

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You may add a new association as the Registered Agent, you may edit the existing Registered Agent's information, you may change the Registered Agent from one association to another association (e.g., from John D Rockefeller to John Pierpont Morgan), or you may delete the existing Registered Agent, in which case One Stop will prompt you to enter a new one.

### 2.2.2.1 Add new association as Registered Agent

If you click 'Add a New Association,' the page expands to allow entry of the new association who will be appointed the Registered Agent.

Are you representing the company as an individual or business? --Select from--

<p>ATTN <input style="width: 100%;" type="text"/></p> <p>Country <span style="border: 1px solid #ccc; padding: 2px 10px;">United States</span></p> <p>Zip/Postal Code <input style="width: 100%;" type="text"/></p> <p>Address Line 1 <input style="width: 100%;" type="text"/></p> <p>Address Line 2 (optional) <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>State(Enter state/province name if non-USA countries) <span style="border: 1px solid #ccc; padding: 2px 10px;">Kentucky</span></p> <p>County <span style="border: 1px solid #ccc; padding: 2px 10px;">Select County</span></p>	<p>First Name <input style="width: 100%;" type="text"/></p> <p>Middle Name (optional) <input style="width: 100%;" type="text"/></p> <p>Last Name <input style="width: 100%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> <p>Phone Number <span style="border: 1px solid #ccc; padding: 2px 10px;">🇺🇸 (201) 555-5555</span></p>
--	---

✕Cancel
🔄Update


Select either 'Individual' or 'Business' in the dropdown and enter the agent's information: address, name, email, and phone. For a business, also enter the business name. Note: The business being registered cannot be its own Registered Agent.

Click the 'Update' button. One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box.

Once the address has been validated, click 'Update' again to proceed.

After you have changed the Registered Agent, One Stop will enable the 'Next' button for you to continue.

### 2.2.2.2 Edit existing Registered Agent's information

If you click the eye  next to the Registered Agent, the page expands to display the association's information for you to make modifications.

John Jacob Astor/Registered Agent

---

**Address**

Address Line1	251 W Second St
Address Line2	
City	Lexington
Country	United States
State	Kentucky
Zip/Postal Code	40507
County	Fayette
Email Address	johnjacobastor1763@gmail.com
Phone Number	212 695 4400

If you click the 'Edit' button, the page expands to allow you to modify the address.

Are you representing the company as an individual or business? INDIVIDUAL

ATTN <input type="text"/> Country <span style="border: 1px solid #ccc; padding: 2px;">United States</span> Zip/Postal Code <input type="text" value="40507"/> Address Line 1 <input type="text" value="251 W Second St"/> Address Line 2 (optional) <input type="text"/> City <input type="text" value="Lexington"/> State(Enter state/province name if non-USA countries) <span style="border: 1px solid #ccc; padding: 2px;">Kentucky</span> County <span style="border: 1px solid #ccc; padding: 2px;">Fayette</span>	First Name <input type="text" value="John"/> Middle Name (optional) <input type="text" value="Jacob"/> Last Name <input type="text" value="Astor"/> Email <input type="text" value="johnjacobastor1763@gmail.com"/> Phone Number <span style="border: 1px solid #ccc; padding: 2px;">🇺🇸 (212) 695-4400</span>
---	---

Make the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

After you have changed the Registered Agent, One Stop will enable the 'Next' button for you to continue.

### 2.2.2.3 Change the Registered Agent from one to another

If you click the 'Change' button on the expanded page, the page expands again to allow you to select another association as the Registered Agent.

Please select the association that you would like to give the role of Registered Agent to from the droplist below.

--Select association to be chosen as Registered Agent--

←Previous      Next→

Select another existing association (individual or business) as the Registered Agent. The page expands to allow you to update information about the individual or business selected.

Are you representing the company as an individual or business? INDIVIDUAL

ATTN	<input type="text"/>	First Name	<input type="text" value="John"/>
Country	<span>United States</span>	Middle Name (optional)	<input type="text" value="Pierpont"/>
Zip/Postal Code	<input type="text" value="40208"/>	Last Name	<input type="text" value="Morgan"/>
Address Line 1	<input type="text" value="700 Central Ave"/>	Email	<input type="text" value="jpierpontmorgan1837@outlook.cc"/>
Address Line 2 (optional)	<input type="text"/>	Phone Number	<span>🇺🇸</span> <input type="text" value="502 636 4850"/>
City	<input type="text" value="Louisville"/>		
State(Enter state/province name if non-USA countries)	<span>Kentucky</span>		
County	<span>Jefferson</span>		


✕Cancel      🔄Update

Make the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

After you have changed the Registered Agent, One Stop will enable the 'Next' button for you to continue.

#### 2.2.2.4 Delete the existing Registered Agent

If you click the trash can  next to the Registered Agent, One Stop will ask you to confirm that you want to remove this association as the Registered Agent. If you confirm removal, One Stop will prompt you to add a new association (individual or business) as the Registered Agent.

After you have added a new Registered Agent, One Stop will enable the 'Next' button for you to continue.


### 2.2.3 Change Principal Office Address

If you answered yes to the question 'Is a change required to the business's principal office address,' the "Change Principal Office Address" page appears; otherwise, One Stop proceeds to the next step in the process.

#### Change Principal Office Address Cancel this Event


You may use this section to make any necessary changes to your principal office address.

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

Principal Office Address  
251 W Second St, Lexington, Fayette, Kentucky - 40507 United States 

Previous Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

When you click edit  next to the current address, the page expands for you to make modifications.

Use a Previous Address

ATTN   
 Country   
 Zip/Postal Code   
 Address Line 1   
 Address Line 2 (optional)   
 City   
 State(Enter state/province name if non-USA countries)   
 County

You may choose to use a previously entered address by checking the box and selecting an address from the list. If the address is not available, enter the correct address. After making the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

After you have changed the address, One Stop will enable the 'Next' button for you to continue.

## 2.2.4 Manage Officers

If you answered no to both questions ('Is a change required to the business's registered agent' and 'Is a change required to the business's principal office address'), or after you have completed your changes to the Registered Agent and/or Principal Office Address, the "Manage Officers" page appears.

### 2.2.4.1 Initial Annual Report

This version appears if the business has not filed its initial annual report.

**Manage Officers** Cancel this Event

Astor Fur Traders Inc.

Based on information provided, you have to enter the following :

- 1 Officer

You may use this section to make necessary changes to your Officers  
On your initial annual report filing you must identify your Officers. If a individual/business is listed with an Officer title you are still required to select them again.

[Add a New Officer](#)

Business Association							
Association Name	Title	Address	Remarks				
Andrew Carnegie	Registered Agent	251 W Second St, Lexington, KY-40507, USA,	Valid	Edit			
John Jacob Astor	Incorporator	251 W Second St, Lexington, KY-40507, USA,	Valid	Change	Remove		

1 - 2 of 2 items

← Previous
Next →

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

The red print at the top tells you what kind and how many officers are required based on the business structure and whether the business is considered domestic (that is, businesses formed in the Commonwealth of Kentucky) or foreign (that is, businesses formed outside the Commonwealth of Kentucky).

You must identify the required officer(s) before continuing.

### 2.2.4.2 Subsequent Annual Reports

This version appears if the business previously filed its initial annual report.

**Manage Officers** Cancel this Event

You may use this section to make necessary changes to your Officers

[Add a New Officer](#)

My Associations

- John Jacob Astor
  - Registered Agent
- John Pierpont Morgan
  - President

← Previous
Next →

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may add a new association as an officer, you may edit an existing officer’s information, you may change an officer from one association to another association (e.g., from John

Pierpont Morgan to John Jacob Astor), or you may delete an existing officer, in which case One Stop may prompt you to enter a new one.

### 2.2.4.3 Add a New Officer

If you click 'Add a New Officer,' the page expands to allow entry of the new officer.


Select either 'Individual' or 'Business' in the dropdown and enter the agent's information: title, address, name, email, and phone. For a business, also enter the business name. Note: You may use an existing association if appropriate.

Click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

Once you have entered the required officer(s), One Stop will enable the 'Next' button for you to continue.

### 2.2.4.4 Edit existing Officer's information

If you click the eye  next to an association, the page expands to display the association's information for you to make modifications.

John Pierpont Morgan/President	
<b>Address</b>	
Address Line1	700 Central Ave
Address Line2	
City	Louisville
Country	United States
State	Kentucky
Zip/Postal Code	40208
County	Jefferson
Email Address	jpierpontmorgan1837@outlook.com
Phone Number	502 636 4850




If you click the 'Edit' button, the page expands to allow you to modify title, address, email and phone.

Are you representing the company as an individual or business?	INDIVIDUAL
Please select the officer's association with the registering company:	President
ATTN	<input type="text"/>
Country	United States
Zip/Postal Code	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2 (optional)	<input type="text"/>
City	<input type="text"/>
State(Enter state/province name if non-USA countries)	Kentucky
County	Jefferson
First Name	<input type="text"/>
Middle Name (optional)	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text" value="(201) 555-5555"/>
Email	<input type="text"/>
<input type="button" value="xCancel"/> <input type="button" value="Update"/>	

Make the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.



### 2.2.4.5 Change an Officer from one to another

If you click the 'Change' button on the expanded page, the page expands again to allow you to select another association as an officer.

## Manage Officers

Cancel this Event

You may use this section to make necessary changes to your Officers

My Associations

- ▾ JOHN D ROCKEFELLER  
Registered Agent
- ▾ John Pierpont Morgan  
President

[Add a New Officer](#)

John Pierpont Morgan/President

<b>Address</b>	
Address Line1	700 Central Ave
Address Line2	
City	Louisville
Country	United States
State	Kentucky
Zip/Postal Code	40208
County	Jefferson
Email Address	jpierpontmorgan1837@outlook.com
Phone Number	502 636 4850

Change
Edit
Delete

Please select the association that you would like to give the role of Officer to from the droplist below

--Select--
▾

←Previous
Next→

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

Select another existing association (individual or business) as the officer. The page expands to allow you to update information about the individual or business selected.

Are you representing the company as an individual or business?		INDIVIDUAL
Please select the officer's association with the registering company:		--Select--
ATTN	<input type="text"/>	First Name
Country	United States	JOHN
Zip/Postal Code	40509	Middle Name (optional)
Address Line 1	3475 Blazer Pkwy	D
Address Line 2 (optional)	<input type="text"/>	Last Name
City	Lexington	ROCKEFELLER
State(Enter state/province name if non-USA countries)	Kentucky	Phone Number
County	Fayette	859 357 7100
		Email
		Johndrockefeller1839@yahoo.com
		<input type="button" value="xCancel"/>
		<input type="button" value="Update"/>

Make the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

#### 2.2.4.6 Delete the existing Registered Agent

If you click the 'Delete' button on the expanded page, One Stop will ask you to confirm that you want to remove this association as an officer. If you confirm removal, One Stop will verify that your business has the required officers and, if not, prompt you to add a new officer (individual or business) to meet the requirements.

This completes the process specific to filing/amending an annual report. One Stop now will prompt you to complete the filing by displaying the "Electronic Signature" ([Section 2.6.1: Electronic Signatures](#)) and "Summary" ([Section 2.6.2: Summary](#)) pages.

## 2.3 Dissolve/Withdraw/Cancel Business

Businesses registered with the Office of the Secretary of State may file (based on business structure) one of the following three types of dissolutions:

- Dissolve Business
  - Articles of Dissolution

- Withdraw Business
  - Certificate of Withdrawal
- Cancel Business
  - Cancellation of Certificate of Limited Partnership
  - Cancellation of Statement of Qualification

**Note**

The business wishing to dissolve must be Active and in Good Standing with the Secretary of State. If the business has been Administratively Dissolved (due to not filing an Annual Report) there is no further action that can be taken online. You must contact the Secretary of State to re-instate an Administratively Dissolved business.

**Also note: If your business structure is Statutory Trust, Business Trust, Limited Cooperative Association or Cooperative Corporation, you must upload your supporting documentation during this process so you should have them prepared before selecting one of the above options.**

### 2.3.1 Dissolve Business

If you are filing Articles of Dissolution, you will see the ‘Dissolve Business’ button in the ‘Filing Details’ section on the ‘Business Administration’ tab.

Business Administration Secretary of State	Tax Administration Department of Revenue	Obligations Online Filings Due	Permissions Assigned Roles					
Filing Details							File/Amend Annual Report	Dissolve Business
Country Of Incorporation	State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing	
United States	Kentucky	10/11/2018	10/11/2018		1107612	Active	Good	

After clicking on the ‘Dissolve Business’ button, the “Articles of Dissolution” page appears.

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Articles of Dissolution Cancel this Event

**Pamela's Fishery, LLC** CBI: 0151397830  
 Limited Liability Company Org Number: 1107612  
 Date of Incorporation: 10/11/2018  
 Please Note: Filing articles of dissolution with the Office of the Secretary of the State does not ensure the dissolution of the business entity is complete. Filers are encouraged to seek the advice of a professional prior to filing Articles of Dissolution.

Pursuant to the provisions of KRS 14A and KRS 275.315, the undersigned limited liability company executes the following articles of dissolution:

This dissolution is pursuant to KRS 275.285

Do you want to upload a file for Articles of Dissolution?  Yes  No

**Signature**

Please provide the electronic signatures required below.

I, , declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of Authorized Representative  Title  Date

Next →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You have the choice of entering all of the required information for filing or you can upload the 'Articles of Dissolution'.

### 2.3.1.1 Data Entry

You must select 'This dissolution is pursuant to KRS 275.285' to proceed. For data entry, select 'No' to upload a file. The 'Details' section will display for you to enter the effective date of the dissolution and the option to enter any other applicable information.

Pursuant to the provisions of KRS 14A and KRS 275.315, the undersigned limited liability company executes the following articles of dissolution:

This dissolution is pursuant to KRS 275.285

Do you want to upload a file for Articles of Dissolution?  Yes  No

**Details**

The effective date is  , which shall be a date certain, of the dissolution.

Additional information, if applicable, that the member(s) or manager(s) filing deem proper:

All debts, obligations and liabilities of the company have been paid and discharged. All assets of the company have been distributed to the Members.

### 2.3.1.2 Upload a File

You must select 'This dissolution is pursuant to KRS 275.285' to proceed. If choosing to upload your articles, select 'Yes' to upload a file. The 'Upload Details' section will display for you to select the files for uploading.

Do you want to upload a file for Articles of Dissolution?  Yes  No

**Upload Details**

Upload documentation

Select files...

- The maximum file size for all uploads is 50 MB
- Multiple files must be uploaded one at a time
- Only PDF, TIF and TIFF file formats are allowed

Click on "Select Files" button (note the maximum file size, etc.) then click on 'Upload Files' button. One stop uploads the documents and indicates when each document has been successfully uploaded.

Upload documentation

Select files... Done ✓

Dissolution.pdf 100% ×

When all necessary documents have been uploaded, continue to the 'Signature' section.

### 2.3.1.3 Electronic Signatures

After entering or uploading the data for the articles, you must provide an electronic 'Signature'.

**Signature**

Please provide the electronic signatures required below.

I, , declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of Authorized Representative  Title  Date

[Next](#)

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You must enter a name and signature of 'Authorized Representative' to proceed. Click 'Next' to continue onto the summary details.

### 2.3.1.4 Summary

The summary page shows the information you have entered, for review, before submitting the articles.

#### Articles of Dissolution

[Cancel this Event](#)

**Business Details**

Business Name:	Pamela's Fishery, LLC
Business Structure:	Limited Liability Company
CBI Number:	0151397830
Org Number:	1107612
Date of Incorporation:	10/11/2018

**Uploaded Files**

- Dissolution.pdf

**Signature**

Printed Name:	Johnny Appleseed
Signature of the authorized representative:	Johnny Appleseed
Title:	President
Date:	12/12/2018 12:00:00 AM

[Previous](#)

[Next](#)

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

After review, you can either go 'Previous' to edit/change the information, or click on 'Next' to proceed to the 'Payment Summary' and make the necessary payments.

## Articles of Dissolution

### Payment Summary

Please review the payment summary below, confirm your payment type and click the **Next** button to continue.

Payment Summary			Payment Type
Description	Quantity	Amount	-- Select Payment Type --
Application Fee	1	\$40.00	
Organization Fee	0	\$0.00	
Sub Total	1	\$40.00	
Total	1	\$40.00	

Please refer to [Section 2.6.3: Pay Application Fee](#) for more information about this process.

### 2.3.1.5 Dissolve Business Complete

After successful payment, this completes the process for filing 'Articles of Dissolution'. If you uploaded documents, they will be reviewed by the Secretary of State before dissolution can be finalized. Please refer to [Section 2.6.4: Manage Business Complete](#) for information about this process.

### 2.3.2 Withdraw Business

If you are filing a 'Certificate of Withdrawal', you will see the 'Withdraw Business' button in the 'Filing Details' section on the 'Business Administration' tab.

Business Administration Secretary of State	Tax Administration Department of Revenue	Obligations Online Filings Due	Permissions Assigned Roles				
Filing Details							<input type="button" value="File/Amend Annual Report"/> <input type="button" value="Withdraw Business"/>
Country Of Incorporation	State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing
United States	Arizona	12/12/2018	12/12/2018		1110236	Active	Good

After clicking on the 'Withdraw Business' button, the "Certificate of Withdrawal" page appears.

Certificate of Withdrawal

Cancel this Event

**Parkers Investments LLC**  
 Limited Liability Company  
 Date of Qualification: 12/12/2018

**CBI: 0161799634**  
 Org Number: 1110236  
 State/Country Of Incorporation: Arizona

Pursuant to the provisions of KRS 14A and KRS 271B, 273, 274, 275, 362 or 386 the undersigned applies for a certificate of withdrawal on behalf of the business entity named above and, for that purpose, submits the following statements:

**Details**

The Secretary of State may forward to the business entity at the following street address any process served on the Secretary of State. The business entity commits to notify the Secretary of State of any future changes to this address:

Country: United States

Zip/Postal Code: 40601

Address Line 1: 150 Fair Oaks Ln  
Do Not Use a P.O. Box Address

Address Line 2 (optional):

City: Frankfort

State(Enter state/province name if non-USA countries): Kentucky

County: Franklin

You must enter/select all of the required information for filing.

**2.3.2.1 Data Entry**

The 'Details' section is displayed for you to review or make changes to the address on file with the Secretary of State. You must also confirm acceptance of all of the statements listed and enter an effective date for the withdrawal.

**Details**

The Secretary of State may forward to the business entity at the following street address any process served on the Secretary of State. The business entity commits to notify the Secretary of State of any future changes to this address:

Country: United States

Zip/Postal Code: 40601

Address Line 1: 150 Fair Oaks Ln  
Do Not Use a P.O. Box Address

Address Line 2 (optional):

City: Frankfort

State(Enter state/province name if non-USA countries): Kentucky

County: Franklin

Please confirm acceptance of the authority for following: (all statements must be accepted)

- The business entity is not transacting business in the Commonwealth and surrenders its authority to transact business in the Commonwealth or pursuant to KRS 14A.9-010(7) the business entity is a foreign insurer with a certificate of authority from the commissioner of the Department of Insurance.
- The business entity revokes the authority of its registered agent to accept service of process on its behalf and appoints the Secretary of State as its agent for service of process in any proceeding based on a cause of action arising during the time it was authorized to transact business in the Commonwealth. The business entity shall notify the Secretary of State in the future of any change in its mailing address.

The application will be effective upon filing, unless a delayed effective date and/or time is provided. The effective date or the delayed effective date cannot be prior to the date that the application is filed. The date and/or time is

**2.3.2.2 Electronic Signatures**

After entering the data for the certificate of withdrawal, you must provide an electronic 'Signature'.

**Signature**

Please provide the electronic signatures required below.

I,  declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of Authorized Representative  Date

[Next →](#)

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You must enter a name and signature of 'Authorized Representative' to proceed. Click 'Next' to continue onto the summary details.

### 2.3.2.3 Summary

The summary page shows the information you have entered, for review, before submitting the certificate.

#### Certificate of Withdrawal Summary

[Cancel this Event](#)

**Business Details**

Business Name: Parkers Investments LLC

Business Structure: Limited Liability Company

CBI Number: 0161799634

Org Number: 1110236

Date of Qualification: 12/12/2018

State/Country Of Incorporation: Arizona

---

**Details**

**Principal Office Address:**  
109 Butler St. Frankfort  
Kentucky, 40601, United States

**Acceptance of authority:**  
The business entity is not transacting business in the Commonwealth and surrenders its authority to transact business in the Commonwealth or pursuant to KRS 14A.9-010(7) the business entity is a foreign insurer with a certificate of authority from the commissioner of the Department of Insurance.  
The business entity revokes the authority of its registered agent to accept service of process on its behalf and appoints the Secretary of State as its agent for service of process in any proceeding based on a cause of action arising during the time it was authorized to transact business in the Commonwealth. The business entity shall notify the Secretary of State in the future of any change in its mailing address.

**Delayed Effective Date:** 12/12/2018

---

**Signature**

Printed Name: Jerimyah Bullfrog

Signature of Authorized Representative: Jerimyah Bullfrog

Date: 12/12/2018

[←Previous](#)

[Next →](#)

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

After review, you can either go 'Previous' to edit/change the information, or click on 'Next' to proceed to the 'Payment Summary' and make the necessary payments.



## Certificate of Withdrawal

### Payment Summary

Please review the payment summary below, confirm your payment type and click the **Next** button to continue.

Payment Summary		
Description	Quantity	Amount
Application Fee	1	\$40.00
Organization Fee	0	\$0.00
<b>Sub Total</b>	<b>1</b>	<b>\$40.00</b>
<b>Total</b>	<b>1</b>	<b>\$40.00</b>

Payment Type  
 -- Select Payment Type --

Previous      Next

Please refer to [Section 2.6.3: Pay Application Fee](#) for more information about this process.

### 2.3.2.4 Withdraw Business Complete

After successful payment, this completes the process for filing 'Certificate of Withdrawal.

### 2.3.3 Cancel Business

If you are filing a 'Cancellation of Certificate', you will see the 'Cancel Business' button in the 'Filing Details' section on the 'Business Administration' tab.

Business Administration Secretary of State	Tax Administration Department of Revenue	Obligations Online Filings Due	Permissions Assigned Roles
---	---	-----------------------------------	-------------------------------

Filing Details							
Country Of Incorporation	State Of Incorporation	Date Of Incorporation	File Date	Last Annual Report	ORG Number	Status	Standing
United States	Kentucky	12/12/2018	12/12/2018		1110235	Active	Good

File/Amend Annual Report    **Cancel Business**

After clicking on the 'Cancel Business' button, the "Cancellation of Certificate" page appears.

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Search

### Cancellation of Certificate of Limited Partnership Cancel this Event

**Parkers Foodmart LLLP** CBI: 0161799625  
 Limited Liability Limited Partnership Org Number: 1110235  
 Date of Incorporation: 12/12/2018

Pursuant to the provisions of KRS 14A and KRS Chapter 362, the undersigned applicant applies to cancel the certificate of limited partnership on behalf of the limited partnership named above and, for that purpose, submits the following statements:

Do you want to upload a file for Cancellation of Certificate of Limited Partnership?     Yes     No

**Signature**

Please provide the electronic signatures required below.

I,  declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of the General Partner        Title        Date   

I,  declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of the General Partner        Title        Date   

**Next** →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You have the choice of entering all of the required information for filing or you can upload the 'Cancellation of Certificate' files.

### 2.3.3.1 Data Entry

For data entry, select 'No' to upload a file. The 'Details' section will display for you to enter the effective date of the cancellation, the reason for filing the certificate and the option to enter any other applicable information.

Do you want to upload a file for Cancellation of Certificate of Limited Partnership?  Yes  No

**Details**

The application will be effective upon filing, unless a delayed effective date and/or time is provided. The effective date or the delayed effective date cannot be prior to the date that the application is filed. The date and/or time is

The reason for filing the certificate of cancellation is:

Any other information as determined by the general partners

### 2.3.3.2 Upload a File

If choosing to upload your certificate, select 'Yes' to upload a file. The 'Upload Details' section will display for you to select the files for uploading.

Do you want to upload a file for Articles of Dissolution?  Yes  No

**Upload Details**

Upload documentation

- The maximum file size for all uploads is 50 MB
- Multiple files must be uploaded one at a time
- Only PDF, TIF and TIFF file formats are allowed

Click on "Select Files" button (note the maximum file size, etc.) then click on 'Upload Files' button. One stop uploads the documents and indicates when each document has been successfully uploaded.

Upload documentation

Done ✓

📄	Dissolution.pdf	100% ✕
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When all necessary documents have been uploaded, continue to the 'Signature' section.

### 2.3.3.3 Electronic Signatures

After entering or uploading the data for the certificate, you must provide an electronic 'Signature'.

**Signature**

Please provide the electronic signatures required below.

I,  declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of the General Partner  Title  Date

I,  declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of the General Partner  Title  Date

Next →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

You must enter at least one name and signature of a 'General Partner' to proceed. Click 'Next' to continue onto the summary details.

### 2.3.3.4 Summary

The summary page shows the information you have entered, for review, before submitting the certificate.

#### Cancellation of Certificate of Limited Partnership Summary

Cancel this Event

**Business Details**

Business Name: Parkers Foodmart LLLP

Business Structure: Limited Liability Limited Partnership

CBI Number 0161799625

Org Number: 1110235

Date of Incorporation 12/12/2018

**Details**

Delayed Effective Date	12/12/2018
The reason for filing the certification of cancellation:	Partnership has dissolved between the entities.
Any other information as determined by the general partners:	NA

**Signature**

Printed Name: Mr. Black

Signature of the General Partner: Mr. Black

Title: Partner

Date: 12/12/2018

Printed Name: Joe Block

Signature of the General Partner: Joe Block

Title: Partner

Date: 12/12/2018

← Previous

Next →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

After review, you can either go 'Previous' to edit/change the information, or click on 'Next' to proceed to the 'Payment Summary' and make the necessary payments.

## Cancellation of Certificate Of Limited Partnership

### Payment Summary

Please review the payment summary below, confirm your payment type and click the **Next** button to continue.

Payment Summary			Payment Type
Description	Quantity	Amount	-- Select Payment Type --
Application Fee	1	\$40.00	
Organization Fee	0	\$0.00	
Sub Total	1	\$40.00	
<b>Total</b>	<b>1</b>	<b>\$40.00</b>	

Please refer to [Section 2.6.3: Pay Application Fee](#) for more information about this process.

### 2.3.3.5 Cancel Business Complete

After successful payment, this completes the process for filing 'Cancellation of Certificate. If you uploaded documents, they will be reviewed by the Secretary of State before cancellation can be finalized. Please refer to [Section 2.6.4: Manage Business Complete](#) for information about this process.

## 2.4 Statement of Change

Any time a business changes its principal office, registered agent or registered office, it must file a statement of change with the Office of the Secretary of State. One Stop offers this as two options:

- Change the Principal Office Address for the business
- Change the Registered Agent for the business

After providing the information for the above options according to your selections, One Stop will prompt you to complete the filing. Please refer to [Section 2.6: Complete the Submission](#) for information about this process.

### 2.4.1 Change Principal Office Address

When you select 'Change' from the 'Principal Office Address' section, the "Change Principal Office" page appears.

## Change Principal Office Address

Cancel this Event

You may use this section to make any necessary changes to your principal office address.

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

- ▾ Principal Office Address
  - 700 CENTRAL AVE, Louisville ,Jefferson ,Kentucky - 40208 United States ✎

Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

When you click edit next to the current address, the page expands for you to make modifications.

Use a Previous Address Select from... ▾

ATTN

Country United States ▾

Zip/Postal Code 40208

Address Line 1 700 CENTRAL AVE

Address Line 2 (optional)

City Louisville

State(Enter state/province name if non-USA countries) Kentucky ▾

County Jefferson ▾

✕Cancel
📤Update

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may choose to use a previously entered address by checking the box and selecting an address from the list. If the address is not available, enter the correct address.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

## Change Principal Office Address

Cancel this Event

You may use this section to make any necessary changes to your principal office address.

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

- ▾ Principal Office Address
  - 251 W SECOND ST, Lexington ,Fayette ,Kentucky - 40507-1135 United States [✎](#)

Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

After you have changed the address, One Stop will enable the 'Next' button for you to continue.

This completes the process specific to changing the Principal Office Address. One Stop now will prompt you to complete the filing by displaying the "Electronic Signature" ([Section 2.6.1: Electronic Signatures](#)) and "Summary" ([Section 2.6.2: Summary](#)) pages.

However, if you have not already changed the Registered Agent, One Stop will ask you if you would like to change the Registered Agent as part of the Statement of Change before proceeding to the "Payment Summary."

✕

As part of Statement of Change , would you like to change your Registered Agent?

Continue Managing Registered Agent
Proceed to Check-Out

If you click 'Continue Managing Registered Agent,' One Stop will display the "Change Registered Agent" page. (See [Section 2.4.2 Change Registered Agent](#))

## 2.4.2 Change Registered Agent

When you select 'Change Registered Agent' from the 'Associations' tab, or have continued on from making changes to the Principal Address, the "Change Registered Agent" page appears.

## Change Registered Agent

Cancel this Event

You may use this section to make necessary changes to your Registered Agent

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

My Associations

- ▾ John Jacob Astor
  - Registered Agent 👁️ 🗑️
  - President 👁️
- John Jacob Astor III

[Add a New Association](#)

Next →

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may add a new association as the Registered Agent, you may edit the existing Registered Agent's information, you may change the Registered Agent from one association to another association (e.g., from John Jacob Astor to John Jacob Astor III), or you may delete the existing Registered Agent, in which case One Stop will prompt you to enter a new one.

#### **2.4.2.1 Add New Association as Registered Agent**

If you click 'Add a New Association,' the page expands to allow entry of the new association who will be appointed as the new Registered Agent.

Are you representing the company as an individual or business?

ATTN	<input type="text"/>	First Name	<input type="text"/>
Country	<input type="text" value="United States"/>	Middle Name (optional)	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Last Name	<input type="text"/>
Address Line 1	<input type="text"/>	Email	<input type="text"/>
Address Line 2 (optional)	<input type="text"/>	Phone Number	<input type="text" value="🇺🇸 (201) 555-5555"/>
City	<input type="text"/>		
State(Enter state/province name if non-USA countries)	<input type="text" value="Kentucky"/>		
County	<input type="text" value="Select County"/>		


Select either 'Individual' or 'Business' in the dropdown and enter the agent's information: address, name, email, and phone. For a business, also enter the business name. Note: The business being registered cannot be its own Registered Agent.

Click the 'Update' button. One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box.

Once the address has been validated, click 'Update' again to proceed.

After you have changed the Registered Agent, One Stop will enable the 'Next' button for you to continue.

#### 2.4.2.2 *Edit existing Registered Agent's information*

If you click the eye  next to the Registered Agent, the page expands to display the association's information for you to make modifications.



John Morgan/Registered Agent

**Address**

Address Line1	700 CENTRAL AVE
City	Louisville
Country	United States
State	Kentucky
Zip/Postal Code	40208
County	Jefferson
Email Address	jpierpontmorgan1837@outlook.com
Phone Number	502 636 4850

If you click the 'Edit' button, the page expands to allow you to modify the address.

Are you representing the company as an individual or business?

ATTN	<input type="text"/>	First Name	<input type="text" value="John"/>
Country	<input type="button" value="United States"/>	Middle Name (optional)	<input type="text" value="Pierpont"/>
Zip/Postal Code	<input type="text" value="40208"/>	Last Name	<input type="text" value="Morgan"/>
Address Line 1	<input type="text" value="700 CENTRAL AVE"/>	Email	<input type="text" value="jpierpontmorgan1837@outlook.cc"/>
Address Line 2 (optional)	<input type="text"/>	Phone Number	<input type="text" value="🇺🇸 (502) 636-4850"/>
City	<input type="text" value="Louisville"/>		
State(Enter state/province name if non-USA countries)	<input type="button" value="Kentucky"/>		
County	<input type="button" value="Jefferson"/>		

Make the desired changes and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

After you have changed the Registered Agent, One Stop will enable the 'Next' button for you to continue.

### 2.4.2.3 Change the Registered Agent from one to another

If you click the 'Change' button on the expanded page, the page expands again to allow you to select another association as the Registered Agent.

## Change Registered Agent

Cancel this Event

You may use this section to make necessary changes to your Registered Agent

However, before proceeding please be aware that there is a \$10.00 fee for any changes made and changes are not final until your payment has been processed.

My Associations

- John Jacob Astor
  - Registered Agent
  - President
- John Jacob Astor III

Add a New Association

John Astor/Registered Agent

Address	
Address Line1	700 Capitol Ave
City	Frankfort
Country	United States
State	Kentucky
Zip/Postal Code	40601
County	Franklin
Email Address	johnjacobastor1763@gmail.com
Phone Number	212 695 4400

Change
Edit

Please select the association that you would like to give the role of Registered Agent to from the droplist below.

--Select association to be chosen as Registered Agent--

Next →

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

Select another association (individual or business) as the Registered Agent and click the 'Next' button.

### 2.4.2.4 Delete the existing Registered Agent

If you click the trash can next to the Registered Agent, One Stop will ask you to confirm that you want to remove this association as the Registered Agent. If you confirm removal, One Stop will prompt you to add a new association (individual or business) as the Registered Agent.

### 2.4.2.5 Complete the Submission

This completes the process specific to changing the Registered Agent. One Stop now will prompt you to complete the filing by displaying the "Electronic Signature" ([Section 2.6.1: Electronic Signatures](#)) and "Summary" ([Section 2.6.2: Summary](#)) pages.

However, before proceeding to the “Payment Summary,” One Stop will ask you if you would like to change the Principal Office Address as part of the Statement of Change.

As part of Statement of Change, would you like to change your Principal Office Address?

Continue Managing Office Address Proceed to Check-Out

If you click ‘Continue Managing Office Address,’ One Stop will display the “Change Principal Office Address” page. If you click ‘Proceed to Check-Out,’ One Stop will display the “Payment Summary” page. Please refer to [Section 2.6.3: Pay Application Fee](#) for instructions on paying fees.

### 2.4.3 Summary of Fees

When you click ‘Proceed to Check-Out,’ One Stop will summarize applicable fees.

**Statement Of Change**

Events Managed

Event Description	Payment Amount	
Principal Office Address	\$10.00	Delete
Registered Agent	\$10.00	Delete

← Previous Next →

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may remove one or both changes before proceeding.

When you click ‘Next,’ One Stop will display the “Payment Summary” page. Please refer to [Section 2.6.3: Pay Application Fee](#) for instructions on paying fees.

## 2.5 Assumed Name

You have several options for managing an assumed name.

- Add Assumed Name
- Amend Assumed Name
- Renew Assumed Name

- Withdraw Assumed Name

After providing the information for the above option according to your selection, One Stop will prompt you to complete the filing. Please refer to [Section 2.6: Complete the Submission](#) for information about this process.

## 2.5.1 Add Assumed Name

When you select 'Add' from the 'Assumed Names' tab, the "Certificate of Assumed Name" page appears.

Enter the assumed business name and check the box indicating that you accept the terms of the disclaimer. Once you have provided this information, One Stop enables the 'Search' button. When you click the 'Search' button, One Stop verifies availability of the assumed name you entered with the Office of the Secretary of State.

### 2.5.1.1 Assumed Name Unavailable

If the assumed name is not available, enter and search for a different assumed name.

## Certificate of Assumed Name

Cancel this Event

### Business Name Search ?

Enter the name of the business below exactly as you would like it to be registered. Clicking the Search button will inform you on the availability of that name.

Assumed Business Name

**Business Name Unavailable or Invalid due to following reason(s) :**

- The name 'Morgan & Carnegie ' is not available in Kentucky.

The name you have chosen for your business is currently unavailable.

Please enter a new business name and/or business suffix and try again.

Search
Previous
Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

### 2.5.1.2 Business Name Available

If the assumed name is available, One Stop displays the 'Business Name Available' message and asks you to confirm that you want to request this name.

## Certificate of Assumed Name

Cancel this Event

### Business Name Search ?

Enter the name of the business below exactly as you would like it to be registered. Clicking the Search button will inform you on the availability of that name.

Assumed Business Name

**Business Name Available**

Would you like to request this name for registering your business?  Yes  No

The name you have chosen for your business has been pre-approved and will be made available once you have completed and processed the application.

Final approval and release of the approved name will occur at the time of submission.

Please click the Next button to continue.

Previous
Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

Click 'Yes' to request the assumed name. (Note: If you click 'No,' One Stop asks you to enter a new name and search again.)

Once the assumed name has been verified as available and you have indicated that you want to request the name, One Stop notifies you that the name is pre-approved and will be

made available when you complete the amendment; final approval and registration of the approved name will occur when you submit the certificate after payment.

Click the 'Next' button to continue the filing process.

### 2.5.1.3 Names Not Qualifying for Automatic Approval

If the assumed name contains any variation of the words trust, bank, insurance, land surveyor, credit union, or engineer, One Stop asks you to upload supporting documentation. Various state laws require additional documentation prior to submission with the Office of the Secretary of State.

---

Certificate of Assumed Name Cancel this Event

Business Name Search [?](#)

Enter the name of the business below exactly as you would like it to be registered. Clicking the Search button will inform you on the availability of that name.

Assumed Business Name

It appears that the unique business name you have chosen contains name variations of the words "trust", "bank", "insurance", "surveyor(s)", "surveying", "land surveyor", "credit union" or "engineer" and does not qualify for automatic approval. The name entered will be reviewed by the Office of the Secretary of State for final approval.

Would you like to submit this business name for your business and proceed with uploading supporting documentation?  Yes  No

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

---

When you check 'Yes' and click the 'Next' button, One Stop displays a page for you to upload supporting documents. Please refer to [Appendix A: Upload Supporting Documents](#) for information on this page.

### 2.5.1.4 Mailing Address

The "Mailing Address" page appears.

## Certificate of Assumed Name

Cancel this Event

### Mailing Address ?

Please provide your mailing address for the Assumed Name you are filing:

Use a Previous Address 700 CENTRAL AVE, Louisville, KY, 40208, US ▼

ATTN

Country United States ▼

Zip/Postal Code 40208

Address Line 1 700 CENTRAL AVE

Address Line 2 (optional)

City Louisville

State (Enter state/province name if non-USA countries) Kentucky ▼

County Jefferson ▼

← Previous
Save
Next →

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may choose to use a previously entered address by checking the box and selecting an address from the list. If the address is not available, enter the correct address.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

Click the 'Next' button to continue.

### 2.5.1.5 Complete the Submission

This completes the process specific to filing an assumed name. One Stop now will prompt you to complete the filing. Please refer to [Section 2.6: Complete the Submission](#) for information about this process.

### 2.5.2 Amend Assumed Name

When you select 'Amend' from the 'Assumed Names' tab, the "Amended Certificate of Assumed Name" page appears.

**Amended Certificate of Assumed Name** Cancel this Event

---

Select the Certificate of Assumed Name you would like to amend

--Select from--

Previous Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

Select the name you want to amend and click 'Next' to continue. The page expands to show the current mailing address.

**Amended Certificate of Assumed Name** Cancel this Event

---

Select the Certificate of Assumed Name you would like to amend

Carnegie & Morgan

Assumed Name Mailing [Edit](#)  
Address

Assumed Name	Carnegie & Morgan
<a href="#">Address</a>	
Address Line1	251 W SECOND ST
City	Lexington
Country	United States
State	Kentucky
Zip/Postal Code	40507
County	Fayette

Previous Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

Click the 'Edit' link to modify the mailing address. The page expands to allow you to edit the address.



## Amended Certificate of Assumed Name

Cancel this Event

Select the Certificate of Assumed Name you would like to amend

▼
Carnegie & Morgan

### Mailing Address ?

Please provide your mailing address for the Assumed name you are amending:

Use a Previous Address ▼

ATTN

Country United States ▼

Zip/Postal Code 40507

Address Line 1 251 W SECOND ST

Address Line 2 (optional)  

City Lexington

State(Enter state/province name if non-USA countries) Kentucky ▼

County Fayette ▼

Previous
Save
Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may choose to use a previously entered address by checking the box and selecting an address from the list. If the address is not available, enter the correct address.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

Click the 'Next' button to continue.

This completes the process specific to amending an assumed name. One Stop now will prompt you to complete the filing. Please refer to [Section 2.6: Complete the Submission](#) for information about this process.

### 2.5.3 Renew Assumed Name

This functionality is included; however the option is only available upon the effective date for renewal. Please reference the note below.

**Note**

Any certificate of assumed name in effect on July 15, 1998, shall continue in effect for five (5) years and may be renewed by filing a renewal certificate on One Stop or with the Office of the Secretary of State.

## 2.5.4 Withdraw Assumed Name

When you select 'Withdraw' from the 'Assumed Names' tab, the "Certificate of Withdrawal of Assumed Name" page appears.

**Certificate of Withdrawal of Assumed Name** Cancel this Event

Select the Certificate of Assumed Name you would like to withdraw

--Select from--

Previous Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

Select the name you want to withdraw and click 'Next' to continue. The page expands to for you to provide an alternate mailing address if desired.

## Certificate of Withdrawal of Assumed Name

Cancel this Event

Select the Certificate of Assumed Name you would like to withdraw

Carnegie & Morgan

Please provide an alternate address , if applicable ,for the forwarding of any correspondence pertaining to this filing

The Secretary of the State may forward to the business entity at the following street address , any process served on the Secretary of the State and commits to notify the Secretary of State of any future changes to this address

### Mailing Address ?

Please provide your mailing address for the Assumed Name you are withdrawing:

Use a Previous Address

ATTN

Country United States

Zip/Postal Code 40208

Address Line 1 700 CENTRAL AVE

Address Line 2 (optional)

City Louisville

State(Enter state/province name if non-USA countries) Kentucky

County Jefferson

Previous
Next

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

You may choose to use a previously entered address by checking the box and selecting an address from the list. If the address is not available, enter the correct alternate address.

Click the 'Next' button to continue.

This completes the process specific to withdrawing an assumed name. One Stop now will prompt you to complete the filing. Please refer to [Section 2.6: Complete the Submission](#) for information about this process.

## 2.6 Complete the Submission

The following pages/processes are common to completing Manage Business filings:

- Electronic Signatures
- Summary
- Payment of Fees
- Manage Business Complete

The examples shown in this section are based on Change Principal Office. The pages will be similar for the other Manage Business functions.

### 2.6.1 Electronic Signatures

The “Electronic Signatures” page allows entry of the signatures required by the Commonwealth, customized to the particular manage business function being performed.

Change Principal Office Address
Cancel this Event

---

Electronic Signatures

Please provide the electronic signatures required below and then select *Next* to continue with registration.

I,  Authorized Representative, declare under penalty of perjury and the laws of the state of Kentucky that the foregoing is true and correct.

Signature of officer or business representative:

<small>Sign</small>	<input type="text" value="Paula Puckett"/>	<small>Date</small>	<input type="text" value="2/22/2018 1:20 PM"/>
---------------------	--	---------------------	--

Businesses are responsible for any consent and/or declarations made on behalf of the individuals.

Previous
Next

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

Enter the appropriate information. One Stop automatically fills in the date.

Click ‘Next’ to continue the process.

### 2.6.2 Summary

The “Summary” page shows the changes you made for this Manage Business function, allowing you to confirm your entries before proceeding with submission. This page is an example of the Change Principal Office Address; the version of the ‘Summary’ page will vary depending on the function and include payment information if required for the filing with the Office of the Secretary of State.

## Change Principal Office Address

Cancel this Event

## Summary

Previous Principal Office Address		
2209 Pigeon Point Rd, Pickney Point Beaufort, South Carolina, 29902 United States		

Updated Principal Office Address		
14 West Broadway, Suite 14 Winchester, Clark Kentucky 40391 United States		

Electronic Signatures		
Signature	Association	Date Signed
Paula Puckett	Authorized Representative	2/22/2018

Payment Summary		
Description	Quantity	Amount
Application Fee	1	\$10.00
<b>Total</b>	<b>1</b>	<b>\$10.00</b>

[←Previous](#)
[Next→](#)

For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490

If you notice an error or omission, click the 'Edit' link, if applicable, or use the 'Previous' button. One Stop will re-open the page for you to make the correction. When you finish updating the information, use the 'Next' button to revisit other information you entered.

After completing your review, click the 'Next' button to continue. You will be prompted to pay the appropriate fees to complete the submission. Please refer to [Section 2.6.3: Pay Application Fee](#) for information about this process.

## 2.6.3 Pay Application Fee

When you register a business or make changes to information on file with the Office of the Secretary of State, you must pay all applicable fees before the filing is approved. Fees may be paid by prepaid account or debit or credit card issued by an approved issuer. Fees for a Statement of Change may be paid by Electronic Funds Transfer (ACH).

Please visit [Secretary of State / Business / Business Filings / Fees](#) for an explanation of fees owed.

### 2.6.3.1 Payment Summary

When you click 'Next', the "Payment Summary" page appears.

## Statement Of Change

### Payment Summary

Please review the payment summary below, confirm your payment type and click the **Next** button to continue.

Payment Summary		
Description	Quantity	Amount
Application Fee	1	\$20.00
Organization Fee	0	\$0.00
Sub Total	1	\$20.00
<b>Total</b>	<b>1</b>	<b>\$20.00</b>

Payment Type  
-- Select Payment Type --

Previous Next

One Stop accepts credit cards and prepaid accounts.

**Note** Visit [www.sos.ky.gov/Prepaid-Accounts](http://www.sos.ky.gov/Prepaid-Accounts) for more information on how to establish a prepaid account.

Select the desired payment method in the 'Payment Type' dropdown.

Click the 'Next' button to continue.

### 2.6.3.2 Prepaid Account

#### 2.6.3.2.1 Prepaid Account Details

When you select 'Prepaid,' the "Prepaid Account Details" page appears.

## Statement Of Change

### Prepaid Account Details

In order to file your statement of change you will need to provide payment

Pre Paid Account Number

Agent Number

Agent PIN

Cancel Pay Registration Fee(s)

Enter the pre-paid account number, agent number, and agent PIN.

Click 'Pay Registration Fee(s)' to continue the payment process.

#### 2.6.3.2.2 Payment Receipt

If the pre-paid account information is valid, the "Payment Receipt" page appears.

## Statement Of Change Payment Receipt

Your payment has been initiated and will only be processed in the event the Secretary of State approves your filing. Please print this page for your records, this serves as your receipt.

Payment Receipt

Prepaid Account Number	193
Agent Number	1
Total Amount Paid	\$20.00
Payment Date	2/22/2018 1:37:42 PM

[Complete your Application](#)

Use browser print functionality or make note of the receipt information.

Be sure to click the ‘Complete your Application’ button to finish the payment process.

### 2.6.3.3 Credit Card

#### 2.6.3.3.1 Card Details

When you select ‘Credit Card’ on the “Payment Summary” page, the following page appears.

**Ky.gov** An Official Website of the Commonwealth of Kentucky

**Kentucky Secretary of State  
Alison Lundergan Grimes**

Select Payment Type

**CREDIT CARD**

Card Details

Card Number [Show](#)    Expiration Date    Security Code [Show](#)

No spaces or dashes, please.    [Help](#)

Summary

Statement Of Change	\$20.00
Item Price: \$20.00	
Quantity: 1	
Sub Total	\$20.00
<b>Total</b>	<b>\$20.00</b>

Cardholder Details

Name

Country

Address Line 1

Address Line 2

City

State

Zip Code

**NEXT**

[Cancel and return to Secretary of State Business Filings](#) [Save to my Kentucky.gov Account!](#)

[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)

**Kentucky**  
Commonwealth of Kentucky

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Kentucky.gov

Enter your credit card number, the expiration date (month and year), and security code. Also, enter your name and address information.

After you enter valid credit card and cardholder information, click the 'Next' button.

### 2.6.3.3.2 Confirmation

The "Payment Confirmation" page appears.

**MasterCard Card Details** [Edit](#)

Card Number \*\*\*\*\*0064      Expiration Date 10/2015

**Cardholder Details** [Edit](#)

John Jacob Astor III  
669 Chamberlin Ave  
Frankfort, KY 40601 United States

**Pay Now**

[Cancel and return to SOS Business Filings \(AutoInvoice\)](#) [SSO Login Text \(for eWallet\)](#)

Summary	
<b>New Business Registration</b>	\$90.00
Item Price: \$90.00	
Quantity: 1	
<b>Sub Total</b>	\$90.00
<b>Total</b>	\$90.00

Click 'Pay Now' if you are ready to make your payment.

### 2.6.3.3.3 Thank you

The "Thank you" page appears.

**Thank you for your payment!**

Almost Complete. Click "View Receipt" and then "Finish" button.

**View Receipt**

**Kentucky.gov User?**

We noticed that you are not logged in to Kentucky.gov. If you would like to view your receipt online after closing your browser, login now.

**Login** **Create Account**

[Why get a Kentucky.gov account?](#)

**Note** You do not need to create a Kentucky.gov account to view and print your receipt. The account is useful if you will want to return later to view and/or print your receipt.

Click 'View Receipt.'



## 2.6.3.3.4 Receipt

The “Receipt” page appears.

**Thank you for your payment!**

Please complete your Business Registration by clicking the Finish button.

Summary Print Email

**Confirmation Number** 12052448  
Payment Made: 04/21/2015 02:14 PM (-04:00 UTC)

**Account Holder Details**  
John Jacob Astor III  
669 Chamberlin Ave  
Frankfort, KY 40601

**Cart Items**

Description	Price	Quantity	Extended Total
New Business Registration	\$90.00	1	\$90.00

Payment Method: MasterCard Credit Ending With 0064

**Total** \$90.00

Thank you for your payment. Custom text can be placed here.

**Finish**

Use the ‘Print’ or ‘Email’ buttons or make note of the receipt information.


Be sure to click the ‘Finish’ button to complete the registration process.

### 2.6.3.4 ACH – available only for Statement of Change

#### 2.6.3.4.1 Indicate IAT ACH Information

When you select ‘ACH’ on the “Payment Summary” page, the following page appears.

### Select Payment Type



ACH / Electronic Check

### Indicate IAT ACH Information

Is this an international ACH transaction (IAT)?

What does this mean?

Yes  
 No

[Cancel and return to SOS Business Filings \(AutoInvoice\)](#)   [Save to my Kentucky.gov Account!](#)

#### Summary

<b>New Business Registration</b>	\$20.00
Item Price: \$20.00	
Quantity: 1	
<b>Sub Total</b>	\$20.00
<b>Total</b>	\$20.00

You must answer 'No' on this page. International banking is not currently available, and One Stop will display the following error message if you select 'Yes.'

**IAT ACH Information**

It is the intent of the Commonwealth of Kentucky not to use the ACH system for transactions in violation of U.S. Law, including the sanctions administered by the Office of Foreign Assets Control (OFAC). It is also the intent of the agency to be in compliance with the "International ACH Transaction (IAT) rules" that are part of the NACHA Operating Rules. Accordingly, all payments made through this website/online application are intended only for payments not associated with a foreign bank account, which would classify it as an "International ACH Transaction (IAT)" under the NACHA Operating Rules.


Since this website's payment application does not accommodate IAT transactions, payors that would be considered an IAT payor should use some other method of remitting funds to the Commonwealth. Alternative forms of payment would include check or credit card.

After selecting 'No,' click 'Next' to continue.

### 2.6.3.4.2 Account Details

The "Account Details" page appears.

### Select Payment Type



ACH / Electronic Check

### Account Details

**Account Type**

Checking ▼

**Customer Type**

Consumer ▼

**Routing Number** Show

.....

**Verify Routing Number** Show

.....

[Help](#)

**Account Number** Show

.....

**Verify Account Number** Show

.....

#### Summary

<b>Statement Of Change</b>	\$10.00
Item Price: \$10.00	
Quantity: 1	
<b>Sub Total</b>	\$10.00
<b>Total</b>	\$10.00

[Help](#)

### Account Holder Details

**Name**

**Country**

**Address Line 1**

**Address Line 2**

**City**

**State**

**Zip Code**

**Phone Number**

By clicking "Pay," I certify that:

- the Routing and Account numbers are correct; and,
- I have contacted my financial institution and authorized Kentucky.gov's originating bank, ECHO (ODFI ID #9775071990), to debit my account; and,
- should the ACH Debit transaction be returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Office of the Secretary of State.

[Next](#)

[Cancel and return to SOS Business Filings \(AutoInvoice\)](#) [Save to my Kentucky.gov Account!](#)

Enter your bank account information, including the account type, customer type, routing number (with verification) and account number (with verification). Also, enter your name, address, and phone.

After you enter valid bank account information, click the 'Next' button.

#### 2.6.3.4.3 Confirmation

The "Confirmation" page appears.

<p><b>Account Type Checking</b> <a href="#">Edit</a></p> <p><b>Routing Number</b> 490000018      <b>Account Number</b> ****3815</p> <p><b>Account Holder Details</b> <a href="#">Edit</a></p> <p><b>John Jacob Astor</b>          669 Chamberlin Ave          Frankfort, KY 40601 United States</p> <p><b>Phone Number</b> 5025646303</p> <p>By clicking "Pay," I certify that:</p> <ul style="list-style-type: none"> <li>the Routing and Account numbers are correct; and,</li> <li>I have contacted my financial institution and authorized Kentucky.gov's originating bank, ECHO (ODFI ID #9775071990), to debit my account; and,</li> <li>should the ACH Debit transaction be returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Office of the Secretary of State.</li> </ul> <p><a href="#">Pay Now</a></p> <p><a href="#">Cancel and return to SOS Business Filings (AutoInvoice)</a> <a href="#">Save to my Kentucky.gov Account!</a></p>	<p><b>Summary</b></p> <table border="1"> <tr> <td><b>Statement Of Change</b></td> <td>\$10.00</td> </tr> <tr> <td>Item Price: \$10.00</td> <td></td> </tr> <tr> <td>Quantity: 1</td> <td></td> </tr> <tr> <td><b>Sub Total</b></td> <td>\$10.00</td> </tr> <tr> <td><b>Total</b></td> <td>\$10.00</td> </tr> </table>	<b>Statement Of Change</b>	\$10.00	Item Price: \$10.00		Quantity: 1		<b>Sub Total</b>	\$10.00	<b>Total</b>	\$10.00
<b>Statement Of Change</b>	\$10.00										
Item Price: \$10.00											
Quantity: 1											
<b>Sub Total</b>	\$10.00										
<b>Total</b>	\$10.00										

Review the information and click 'Pay Now' when you are ready to make your payment.

#### 2.6.3.4.4 Thank you

The "Thank you" page appears.

**Thank you for your payment!**

Almost Complete. Click "View Receipt" and then "Finish" button

[View Receipt](#)

669 Chamberlin Ave  
Frankfort, KY 40601 United States

**Kentucky.gov User?**  
We noticed that you are not logged in to Kentucky.gov. If you would like to view your receipt online after closing your browser, login now.

[Login](#) [Create Account](#)

Why get a Kentucky.gov account?

Total **\$10.00**

**Note** You do not need to create a Kentucky.gov account to view and print your receipt. The account is useful if you will want to return later to view and/or print your receipt.

Click 'View Receipt.'

2.6.3.4.5 Receipt

The "Receipt" page appears.

**Thank you for your payment!**

Please complete your Business Registration by clicking the Finish button.

Summary Print Email

**Confirmation Number** **13950880**

Payment Made: 08/12/2015 08:22 AM (-04:00 UTC)

**Account Holder Details**  
John Jacob Astor  
669 Chamberlin Ave  
Frankfort, KY 40601

**Cart Items**

Description	Price	Quantity	Extended Total
Statement Of Change	\$10.00	1	\$10.00

Payment Method ACH Ending With 3815

**Total** **\$10.00**

By clicking "Pay," I certify that:

- the Routing and Account numbers are correct; and,
- I have contacted my financial institution and authorized Kentucky.gov's originating bank, ECHO (ODFI ID #9775071990), to debit my account; and,
- should the ACH Debit transaction be returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Office of the Secretary of State.

Thank you for your payment!

[Finish](#)

Use the 'Print' or 'Email' buttons or make note of the receipt information.

Be sure to click the 'Finish' button to complete the payment process. When you click 'Finish,' One Stop displays a "Registration Complete" page customized to the filing you submitted.

## 2.6.4 Manage Business Complete

The “Manage Business” page appears.

### Manage Business

You have successfully Filed for the Assumed Name  
Thank you for submitting your business registration through Kentucky Business One Stop. Your application has been submitted and is currently being reviewed by the Office of the Secretary of State to ensure that all filing requirements have been met.

[Click here to manage other events](#)

*For assistance with specific business registration related questions, please call the Office of the Secretary of State at 502-564-3490*

The Office of the Secretary of State will review the information you submitted, including any uploaded documents, to ensure that all filing requirements are met.

By state law, the Office of the Secretary of State has up to 5 business days to complete this review; however, please be aware that the average turnaround time is 1 business day to complete. Application reviews occur only during regular office hours.

After submitting the application to the Office of the Secretary of State, you may return to the business summary. Click the ‘Click here to manage other events’ button to return to the business summary.

## 3 Manage Taxes and Licenses

If you are the Registration Administrator for the business or you have the proper authority, you may manage changes to tax registration and/or cigarette/tobacco products license information and/or file tax returns for eligible accounts.

These pages vary depending on the types of tax accounts and licenses the business has as well as your authority level to manage and/or file tax returns for those accounts.

### 3.1 Tax Administration

Options for managing taxes and/or licenses on the business summary page are within sections and/or tabs on the main 'Tax Administration' tab.

The following manage functions are available within One Stop:

- **Manage Business:**
  - Add FEIN – enabled only when the business was not registered online, but with the Department of Revenue on paper and without an existing FEIN (unless your business was registered as a Sole Proprietorship and you did not enter an FEIN).
  - Change Business Name (on file with the Department of Revenue) – enabled only when the business is not registered with the Secretary of State. If the business is registered with the Secretary of State, you must change the business name through that office.
  - Change Accounting Period
- **Manage Tax Accounts:**
  - Add/Update DBA Name (for Employer's Withholding and Sales and Use Tax accounts) Click the 'View Details' button next to the account for which you want to add/update a 'Doing Business As' name.
  - Print Permits
  - Apply for Additional Accounts
  - Change Address
  - Change Phone
  - File Taxes
  - Enroll for Online Filing
- **Manage Responsible Parties:**
  - Manage (Add, Edit, Update) Responsible Parties
- **Manage Cigarette/Tobacco Products Licenses**
  - Print Licenses
  - Apply for Additional Licenses
  - File Tobacco Taxes
  - Change Mailing Address
  - Change Contact

- Change Process Agent
- Reapply for License

### 3.1.1 Cancel Event

To cancel an update to tax registration information, simply click the ‘Cancel this Event’ or ‘Cancel’ buttons available at various points in the process.

## 3.2 Manage Business

The following functions may be available to manage within the filing ‘Details’ section under the Tax Administration tab:

Tax Administration Department of Revenue		Permissions Assigned Roles				
Details				+ Add FEIN	Change Business Name	Change Accounting Period
Taxing Election	FEIN	Accounting Method	Accounting Period	Accounting Period End Date		
S-Corporation		CASH	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)	December 31		

### 3.2.1 Add FEIN

The ‘Add FEIN’ option is enabled only when the business does not have a FEIN. If your business was registered with the Department of Revenue (on paper), the FEIN is not always required.

When you select ‘Add FEIN’ in the filing ‘Details’ section, the “Add FEIN” page appears.

Ky.gov An Official Website of the Commonwealth of Kentucky

Search

Add FEIN Cancel this Event

Add Federal Employer Identification Number(FEIN) for your business organization

Submit

Enter the FEIN and click the ‘Submit’ button to submit the change. See [Section 3.11 Update Complete Message](#).

### 3.2.2 Change Business Name

The ‘Change Business Name’ option is enabled only when the business is not registered with the Secretary of State. If the business is registered with the Secretary of State, you must change the business name through that Office.

When you select ‘Change Business Name’ in the filing ‘Details’ section, the “Change Business Name” page appears.

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Search

### Change Business Name

Cancel this Event

Current Business Name: Rockefeller's Tobacco

New Business Name:

Effective Date:

Update

Enter the 'New Business Name' and the 'Effective Date'.

Click the 'Update' button to submit the change. See [Section 3.11 Update Complete Message](#).

### 3.2.3 Change Accounting Period

When you select 'Change Accounting Period' in the filing 'Details' section, the "Change Accounting Period" page appears.

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Search

### Change Accounting Period

Cancel this Event

Current Accounting Period: CALENDAR YEAR (JANUARY 1st to DECEMBER 31st) December 31

Provide your new Accounting Period approved by the IRS:

Business Accounting Period:

Submit

Select the accounting period that the business uses. Options for accounting period include Calendar year (year ends December 31), Fiscal Year, 52/53 Week Calendar Year, and 52/53 Week Fiscal Year.

If you select the Fiscal Year accounting period, One Stop prompts you for the month and day that the business's fiscal year ends.

Year Ending :  Day :

If you select the 52/53 Week Calendar Year, One Stop prompts you for the day of the week that the business's year ends in December.

December

If you select the 52/53 Week Fiscal Year, One Stop prompts you for the month and day of the week that the business's fiscal year ends.



Month and day of week that year ends :

-- Select Month --

Day :

-- Select Day Of Week --

**Note** Most businesses operate under a calendar year basis; the calendar year ends December 31.

Click the 'Submit' button to submit the change. See [Section 3.11 Update Complete Message](#).

### 3.3 Manage Tax Accounts

The following functions may be available to manage within the 'Tax Accounts' tab under the Tax Administration tab:

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	
Employer's Withholding Tax	000978297	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	N/A	<a href="#">View Details</a>
Sales and Use Tax	000874012	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	✓	<a href="#">View Details</a>
Telecommunications Tax	000700309	,	606-789-4573	ACTIVE	N/A	<a href="#">View Details</a>
Utility Gross Receipts License Tax	000050377	,	606-789-4573	ACTIVE	N/A	<a href="#">View Details</a>
Transient Room Tax	000874012	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	✓	<a href="#">View Details</a>
Motor Vehicle Tire Fee	000874012	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	✓	<a href="#">View Details</a>
Commercial Mobile Radio Service (CMRS) Prepaid Service Charge	000874012	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	<a href="#">Enroll</a>	<a href="#">View Details</a>
Corporation Income Tax	000947619	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	N/A	<a href="#">View Details</a>
Limited Liability Entity Tax	000947619	14 West Broadway, Suite 14, Winchester, Clark, Kentucky, United States, 40391	--	ACTIVE	N/A	<a href="#">View Details</a>

When clicking on 'View Details' of a specific account, you can view the details of that account. To return to the main listing, click on the 'Return to Account Listing' button.

#### 3.3.1 Add/Update DBA Name

The 'Add/Update DBA Name' option is enabled when you 'View Details' on a Sales and Use Tax account.

When you select 'Add/Update DBA Name' from the top menu, the "Add/Update DBA Name" page appears.

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Add/Update DBA Name [Cancel this Event](#)

Selected Tax Type: Sales and Use Tax

Selected Tax Account: 000874012

Select Location: Select a Location

Currently Doing Business As (DBA) Name:

New Doing Business As (DBA) Name:

[Submit](#)

This page is specific to the Sales and Use Tax account you are currently viewing.

Select a 'Location' and enter the 'New Doing Business As (DBA) Name'.

Click the 'Submit' button to submit the change. See [Section 3.11 Update Complete Message](#).

### 3.3.2 Apply for Additional Accounts

When you select 'Apply for Additional Accounts' from within the 'Tax Accounts' tab, the "Apply for Additional Tax Accounts" page appears.

**Note** This is a multi-step process. Make sure you follow it through to completion for the tax account(s) for which you want to apply.

#### 3.3.2.1 Tax Correspondence Information

The first step in the process asks whether you received a letter requesting that you register.

Event

[Apply For Additional Tax Accounts](#)

Tax Correspondence Information [Cancel This Event](#)

Did you receive correspondence from the Division of Registration and Data Integrity requesting registration of this business?  Yes  No

[Next](#)

For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053

If you received a letter from the Division of Taxpayer Registration and Data Integrity requesting that you register, answer 'Yes.' The page expands to allow entry of the file number from the correspondence you received.

Provide the file number located at the top of the letter you received. If you no longer have your letter, please call the Kentucky Department of Revenue at 502-564-5053.

Correspondence File Number

Enter the correspondence file number, and click 'Next' to continue.

If you did not receive a letter, click 'No' and 'Next' to continue.

The 'Cancel This Event' button returns you to the business summary page.

### 3.3.2.2 DBA & NAICS Code

The second step in the process collects information about the 'Doing Business As' (DBA) name and the North American Industry Classification System (NAICS) code for the new tax accounts for which you are applying.

If the business has a 'Doing Business As (DBA)' name for the new tax accounts, enter the name.

You may enter your six-digit code and press 'Enter' or tab out of the field. If the NAICS code is valid, you may click 'Next' to continue.

Or, you may select the 'National Industry (6 Digit)' category. The page expands for you to select a sector.

After you select a sector, you may select a SubSector and finally a NAICS Code. As you make each selection, the options in the remaining dropdowns are filtered based on that selection.

If you need assistance with identifying the appropriate NAICS code for the business, go to the United States Census Bureau web site -> <http://www.census.gov/eos/www/naics/>. Use the NAICS Search for the most recent year (as of 2018, the 2017 NAICS Search is the most recent).

Click the 'Next' button to continue.

The 'Cancel This Event' button returns you to the business summary page; the 'Go Back to Dashboard' button returns you to the One Stop home page; and the 'Previous' button returns you to the previous page.

### 3.3.2.3 Select Tax Accounts

The next step in the process shows assigned and available tax accounts.

Event

[Apply For Additional Tax Accounts](#)

← Go Back to Dashboard    Cancel This Event

**Tax Accounts**

Tax Type Description	Tax Account Num...	Mailing Address
Sales and Use Tax Account	00088527	3475 Blazer Pkwy , Lexington, Kentucky 40509 Fayette United States
Utility Gross Receipts License Tax Account	000050316	
Telecommunications Tax Account	000600266	

1 - 3 of 3 items

**Apply For Additional Tax Accounts**

Tax Type Description	Action
Employer's Withholding Tax Account	+ Add
Motor Vehicle Tire Fee Account	+ Add
Transient Room Tax Account	+ Add
Commercial Mobile Radio Service (CMRS) Prepaid Service Charge	+ Add

1 - 4 of 4 items

▲ For Assistance with applying for an additional tax account, please call the Kentucky Department of Revenue at 502-564-5053

*For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053*

The 'Tax Accounts' grid at the top lists tax accounts already assigned to the business. The 'Apply for Additional Tax Accounts' grid at the bottom lists tax accounts for which the business may apply.

When you click the 'Add' button to the right of a tax in the 'Apply for Additional Tax Accounts' grid. One Stop walks you through the process of applying for the selected tax account.

The 'Cancel This Event' button returns you to the business summary page; the 'Go Back to Dashboard' button returns you to the One Stop home page.

The process to apply for an additional tax account is almost identical to the process of applying for the tax account as part of initial tax registration with the Department of Revenue. Please reference the appropriate section in the [Register My Business](#) user guide.

The next section shows an example of applying for a Commercial Mobile Radio Service (CMRS) Prepaid Service Charge. Applying for other accounts follows a similar pattern, especially if an active Sales and Use Tax account is required.

### 3.3.2.4 Apply for a CMRS Prepaid Service Charge Account

If you choose to apply for a Commercial Mobile Radio Service (CMRS) Prepaid Service Charge account, a list of Sales and Use Tax accounts appears.

Event

Apply For Additional Tax Accounts

[← Go Back to Select Tax Accounts](#)

Tax Type Description	Account Number	Account Status	Action
Sales and Use Tax	000885527	ACTIVE	Select

--MESSAGE-- Select the Sales and Use Tax Account which requires a Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Account

*For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053*

Select the Sales and Use Tax account to associate with the CMRS Prepaid Service Charge account.

The page expands to show the information required to apply for a CMRS Prepaid Service Charge Account. The account number defaults to the number for the selected Sales and Use Tax account.

Event

Apply For Additional Tax Accounts

[← Go Back to Select Tax Accounts](#)

Tax Type Description	Account Number	Account Status	Action
Sales and Use Tax	000885527	ACTIVE	Select

**Add Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Account**

Account Number:

Date sales began or will begin:

Commercial Mobile Radio Service (CMRS) Prepaid Service Charge correspondence should be mailed to :

ATTN:

Country:

Zip/Postal Code:

Address Line 1:

Address Line 2 (optional):

City:

State(Enter state/province name if non-USA countries):

County:

Phone Number:

[Previous](#) [Next](#)

*For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053*

Select the date that the business became or will become liable for the CMRS Prepaid Service Charge. (The CMRS Prepaid Service Charge is in effect as of January 1, 2017; the liability date cannot be before that date.)

The address defaults to the Sales and Use Tax account address. You may overwrite the address if needed. Also, enter a phone number for the CMRS Prepaid Service Charge account.

Click the 'Next' button to continue.

The 'Previous' button returns you to the previous page. The 'Go Back to Select Tax Accounts' button returns you to the "Select Tax Accounts" page.

### 3.3.2.5 Select Tax Accounts

When you click 'Next' after providing information about the additional tax account, One Stop returns you to the "Select Tax Accounts" page.

Event

[Apply For Additional Tax Accounts](#)

← Go Back to Dashboard
Cancel This Event

Tax Accounts
↑

Tax Type Description	Tax Account Num...	Mailing Address
Sales and Use Tax Account	000885527	3475 Blazer Pkwy , Lexington, Kentucky 40509 Fayette United States
Utility Gross Receipts License Tax Account	00050316	
Telecommunications Tax Account	000600266	

1 - 3 of 3 items

Additional Accounts Applied For
↑

Tax Type Description	Action	Action
Commercial Mobile Radio Service (CMRS) Prepaid Service Charge-000885527	★ Edit	× Delete

1 - 1 of 1 items

⚠ Click the Complete button to continue
Complete

Apply For Additional Tax Accounts
↑

Tax Type Description	Action
Employer's Withholding Tax Account	+ Add
Motor Vehicle Tire Fee Account	+ Add
Transient Room Tax Account	+ Add

1 - 3 of 3 items

⚠ For Assistance with applying for an additional tax account, please call the Kentucky Department of Revenue at 502-564-5053

For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053

The 'Tax Accounts' grid at the top has not changed. There is a new grid in the middle; the 'Additional Accounts Applied For' grid contains the CMRS Prepaid Service Charge account. The 'Apply for Additional Tax Accounts' grid at the bottom lists tax accounts that still may be applicable to the business.

Notice that, in this example, the CMRS Prepaid Service Charge is no longer listed in the 'Apply for Additional Tax Accounts' grid. A business may have only one CMRS Prepaid Service Charge Tax account for every Sales and Use Tax account, and this business has only one Sales and Use Tax account.

In the 'Additional Accounts Applied For' grid, you may click the 'Edit' button to modify information provided for that tax account or the 'Delete' button to cancel applying for that tax account.

When you are finished applying for additional accounts, use the 'Complete' button at the bottom of the 'Additional Accounts Applied for' grid. Go to [Section 3.3.10 Apply for Additional Tax Accounts – Summary](#).

### 3.3.2.6 Apply for Additional Tax Accounts – Summary

When you click 'Complete' on the "Select Tax Accounts" page, the "Apply for Additional Tax Account – Summary" page appears.

Event
Apply For Additional Tax Accounts

[← Go Back to Select Tax Accounts](#)

[Print PDF](#)

**Business Summary**

CBI Number	0141145294
Business Name	Rockefeller Natural Resources
Business Structure	Sole Proprietorship
Taxing Election	
FEIN	346021589
Accounting Method	CASH
Accounting Period	CALENDAR YEAR
Accounting Period EndDate	December 31

**NAICS Code** [Edit](#)

NAICS Code : 447110 (Gasoline Stations with Convenience Stores)

DBA Name :

**Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Account** [Edit](#)

Date sales began or will begin : 03/01/2017

Sales Use Tax Account Number 000885527

**Mailing Address**

3475 Blazer Pkwy, Lexington, Kentucky, United States, 40509, County : Fayette

Phone : 1 (859) 357-7100

[Previous](#)

[Submit](#)

For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053

This page allows you to review the information entered before submitting the application for additional tax accounts. If you notice an error or omission, click the 'Edit' link next to the incorrect entry. One Stop will re-open the page for you to make the correction. When you finish updating the information, you may use the 'Complete' button to apply again.

When you expand the tax account sections, One Stop displays the questions and your answers and/or the information you provided for that tax account. Click the plus sign to the left of the tax to display details.

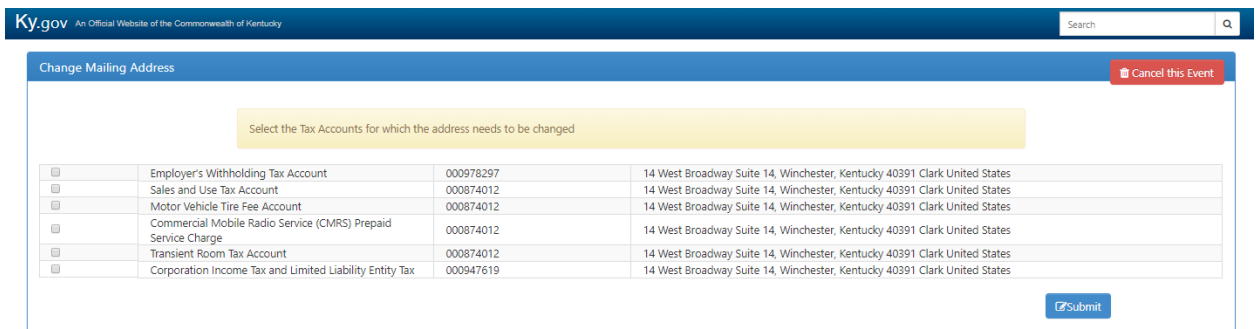
The 'Print PDF' link at the top brings up a PDF version of the summary for you to save or print if desired.

**Note** You may want to print a copy of the summary page outlining your filing. Once you submit the application, you will not be able to access the summary page again.

When you are satisfied with the information you provided, click the 'Submit' button to submit the application for additional tax accounts. See [Section 3.11 Update Complete Message](#).

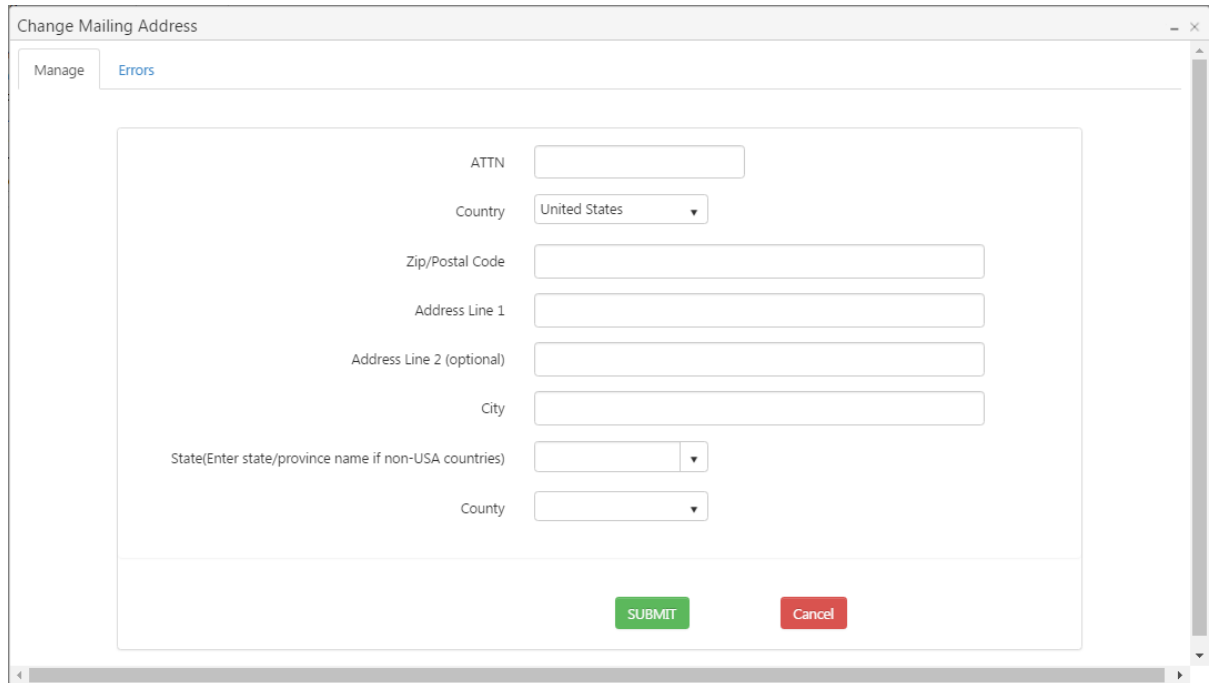
### 3.3.3 Change (Mailing) Address

When you select 'Change Address' from within the 'Tax Accounts' tab, the "Change Mailing Address" page appears.



Select the tax accounts to which the new address will apply and click 'Submit.'

The "Change Mailing Address" pop-up appears.





Enter the new address and click the 'Submit' button. If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Submit' again to proceed.

See [Section 3.11 Update Complete Message](#).

### 3.3.4 Change Phone (Number)

When you select 'Change Phone' from within the 'Tax Accounts' tab, the "Change Phone Numbers" pop-up appears.

<input type="checkbox"/>	Employer's Withholding Tax Account	000978297	--
<input type="checkbox"/>	Sales and Use Tax Account	000874012	--
<input type="checkbox"/>	Motor Vehicle Tire Fee Account	000874012	--
<input type="checkbox"/>	Commercial Mobile Radio Service (CMRS) Prepaid Service Charge	000874012	--
<input type="checkbox"/>	Transient Room Tax Account	000874012	--
<input type="checkbox"/>	Corporation Income Tax and Limited Liability Entity Tax	000947619	--
<input type="checkbox"/>	Telecommunications Tax Account	000700309	606-789-4573
<input type="checkbox"/>	Utility Gross Receipts License Tax Account	000050377	606-789-4573

Select the tax accounts to which the new phone number will apply and click 'Submit.'

The "Change Phone Numbers" pop-up appears.

Enter the new phone number and click the 'Submit' button.

See [Section 3.11 Update Complete Message](#).

### 3.3.5 File Taxes

When you select 'File Taxes' from within the 'Tax Accounts' tab, the e-File application appears.

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Kentucky Business One Stop Filing

South Carolina Distributors Ltd. CBI 0245838502

You have access to 4 filing accounts

Filing Type	Account Number	Filing Frequency	Alerts
Commercial Mobile Radio Service (CMRS) Prepaid Service Charge	000874012	QUARTERLY	Account is not active for online filing
Motor Vehicle Tire Fee	000874012	QUARTERLY	
Sales and Use Tax	000874012	QUARTERLY	
Transient Room Tax	000874012	QUARTERLY	

- One Stop Dashboard
- Manage Existing Business
- Payments
- Filing Obligations Due
  - CMRS Tax Accounts
    - 000874012
  - Waste Tire Trust Fund Accounts
    - 000874012
  - Sales & Use Tax Accounts
    - 000874012
  - Transient Room Tax Accounts
    - 000874012

Please reference the [Tax Filing User Guide](#) for information on how to use this application to file tax returns for Consumer’s Use Tax, Sales and Use Tax, Motor Vehicle Tire Fee, Transient Room Tax and the Commercial Mobile Radio Service Prepaid Service Charge.



You may use the menu options on the left to return to the business summary page by clicking on ‘Manage Existing Business’. Click on ‘One Stop Dashboard’ to return to the main dashboard.

### 3.3.6 Enroll for Online Filing

The ‘Enroll’ option is enabled only if you were not automatically enrolled for Online Filing.

**Note**

If you are liable for Sales & Use Tax, Transient Room Tax, Motor Vehicle Tire Fee, Commercial Mobile Radio Service Prepaid Service Charge, or Consumer’s Use Tax, you will automatically be enrolled in online filing of Tax Returns when submitting a new registration.

When you select ‘Enroll’ from within the ‘Tax Accounts’ tab, for a tax account that is eligible to enroll, the “Enroll for Online Filing” page appears. (The ‘Enroll’ button is located in the ‘Online Filing’ column within the Tax Accounts grid. If there is a  , then the account is already enrolled; if there is *N/A* , then the account is not eligible; if there is an  button, then you can continue to enroll for online filing).

Enroll For Online Filing Cancel this Event

Select the Tax Accounts that you want to Enroll in Online Filing

	Tax Type Description	Tax Account Number	Online Filing Type	Effective Date	
<input checked="" type="checkbox"/>	Sales and Use Tax Account	000874012	Online	2/20/2018	
<input checked="" type="checkbox"/>	Motor Vehicle Tire Fee Account	000874012	Online	2/20/2018	
<input checked="" type="checkbox"/>	Transient Room Tax Account	000874012	Online	2/20/2018	
<input type="checkbox"/>	Commercial Mobile Radio Service (CMRS) Prepaid Service Charge	000874012	Paper	3/1/2018	

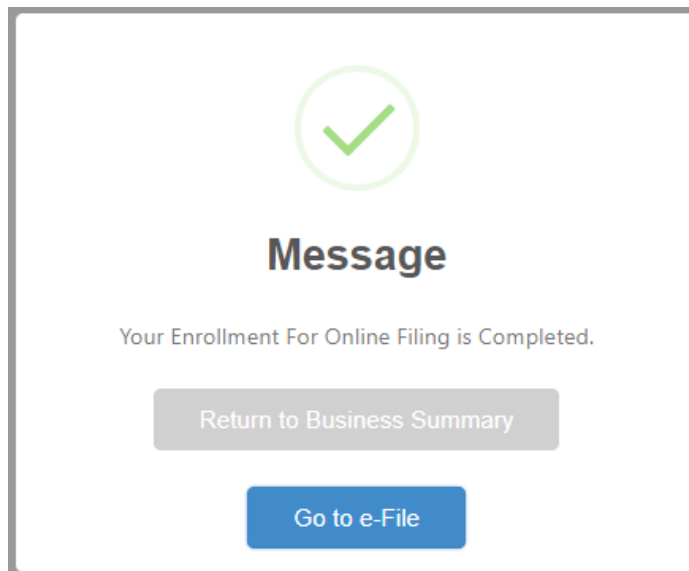
[Enroll](#)

[Click here to File Taxes](#)

Select the tax accounts that are eligible to enroll for online filing and provide an 'Effective Date'. Click the 'Enroll' button to submit the change.

If you choose not to 'Enroll' and just want to view the accounts that are already enrolled and 'File Taxes', select the 'Click here to File Taxes' button.

When you update information, a "Message" indicates that your changes have been submitted to the Commonwealth for processing. For Online Filing you can also click on the 'Go to e-File' button, which will redirect you to the e-File application. [See section 3.3.5 File Taxes.](#)



## 3.4 Manage Responsible Parties

The following functions may be available to manage within the 'Responsible Parties' tab under the Tax Administration tab:

Tax Accounts	Responsible Parties	Cigarette/Tobacco Products Licenses
--------------	---------------------	-------------------------------------

Manage Responsible Parties				
Name	FEIN/SSN	Title	Effective Date	
Pamunkey Palms Process Agent	398776513	LLC Member	12/15/2017	<a href="#">View Details</a>
Pamela R Hall	*****6854	LLC Member	12/15/2017	<a href="#">View Details</a>

When you select 'Manage Responsible Parties' from within the 'Responsible Parties' tab, the "Manage Responsible Parties" page appears.

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**Manage Responsible Parties** [Cancel this Event](#)

Manage Errors

[Add a New Responsible Party](#)

Name	Id	RP Title	Effective Date	Function
Pamunkey Palms Process Agent	398776513	LLC Member	12/15/2017	<a href="#">Edit</a>
Pamela R Hall	*****6854	LLC Member	12/15/2017	<a href="#">Edit</a>

1 - 2 of 2 items

Depending on the number and type of responsible parties allowed based on the business's structure; you may add a new responsible party. One Stop will warn you if the business has reached the maximum number of responsible parties allowed. You also may edit an existing responsible party.

Please refer to [Appendix B: Ownership Disclosure – Responsible Parties](#) for how to identify the responsible parties for the business you are managing.

### 3.4.1 Add a New Responsible Party

If you click 'Add a New Responsible Party,' the page expands for you to confirm that you want to add a responsible party. If appropriate for the business's structure, the page may ask you to indicate whether the responsible party is representing the company as an individual or business. The information collected for a business differs slightly from the information collected for an individual.

**Note** Some business structures may have only individuals as responsible parties.

If the business structure allows only individuals as responsible parties, the page will not offer a choice as to whether the responsible party is representing the company as an individual or business.

#### 3.4.1.1 Only Individuals allowed

If only individuals are allowed, this page appears.

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[Cancel this Event](#)

### Manage Responsible Parties

Manage Errors

[Add a New Responsible Party](#)

Name	Id	RP Title	Effective Date	Function
Jimmy D Puckett	****5871	President	02/20/2018	<a href="#">Edit</a>

1 - 1 of 1 items

Use Information from Previous Association ▼

ATTN:

Country: United States ▼

Zip/Postal Code:

Address Line 1:

Address Line 2 (optional):

City:

State(Enter state/province name if non-USA countries): ▼

County: ▼

First Name:

Middle Name:

Last Name:

Family Generation Name: --Select-- ▼

Social Security Number:

Business Title: Please select .... ▼

Effective Date of Title:

DriversLicense:

State of Issuance: Select State ▼

You can select to use previous associations or enter a new one.

### 3.4.1.2 Businesses and Individuals allowed

If businesses and individuals are allowed, this page appears.

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[Cancel this Event](#)

### Manage Responsible Parties

Manage Errors

[Add a New Responsible Party](#)

Name	Id	RP Title	Effective Date	Function
Pamunkey Palms Process Agent	398776513	LLC Member	12/15/2017	<a href="#">Edit</a>
Pamela R Hall	****6854	LLC Member	12/15/2017	<a href="#">Edit</a>

1 - 2 of 2 items

Please provide your responsible party information for the business you are registering:

Is your responsible party representing the company as an individual or business? Select from... ▼

Select whether the responsible party is representing the company as an Individual or a Business. The page expands again for you to add the individual or business based on your selection.

### 3.4.1.3 Add Individual

The page expands for you to provide information about an Individual as a responsible party.

Please provide your responsible party information for the business you are registering:

Is your responsible party representing the company as an individual or business? INDIVIDUAL ▼

Use Information from Previous Association \_\_\_\_\_ ▼

ATTN	<input type="text"/>	First Name	<input type="text"/>
Country	<span>United States</span> ▼	Middle Name	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Last Name	<input type="text"/>
Address Line 1	<input type="text"/>	Family Generation Name	<span>--Select--</span> ▼
Address Line 2 (optional)	<input type="text"/>	Social Security Number	<input type="text"/>
City	<input type="text"/>	Business Title	<span>Please select .....</span> ▼
State(Enter state/province name if non-USA countries)	<input type="text"/> ▼	Effective Date of Title	<input type="text"/>
County	<span>_____</span> ▼	DriversLicense	<input type="text"/>
Telephone Number	<span> (201) 555-5555</span>	State of Issuance	<span>Select State</span> ▼

Enter the responsible party’s information: Name, Social Security Number, Business Title and Effective Date, Driver’s License, Address, and Telephone Number. You may use information from an existing association if appropriate.

Click the ‘Add Responsible Party’ button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click ‘Add Responsible Party’ again to proceed.

See [Section 3.11 Update Complete Message](#).

### 3.4.1.4 Add Business

The page expands for you to provide information about a business as a responsible party.

Use Information from Previous Association ▼

Business Name

Business Title

Effective Date of Title

FEIN

Telephone Number

ATTN

Country

Zip/Postal Code

Address Line 1

Address Line 2 (optional)

City

State(Enter state/province name if non-USA countries)

County

Enter the responsible party's information: Business Name, Business Title, Effective Date, FEIN, Telephone Number, and Address. You may use information from an existing association if appropriate.

Click the 'Add Responsible Party' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Add Responsible Party' again to proceed.

See [Section 3.11 Update Complete Message](#).

### 3.4.2 Edit a Responsible Party

If you click the 'Edit' button next to a responsible party, the page expands for you to indicate what information you want to edit for the selected responsible party.

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**Manage Responsible Parties** Cancel this Event

Manage Errors Add a New Responsible Party

Name	Id	RP Title	Effective Date	Function
Beaufort Sea Captains	398790546	LLC Member	11/21/2017	<input type="button" value="Edit"/>

1 - 1 of 1 items

Please select an option that you want to perform on Beaufort Sea Captains

The options available in the dropdown underneath the list of responsible parties include ‘Add Additional Title’ and ‘Change Responsible Party Address and Phone Number’.

**Note** You may not change identifying information for the responsible party, for example, Name, FEIN, Social Security Number, or Driver’s License. If this information is incorrect, please contact the Department of Revenue at 502-564-5053.

### 3.4.2.1 Add Additional Title

If you select ‘Add Additional Title’ in the dropdown, the page expands for you to select the additional title.

Please select the title that you would like to assign to John Jacob Astor from the drop down list.

Effective Date of Title

Select the appropriate title and provide the title’s effective date. Click the ‘Submit’ button.

See [Section 3.11 Update Complete Message](#).

If the Responsible Party is not eligible for adding an additional title, then you will get the following message:



**Oops...**

There are no additional titles that can be assigned to the selected Responsible Party

OK



Click OK and 'Cancel' to exit.

### 3.4.2.2 Change Responsible Party Address and Phone Number

If you select 'Change Responsible Party Address and Phone Number' in the dropdown, the page expands based on whether the responsible party is an individual or business.

#### 3.4.2.2.1 Change Individual

If the responsible party is an Individual, this information is displayed.

ATTN	<input type="text"/>	First Name	<input type="text" value="John"/>
Country	<input type="text" value="United States"/>	Middle Name (optional)	<input type="text" value="Jacob"/>
Zip/Postal Code	<input type="text" value="15219"/>	Last Name	<input type="text" value="Astor"/>
Address Line 1	<input type="text" value="600 Grant St"/>	Social Security Number	<input type="text" value="411111222"/>
Address Line 2 (optional)	<input type="text"/>	Driver's License Number	<input type="text"/>
City	<input type="text" value="Pittsburgh"/>	Family Generation Name	<input type="text"/>
State(Enter state/province name if non-USA countries)	<input type="text" value="Pennsylvania"/>	State of Issuance	<input type="text"/>
County	<input type="text"/>	Effective Date of Title	<input type="text" value="1/15/2010"/>
Phone Number	<input type="text" value="412-433-1121"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Update"/>

Modify the address and/or phone number, and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

See [Section 3.11 Update Complete Message](#).

#### 3.4.2.2.2 Change Business

If the responsible party is a Business this information is displayed.

Business Name: Carnegie Associates

ATTN:

Country: United States

Zip/Postal Code: 40507

Address Line 1: 251 W Second St

Address Line 2 (optional):

City: Lexington

State(Enter state/province name if non-USA countries): Kentucky

County: Fayette

Phone Number: 859-254-4175

FEIN: 613284597

Effective Date of Title: 5/1/2016

Buttons: Cancel, Update

Modify the address and/or phone number, and click the 'Update' button.

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box. Once the address has been validated, click 'Update' again to proceed.

See [Section 3.11 Update Complete Message](#).

### 3.5 Manage Cigarette/Tobacco Product Licenses

The following functions may be available to manage within the 'Cigarette/Tobacco Products Licenses' tab under the Tax Administration tab:

Tax Administration Department of Revenue | Permissions Assigned Roles

Details Change Business Name Change Accounting Period

Taxing Election	FEIN	Accounting Method	Accounting Period	Accounting Period End Date
Business Development Corporation	374859503	ACCRUAL	FISCAL YEAR	January 31

Tax Accounts | Responsible Parties | Cigarette/Tobacco Products Licenses

Apply for Additional License File Tobacco Taxes More Actions

License	Status	Mailing Address	Contact	Locations	Actions
<b>License: 008000046</b>					
<ul style="list-style-type: none"> <li>Retail Distributor</li> </ul> Effective: 12/12/2017 - 6/30/2018	Active	4373 KY-2565 Louisa, KY 41230	Pamela M Picklesimer pmp@gmail.com P: 703-546-8798 F: 303-684-9879	<ul style="list-style-type: none"> <li>4373 KY-2565, Louisa, Kentucky, USA, 41230</li> <li>608 Forbes Dr, Shelbyville, Kentucky, USA, 40065</li> <li>109 Butler St, Pickney Island, Frankfort, Kentucky, USA, 40601</li> </ul>	Print Re-apply

When clicking on 'Print' of a specific license, One Stop displays a PDF of the license (appropriate to the license type) in another browser tab.

FORM 73A181

Commonwealth of Kentucky  
Department of Revenue

## Retail Distributor

License No.	008000046
Effective Date:	12/12/2017
Ending Date:	6/30/2018
Issued To	Johnson County Tobacco Retailer
	4373 KY-2565
	Louisa KY - 41230

**THIS LICENSE IS ISSUED PURSUANT TO AUTHORITY OF CHAPTER 138 OF THE KENTUCKY REVISED STATUTES AND IS VALID FOR THE PERIOD ABOVE.**

The company noted on this license having paid the required license fee is hereby authorized to engage in activities pursuant to the business type noted above. Failure on the part of such licensee to comply with the provisions of Kentucky Revised Statutes 138.130 to 138.205 or any regulations promulgated thereunder, or to permit an inspection of premises, machines or vehicles by an authorized agent of the Department of Revenue at any reasonable time shall be grounds for the revocation of any license issued by the department after due notice and a hearing by the department.

**This license type is issued only for the premises mentioned and must be posted conspicuously on the premises.**

You may use standard browser functionality to save or print the License.

When you are finished reviewing the License, you may close that tab in the browser.

### 3.5.1 Apply for Additional License

When you select 'Apply for Additional License' from within the 'Cigarette/Tobacco Products Licenses' tab, the 'Apply for Additional Tobacco License' page appears.

**Note** This is a multi-step process. Make sure you follow it through to completion for the licenses which you want to apply.

### 3.5.1.1 Tobacco Tax Questions

The first step in the process is to answer several specific Tobacco Tax questions.

Apply for an Additional Tobacco License

Please answer the following Tobacco Tax questions and click on *Next* to proceed.

Cancel This Event

Will you purchase cigarettes directly from the Manufacturer?	<input type="radio"/> Yes	<input type="radio"/> No
Will you purchase cigarettes without the Kentucky excise tax?	<input type="radio"/> Yes	<input type="radio"/> No
Will you purchase tobacco products without the Kentucky excise tax?	<input type="radio"/> Yes	<input type="radio"/> No
Will you transport untaxed cigarettes?	<input type="radio"/> Yes	<input type="radio"/> No
Will you sell cigarettes to 5 or more retailers?	<input type="radio"/> Yes	<input type="radio"/> No
Do you plan on operating a vending machine which will contain cigarettes?	<input type="radio"/> Yes	<input type="radio"/> No
Will you manufacture cigarettes/tobacco products?	<input type="radio"/> Yes	<input type="radio"/> No
Are you a retailer located in Kentucky?	<input type="radio"/> Yes	<input type="radio"/> No

Please refer to [Chapter 138, KRS 138.310 to 138.205](#) for statutes covering the purchase/sale of cigarettes and tobacco products.

Save
Next

“Are you a retailer located in Kentucky?” If you answer ‘Yes’ to this question, you will need to answer the additional following questions:

Are you purchasing tobacco products from someone other than a Kentucky licensed distributor?

Do you sell to someone other than the end consumer?

If you answered ‘No’ to all of the series questions, One Stop transfers you to the Business Administrators screen. Tobacco Tax licensing does not apply.

If you answered ‘No’ to all but ‘Yes’ to the last question (Are you a retailer located in Kentucky?) and ‘No’ to both sub questions, One Stop transfers you to the Business Administrators screen. Tobacco Tax licensing does not apply.

If you answered ‘Yes’ to any question and at least one sub question (for Are you a retailer located in Kentucky?), then Tobacco Tax does apply.

Click the ‘Next’ button to continue.

### 3.5.1.2 Tobacco License Locations #1

Another “Apply for Additional Tobacco License” page appears.

If you answered ‘Yes’ to any question you will need to enter at least one business location for the tobacco license(s) on the business.

Apply for an Additional Tobacco License

[Cancel This Event](#)

**Tobacco License Locations**

Wholesalers, unclassified acquirers, tobacco products distributors, subjobbers, vending machine operators, transporters, and manufacturers must file a separate application for each place of business.

ATTN

Country

Zip/Postal Code

Address Line 1

Address Line 2 (optional)

City

State(Enter state/province name if non-USA countries)

County

[Previous](#) [Add Location](#)

If you answered ‘Yes’ to ‘Are you a retailer located in Kentucky?’ you will need to enter at least one business location for the place of business, but can also add additional locations. All locations must be in Kentucky if the business is a retailer.

Click ‘Next’ to continue.

### 3.5.1.3 Tobacco License Locations #2

Another “Apply for Additional Tobacco License” page appears.

This page shows the summary of business locations you have entered for the tobacco license(s). You may edit or delete the location(s) or add another location if the business is a retailer.

**Note** Wholesalers, unclassified acquirers, tobacco products distributors, subjobbers, vending machine operators, transporters, and manufacturers must file a separate application for each place of business.

Apply for an Additional Tobacco License

[Cancel This Event](#)

**Tobacco License Locations**

Wholesalers, unclassified acquirers, tobacco products distributors, subjobbers, vending machine operators, transporters, and manufacturers must file a separate application for each place of business.

**Locations of Business**

Address	
Tommy, 23117 Ingersoll Way, Ashburn, Virginia, USA, 20148	<a href="#">Edit Location</a> <a href="#">Delete Location</a>

1 - 1 of 1 items

[Previous](#) [Next](#)

Click ‘Next’ to continue.

### 3.5.1.4 Tobacco License Details

Another “Apply for Additional Tobacco License” page appears.

The business must select the ‘Period of License’ for the current fiscal year for which you are applying.

**Note**

License is issued for each fiscal year, or portion, beginning July 1 and ending June 30.

‘Mailing Address’ and ‘Contact Information’ is also required for the tobacco tax account(s) and license(s) on the business.

Click ‘Next’ to continue.

### 3.5.1.5 Tobacco License Process Agent

Another “Apply for Additional Tobacco License” page appears.

If the location of the tobacco license(s) business is outside of the Commonwealth of Kentucky, then they will need to designate a ‘Process Agent’ who resides in Kentucky. The ‘Process Agent’ can be an individual or a business.

Apply for an Additional Tobacco License

[Cancel This Event](#)

Tobacco License Process Agent

Please enter Process Agent details:

Process Agent Name

Use a Previous Address

ATTN

Country

Zip/Postal Code

Do Not Use a P.O. Box Address

Address Line 1

Address Line 2 (optional)

City

State(Enter state/province name if non-USA countries)

County

[Previous](#) [Save](#) [Next](#)

Click 'Next' to continue.

### 3.5.1.6 Nature of Business

Another "Apply for Additional Tobacco License" page appears.

Describe the 'Nature of the Business' by checking all of the boxes that apply. If you select 'Other', describe the nature of business not otherwise listed.

Apply for an Additional Tobacco License

[Cancel This Event](#)

Nature Of Business (Check all the boxes that apply)

Dealer in both Cigarettes and Tobacco Products

Dealer in Cigarettes Exclusively

Dealer in Tobacco Products Exclusively

Operate Vending Machines that Dispense Cigarettes

Other

[Previous](#) [Save](#) [Next](#)

Click 'Next' to continue.

### 3.5.1.7 Tobacco License Types

Another "Apply for Additional Tobacco License" page appears.

Check all of the applicable box(es) that describes the 'Types of Licenses' for which the business is applying. Once selected, the affidavit is displayed with a definition of the associated Kentucky Revised Statutes (KRS). Below is an example.

**Note** I am a Retail Distributor, as defined in KRS 138.130(18) as "a retailer who has obtained a retail distributor's license under KRS 138.195(7)(b)." Per KRS 138.140(4)(c), "a retailer located in this state shall not purchase tobacco products for resale to consumers from any person within or outside this

state unless that person is a distributor licensed under KRS 138.195(7)(a) or the retailer applies for and is granted a retail distributor's license under KRS 138.195(7)(b) for the privilege of purchasing untaxed tobacco products and remitting the tax as provided in this paragraph.”

Apply for an Additional Tobacco License

[Cancel This Event](#)

Tobacco License Types

Check applicable box(es)

Types of Licenses		
Select	License Type	Fee
<input type="checkbox"/>	Resident Wholesaler	\$500.00
<input type="checkbox"/>	Resident Wholesaler/Tobacco Products Distributor	\$500.00
<input type="checkbox"/>	Nonresident Wholesaler	\$500.00
<input type="checkbox"/>	Nonresident Wholesaler/Tobacco Products Distributor	\$500.00
<input type="checkbox"/>	Unclassified Acquirer	\$50.00
<input type="checkbox"/>	Unclassified Acquirer/Tobacco Products Distributor	\$500.00
<input type="checkbox"/>	Subjobber	\$500.00
<input type="checkbox"/>	Subjobber/Tobacco Products Distributor	\$500.00
<input type="checkbox"/>	Tobacco Products Distributor	\$500.00
<input type="checkbox"/>	Retail Distributor	\$100.00
<input type="checkbox"/>	Vending Machine Operator	\$25.00
<input type="checkbox"/>	Transporter	\$50.00
<input type="checkbox"/>	Manufacturer	\$0.00

Amount of License fee      \$      0

[Previous](#)      [Save](#)      [Next](#)

Once the selections are checked, the ‘Amount of License fee’ will show the total cost.

Click ‘Next’ to continue.

### 3.5.1.8 Tobacco Tax Storage Locations

Another “Apply for Additional Tobacco License” page appears with a list of addresses where the cigarettes/tobacco products will be stored prior to sale.

If the business is not a retailer, the first ‘Tobacco Tax Storage Location’ listed is the same as the business location for the license(s) and can be edited or deleted.

If the business is a retailer, a list of all business locations entered for the license will appear in the ‘Tobacco Tax Storage Location’ grid and can be edited or deleted.

Other storage locations can be added and may be a location outside of Kentucky.



Apply for an Additional Tobacco License

[Cancel This Event](#)

Tobacco License Storage Locations

List the address(es) where cigarettes/tobacco products will be stored prior to sale.

Tobacco Tax Storage Locations	
Address	
Tommy, 23117 Ingersoll Way, Ashburn, Virginia, USA, 20148	<input type="button" value="Edit Location"/> <input type="button" value="Delete Location"/>

1 - 1 of 1 items

Click 'Next' to continue.

### 3.5.1.9 Additional Information for Licensing

Another "Apply for Additional Tobacco License" page appears.

Depending on the questions answered earlier, you may need to list the names and/or addresses and state of license/permit information if prompted to do so within the content area of either 'Manufacturer/Distributor Info', 'Customer Info', 'Vending Machine Info' and/or 'Other State Info'.

Click on 'Add new record' to begin entering the necessary information. Be sure to click the 'Add' button to complete the entry.

Name	Address	City	State	County	ZipCode	
Salem Tobacco	564 Dock of the Bay	Charleston	South ...	Unknown	28791	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Apply for an Additional Tobacco License

[Cancel This Event](#)

Tobacco License Additional Information

List the Names and Addresses of Cigarette/Tobacco Product Manufacturers/Distributors

Manufacturer/Distributor Information					
<input type="button" value="+ Add new record"/>					
Name	Address	City	State	ZipCode	
Salem Tobacco	564 Dock of the Bay	Charleston	South Carolina	28791	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items

You can edit or delete the added record if needed. Click 'Next' to continue.

### 3.5.1.10 Conviction Disclosure and Electronic Signature

Another "Apply for Additional Tobacco License" page appears.

Apply for an Additional Tobacco License Cancel This Event

**Electronic Signature**

Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten(10) years?  Yes  No

The statements contained in this application are hereby certified to be correct to the best knowledge and belief of the person who is duly authorized to certify this application.

Contact Name  Date

Phone Number

Answer 'Yes' or 'No' to the "Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten (10) years?" question.

Enter a 'Contact Name' and select the date. Also, enter a 'Phone Number' in case the Commonwealth has questions about the application being submitted.

Click the 'Next' button to continue.

### 3.5.1.11 Summary

The "Tobacco License Summary" page appears.

Apply for an Additional Tobacco License Cancel This Event

**Tobacco License Summary**

Business Name - Carolina Tobacco Plantation, Limited Liability Company CBI - 0245537017

**Business Details**

Business Name	Carolina Tobacco Plantation, Limited Liability Company
FEIN	381604987
CBI	0245537017
Org Number	0991134

**Tobacco License Questions** Edit

Do you purchase/sell cigarettes and/or tobacco products?	No
Will you purchase cigarettes directly from the Manufacturer?	No
Will you purchase cigarettes without the Kentucky excise tax?	No
Will you purchase tobacco products without the Kentucky excise tax?	No
Will you transport untaxed cigarettes?	Yes
Will you sell cigarettes to 5 or more retailers?	No
Do you plan on operating a vending machine which will contain cigarettes?	No
Will you manufacture cigarettes/tobacco products?	No
Are you a retailer located in Kentucky?	No

**License Locations** [Edit](#)

**Location 1**  
Address : ATTN - Tommy, 23117 Ingersoll Way, Ashburn, Virginia, United States , 20148

**Storage Locations** [Edit](#)

**Storage Location 1**  
Address : ATTN - Tommy, 23117 Ingersoll Way, Ashburn, Virginia, United States , 20148

**License Process Agent** [Edit](#)

**Tobacco Process Agent**  
Process Agent Name : Patrick Miller  
Address : ATTN - Patrick, 101 W Main St, Lexington, Kentucky, United States , 40507-1320 , County : Fayette

**Selected License Types** [Edit](#)

License Type	Fee
Transporter	\$50
<b>Total Fee</b>	<b>\$50</b>

**Tax Account Mailing Address and Contact Information** [Edit](#)

Contact Name : Tommy R Colt  
Email Address: tb@gmail.com  
Phone Number : (703) 554-3485  
Fax Number : (303) 565-4446  
Address : ATTN - Tommy, 23117 Ingersoll Way, Ashburn, Virginia, United States , 20148

**Nature of Business** [Edit](#)

- Dealer in both Cigarettes and Tobacco Products

**License Information** [Edit](#)

Manufacturer/Distributor Data	
Name	Address
Salem Tobacco	564 Dock of the Bay,Charleston,South Carolina,28791

Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten(10) years? No

[Previous](#)
[Submit](#)

This page allows you to review the information entered before completing the application. If you notice an error or omission, click the 'Edit' link next to the incorrect entry. One Stop will re-open the page for you to make the correction.

The 'Print PDF' link at the top brings up a PDF version of the summary for you to save or print if desired.

**Note** Use the Print PDF button at the top of this page to print the Tobacco License Summary for your records. Once you have submitted this application, you will no longer be able to print this page.

Click 'Submit' to submit the tobacco license application to the Department of Revenue.

### 3.5.1.12 Application Complete Message

Another "Apply for an Additional Tobacco License" page appears.

Apply for an Additional Tobacco License

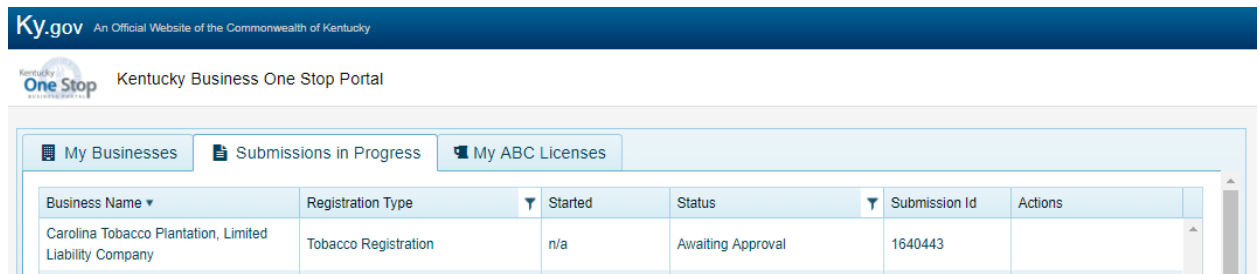
Thank you for submitting your application for a Cigarette/Tobacco Products License through Kentucky Business One Stop. One Stop has forwarded your application to the Department of Revenue for review. You may monitor the status of your application in the 'Submissions in Progress' grid on the One Stop Dashboard.

[Return to Dashboard](#)

Click the 'Return to Dashboard' button to return to the home page.

### 3.5.1.13 Tobacco Tax Registration Awaiting Approval Status

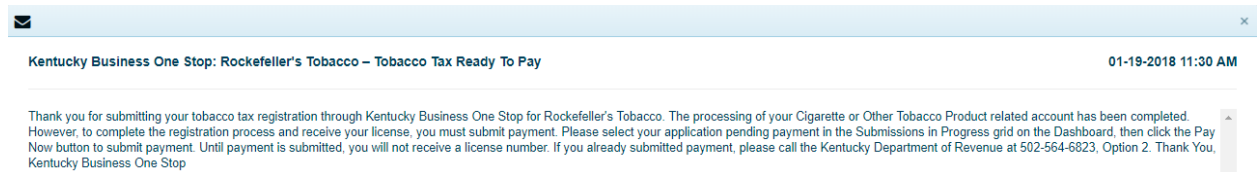
After applying for additional Tobacco Tax license, the 'Tobacco Registration' for the business will be in an 'Awaiting Approval' status on the 'Submissions in Progress' tab on the main dashboard.



You may click on the submission to view and print the 'License Summary' that was sent to the Department of Revenue to approve. Click 'Return to Dashboard' at the bottom of the summary to go back to the 'Submissions in Progress'.

### 3.5.1.14 Tobacco Tax Ready to Pay Message

Once the Department of Revenue has processed your application for Tobacco Tax and it is ready for payment, you will receive a message in the 'Message Center' similar to the following:



### 3.5.1.15 Tobacco Tax Pending Payment Status

The tobacco registration transitions from 'Awaiting Approval' to 'Pending Payment' status in the 'Submissions in Progress' tab on the main dashboard and you can submit payment by clicking on the '\$Pay Now' button:

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky Business One Stop Portal

My Businesses Submissions in Progress My ABC Licenses

Business Name ▼	Registration Type	Started	Status	Submission Id	Actions
Rockefeller's Tobacco	Tobacco Registration	n/a	Pending Payment	1641120	\$ Pay Now

After clicking the '\$Pay Now' button, and to complete the payment of tobacco tax, your businesses demographic information will be transitioned over to the Kentucky Department of Revenue's Electronic Payment Application site.

**Note** For questions on E-file and Payment Options, please check out this link, <https://revenue.ky.gov/Collections/Pages/E-file-Payment-Options.aspx>

### 3.5.1.16 Tobacco Tax Denied Message

If your tobacco tax registration is denied, you will receive a message in the 'Message Center' similar to the following:

Kentucky Business One Stop: Tobacco Tax Giant – Tobacco Tax Denied 12-19-2017 10:01 AM

The Kentucky Department of Revenue received an application for a cigarette or tobacco related license from you. During our review for your requested license, it was determined that you do not meet the requirements for a license due to the violations of KRS 138.195(1)(c). Therefore, your license application is denied according to the provisions of KRS 138.195(16). All operations under your current license pertaining to cigarette stamping, purchase of untax-paid cigarettes, sale and distribution of cigarettes and/or tobacco products should cease effective month day, year. Any inventory of unaffixed stamps should be returned to the Department with a request for refund. If you have any questions regarding this correspondence, please contact Tobacco Tax, Section 502-564-6823, option 2.

When the Department of Revenue denies your registration application, the message will contain a reason. If you have any question about the reason for denial, please contact the Department of Revenue.

### 3.5.1.17 Pay Application Fee

When you apply for Tobacco Tax with the Department of Revenue, you must pay all applicable fees before the application is approved. Fees may be paid by ACH/Electronic Check or by Credit/Debit card issued by an approved issuer.

#### 3.5.1.17.1 Business Demographic Information

Your business demographic information will be transitioned over to the Kentucky Department of Revenue's Electronic Payment Application site, once you click on the '\$Pay Now' button, and you can begin the process of payment on this site.

You may edit the pre-filled information, but must complete the mandatory fields.

Ky.gov An Official Website of the Commonwealth of Kentucky

REVENUE

Home EEPS User Guide Security Contact

Electronic Payment

Demographics

Please fill out the following information.  
(Fields with \* are mandatory)

First Name

Middle Name

Last Name

Suffix

Business Name   
(Not Required for Individual Income Tax)

Zip \*

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State \*

Phone Number \*

Extension

Email   
(Required for email confirmation. Please ensure your phone number and email address are accurate. We will use this information to contact you if there are any issues with your transaction.)

PREVIOUS Next

Click 'Next' to continue.

### 3.5.1.17.2 Taxpayer Information

The 'Payment Amount' is the amount of fees calculated on the combination of license types selected on the Tobacco Tax portion of your business registration.

Fees may be paid by ACH/Electronic Check or by Credit/Debit card issued by an approved issuer. Credit card payments will process immediately. To schedule a future payment, use ACH.

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REVENUE

Home EEPS User Guide Security Contact

Electronic Payment

Demographics Taxpayer Information

Please fill out the following information.  
(Fields with \* are mandatory)

Payment Type \* Credit/Debit Card  Card billing address same as Primary address

Payment Date Credit card payments will process immediately. To schedule a future payment, use ACH.

Payment Amount \* 1025

- ACH/Electronic Check is a [FREE service](#).
- Card Payments are subject to a convenience fee. The fees will be calculated **per** transaction, at the rates below:
  - Credit Cards 2.75%
  - Debit Cards 1.5%
- PLEASE NOTE:** If you are not protesting your liability and are not paying your tax debt in full within 45 days of the original notice date on your bill, you may be referred to the Division of Collections. If you need to negotiate a payment plan that exceeds this time frame, please contact the Division of Collections at 502-564-4921, ext. 5357 for assistance.

PREVIOUS Next

Click 'Next' to continue.

### 3.5.1.17.3 Credit Card

#### 3.5.1.17.3.1 Card Details

When you select 'Credit Card' on the "Taxpayer Information" page, the following page appears:

Kentucky Department of Revenue

Select Payment Type

CREDIT CARD DEBIT/PREPAID CARD

The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

Summary	
KY Dept of Revenue Tax Payment	\$525.00
Item Price:	\$525.00
Quantity:	1
Sub Total	\$525.00
Service Fee	\$14.44
<b>Total</b>	<b>\$539.44</b>

Card Details

Card Number [Show](#) Expiration Date Security Code [Show](#)

No spaces or dashes, please. [Help](#)

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Cardholder Details


<b>Name</b>	<b>Country</b>	
<input type="text"/>	United States ▼	
<b>Address Line 1</b>	<b>Address Line 2</b>	
<input type="text"/>	<input type="text"/>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	KY ▼	<input type="text"/>
<b>Email Address</b>		
<input type="text"/>		

Please enter your email address to receive a copy of your receipt via email.

[NEXT](#)

[Cancel and return to ePAY Application](#)  
[Log in with Kentucky.gov for more payment options!](#)

[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)



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Kentucky.gov

Enter your credit card number, the expiration date (month and year), and security code. Also, enter your name and address information.

After you enter valid credit card and cardholder information, click the 'Next' button.

#### 3.5.1.17.3.2 Confirmation

The "Payment Confirmation" page appears.





The total price of items paid through this online service includes funds used to develop, maintain, and enhance the Commonwealth's official web portal, Kentucky.gov. You may receive a cash discount by paying via ACH.

Visa Card Details [EDIT](#)

Card Number \*\*\*\*\*0060      Expiration Date 12/2018

Cardholder Details [EDIT](#)

**John Jacob Aster**  
 102 Main Street  
 Lexington, KY 40509 United States

PAY NOW

[Cancel and return to ePAY Application](#)  
[Log in with Kentucky.gov for more payment options!](#)

Summary <span>▲</span>	
<b>KY Dept of Revenue Tax Payment</b>	\$525.00
Item Price: \$525.00	
Quantity: 1	
Sub Total	\$525.00
Service Fee	\$14.44
<b>Total</b>	<b>\$539.44</b>

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Click 'Pay Now' if you are ready to make your payment.

3.5.1.17.3.3 Thank you

The "Thank you" page appears.

Kentucky  
Department of  
Revenue



Thank you for your payment!

[VIEW RECEIPT](#)

Kentucky.gov User?

We noticed that you are not logged in to Kentucky.gov. If you would like to view your receipt online after closing your browser, login now.

[LOGIN](#)

[CREATE ACCOUNT](#)

[Why get a Kentucky.gov account?](#)

[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)



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**Note** You do not need to create a Kentucky.gov account to view and print your receipt. The account is useful if you will want to return later to view and/or print your receipt.

Click 'View Receipt.'

#### 3.5.1.17.3.4 Receipt

The "Receipt" page appears.

## Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Summary			
<b>Confirmation Number</b> <b>35225776</b>		<b>Account Holder Details</b>	
Payment Made: 01/19/2018 02:45 PM (-05:00 UTC) Payment Method: Visa Credit Ending With 0060		<b>John Jacob Aster</b> 102 Main Street Lexington, KY 40509	
Cart Items			
Description	Price	Quantity	Extended Total
KY Dept of Revenue Tax Payment	\$525.00	1	\$525.00
Sub Total			\$525.00
Service Fee			\$14.44
<b>Total</b>			<b>\$539.44</b>

**Kentucky Department of Revenue**  
 501 High Street  
 Frankfort, KY 40601

**FINISH**

Use the 'Print' or 'Email' buttons or make note of the receipt information.

Be sure to click the 'Finish' button to complete the registration process.

### ***3.5.1.18 Complete Tobacco Tax Registration***

#### **3.5.1.18.1 Registration Complete**

After you pay the application fee, the default "Kentucky Department of Revenue's Electronic Payment Application" page appears.

##### ***3.5.1.18.1.1 Approved Registration***

Once the application fee has successfully processed, you will be able to view the assigned Cigarette/Tobacco Product licenses on your business.

**Note** You will need to navigate back to Kentucky Business One-Stop Portal to view your business registration.

### 3.5.2 More Actions

When you select 'More Actions' from within the 'Cigarette/Tobacco Products Licenses' tab, there are one or more options to select from, including:

- Change Mailing Address
- Change Contact
- Change Process Agent

#### 3.5.2.1 Change Mailing Address

When you select 'Change Mailing Address' from within the 'More Actions' dropdown, the licenses for which you have permissions to manage will become selectable.

Change Mailing Address							
Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.							
License	Status	Mailing Address	Contact	Process Agent	Locations	Actions	
<b>License: 006200004</b>							
<ul style="list-style-type: none"> <li>Transporter</li> </ul>	Active	23117 Ingersoll Way Ashburn, VA 20148	Tommy R Colt tb@gmail.com P: 703-554-3485 F: (303) 565-4446	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	<ul style="list-style-type: none"> <li>23117 Ingersoll Way, Ashburn, Virginia, USA, 20148</li> </ul>	Print	
Effective: 2/28/2018 - 6/30/2018							
<b>License: 009000011</b>							
<ul style="list-style-type: none"> <li>Manufacturer</li> </ul>	Active	2209 Pigeon Point Rd Pickney Island Beaufort, SC 29902	Tara Butler TSB@gmail.com P: 703-554-3485 F: (303) 564-6879	Agent: Palmetto Plantation ATTN: Melonie Music Mayfield 210 Kentucky Creek Lockness Locks Frankfort, KY 40601	<ul style="list-style-type: none"> <li>2209 Pigeon Point Rd, Pickney Island, Beaufort, South Carolina, USA, 29902</li> </ul>	Print	
Effective: 12/18/2017 - 6/30/2019							

Select one or more licenses to 'Change Mailing Address' and click 'Continue'.

Change Mailing Address							
Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.							
License	Status	Mailing Address	Contact	Process Agent	Locations	Actions	
<b>License: 006200004</b>							
<ul style="list-style-type: none"> <li>Transporter</li> </ul>	Active	23117 Ingersoll Way Ashburn, VA 20148	Tommy R Colt tb@gmail.com P: 703-554-3485 F: (303) 565-4446	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	<ul style="list-style-type: none"> <li>23117 Ingersoll Way, Ashburn, Virginia, USA, 20148</li> </ul>	Print	
Effective: 2/28/2018 - 6/30/2018							

The 'Change Mailing Address' page will appear. Make the desired changes and click the 'Submit' button.

Change Mailing Address

Manage Errors

ATTN:

Country:

Zip/Postal Code:

Address Line 1:

Address Line 2 (optional):

City:

State(Enter state/province name if non-USA countries):

County:

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box.

After you have changed the mailing address, click the 'Cancel' button to exit this action. You will need to refresh your browser to view the changes.

### 3.5.2.2 Change Contact

When you select 'Change Contact' from within the 'More Actions' dropdown, the licenses for which you have permissions to manage will become selectable.

Tax Accounts Responsible Parties Cigarette/Tobacco Products Licenses

**Change Contact**

Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.

License	Status	Mailing Address	Contact	Process Agent	Locations	Actions
<b>License: 006200004</b>						
<ul style="list-style-type: none"> <li>Transporter</li> <li>Effective: 2/28/2018 - 6/30/2018</li> </ul>	Active	14 Bel Air Dr Winchester, KY 40391-1150	Tommy R Colt tb@gmail.com F: (303) 565-4446	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	<ul style="list-style-type: none"> <li>23117 Ingersoll Way, Ashburn, Virginia, USA, 20148</li> </ul>	<input type="button" value="Print"/>
<b>License: 009000011</b>						
<ul style="list-style-type: none"> <li>Manufacturer</li> <li>Effective: 12/18/2017 - 6/30/2019</li> </ul>	Active	2209 Pigeon Point Rd Pickney Island Beaufort, SC 29902	Tara Butler TSB@gmail.com P: 703-554-3485 F: (303) 564-6879	Agent: Palmetto Plantation ATTN: Melonie Music Mayfield 210 Kentucky Creek Lockness Locks Frankfort, KY 40601	<ul style="list-style-type: none"> <li>2209 Pigeon Point Rd, Pickney Island, Beaufort, South Carolina, USA, 29902</li> </ul>	<input type="button" value="Print"/>

Select one or more licenses to 'Change Contact' and click 'Continue'.

Tax Accounts		Responsible Parties		Cigarette/Tobacco Products Licenses			
<b>Change Contact</b> <span style="float: right;">Continue → Cancel</span> <small>Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.</small>							
License	Status	Mailing Address	Contact	Process Agent	Locations	Actions	
<b>License: 006200004</b>							
<ul style="list-style-type: none"> <li>Transporter</li> </ul>	Active	14 Bel Air Dr Winchester, KY 40391-1150	Tommy R Colt tb@gmail.com F: (303) 565-4446	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	<ul style="list-style-type: none"> <li>23117 Ingersoll Way, Ashburn, Virginia, USA, 20148</li> </ul>	Print	
<input checked="" type="checkbox"/> Effective: 2/28/2018 - 6/30/2018							

The 'Change Contact' page will appear. Make the desired changes and click the 'Submit' button.

x

Change Contact

---

Manage Errors

**Change Contact Information**

First Name

Middle Name (optional)

Last Name

Email

Fax Number

Telephone Number

After you have changed the contact, click the 'Cancel' button to exit this action. You will need to refresh your browser to view the changes.

### 3.5.2.3 Change Process Agent

When you select 'Change Process Agent' from within the 'More Actions' dropdown, the licenses for which you have permissions to manage will become selectable.

Change Process Agent							
Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.							
License	Status	Mailing Address	Contact	Process Agent	Locations	Actions	
<b>License: 006200004</b>							
<ul style="list-style-type: none"> <li>Transporter</li> </ul>	Active	14 Bel Air Dr Winchester, KY 40391-1150	Jiminy K Cricket jc@gmail.com P: 703-465-4684 F: 303-564-6464	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	23117 Ingersoll Way, Ashburn, Virginia, USA, 20148	Print	
Effective: 2/28/2018 - 6/30/2018							
<b>License: 009000011</b>							
<ul style="list-style-type: none"> <li>Manufacturer</li> </ul>	Active	2209 Pigeon Point Rd Pickney Island Beaufort, SC 29902	Jiminy K Cricket jc@gmail.com P: 703-465-4684 F: 303-564-6464	Agent: Palmetto Plantation ATTN: Melonie Music Mayfield 210 Kentucky Creek Lockness Locks Frankfort, KY 40601	2209 Pigeon Point Rd, Pickney Island, Beaufort, South Carolina, USA, 29902	Print	
Effective: 12/18/2017 - 6/30/2019							

Select one or more licenses to 'Change Process Agent' and click 'Continue'.

Change Process Agent							
Press Continue after selecting one or more License to change. Only the Licenses you are authorized to manage are displayed.							
License	Status	Mailing Address	Contact	Process Agent	Locations	Actions	
<b>License: 006200004</b>							
<ul style="list-style-type: none"> <li>Transporter</li> </ul>	Active	14 Bel Air Dr Winchester, KY 40391-1150	Jiminy K Cricket jc@gmail.com P: 703-465-4684 F: 303-564-6464	Agent: Patrick Miller ATTN: Patrick 101 W Main St Lexington, KY 40507-1320	23117 Ingersoll Way, Ashburn, Virginia, USA, 20148	Print	
<input checked="" type="checkbox"/> Effective: 2/28/2018 - 6/30/2018							

The 'Change Process Agent' page will appear. Make the desired changes and click the 'Submit' button.

**Change Process Agent**

---

Manage Errors

Agent Name

ATTN

Country

Zip/Postal Code

Address Line 1

Address Line 2 (optional)

City

State(Enter state/province name if non-USA countries)

County

If necessary, One Stop will validate and certify the address you entered and inform you of the results in the Address Certification dialog box.

After you have changed the Process Agent, click the 'Cancel' button to exit this action. You will need to refresh your browser to view the changes.

### 3.5.3 Re-Apply for License

#### 3.5.3.1 Re-apply

A taxpayer may re-apply for a license for the next fiscal year after April 1<sup>st</sup> of the current fiscal year and through June 30<sup>th</sup> of the next fiscal year unless the Department of Revenue has cancelled or revoked the license.

Once a license is eligible for re-apply, you will see the 'Re-apply' button appear in the 'Actions' column of the 'Cigarette/Tobacco Products Licenses' tab.

When you select the 'Re-apply' button, the 'Re-apply Tobacco License' page appears.

Tax Accounts		Responsible Parties		Cigarette/Tobacco Products Licenses	
License	Status ▲ ▼	Mailing Address	Contact	Locations	Actions
<div style="text-align: right;"> <input type="button" value="+ Apply for Additional License"/> <input type="button" value="File Tobacco Taxes"/> <input type="button" value="More Actions"/> </div>					
<b>License: 008000046</b>					
<ul style="list-style-type: none"> <li>Retail Distributor</li> </ul> Effective: 12/12/2017 - 6/30/2018	<b>Active</b>	4373 KY-2565 Louisa, KY 41230	Pamela M Picklesimer pmp@gmail.com P: 703-546-8798 F: 303-684-9879	<ul style="list-style-type: none"> <li>4373 KY-2565, Louisa, Kentucky, USA, 41230</li> <li>608 Forbes Dr, Shelbyville, Kentucky, USA, 40065</li> <li>109 Butler St, Pickney Island, Frankfort, Kentucky, USA, 40601</li> </ul>	<input type="button" value="Print"/> <input type="button" value="Re-apply"/>

**Note** This is a multi-step process. Make sure you follow it through to completion for the licenses which you want to re-apply.

#### 3.5.3.2 Re-apply Tobacco License Overview

The first step in the process is to review the current license information and confirm it is correct before continuing.



Re-apply Tobacco License Cancel This Event

Business Name - Johnson County Tobacco Retailer

License details

License Number	008000046
Period Of License	Fiscal Year 2019

License Types

License Type	Affidavit	Fee
Retail Distributor	I am a Retail Distributor, as defined in KRS 138.130(18) as "a retailer who has obtained a retail distributor's license under KRS 138.195(7)(b)." Per KRS 138.140(4)(c), "a retailer located in this state shall not purchase tobacco products for resale to consumers from any person within or outside this state unless that person is a distributor licensed under KRS 138.195(7)(a) or the retailer applies for and is granted a retail distributor's license under KRS 138.195(7)(b) for the privilege of purchasing untaxed tobacco products and remitting the tax as provided in this paragraph."	\$100.00
<b>Total Fee :</b>		<b>\$100.00</b>

Please confirm the above information is correct by checking the box to the left. Once this information is confirmed, you may click the 'Next' button to continue. If you need to change any of the above information, you must submit a new application. Please click [here](#) to apply for a new License.

Next

Click the checkbox next to “Please confirm the above information is correct by checking the box to the left. Once this information is confirmed, you may click the 'Next' button to continue. If you need to change any of the above information, you must submit a new application. Please click here to apply for a new License.”

Click the ‘Next’ button to continue.

### 3.5.3.3 Tobacco License Locations

Another “Re-apply Tobacco License” page appears.

This page shows the summary of business locations you have for the tobacco license(s). You may edit or delete the location(s) or add another location if the business is a retailer.

**Note** Wholesalers, unclassified acquirers, tobacco products distributors, subjobbers, vending machine operators, transporters, and manufacturers must file a separate application for each place of business.

Re-apply Tobacco License Cancel This Event

Tobacco License Locations

Wholesalers, unclassified acquirers, tobacco products distributors, subjobbers, vending machine operators, transporters, and manufacturers must file a separate application for each place of business.

Locations of Business

Address		
4373 KY-2565, Louisa, Kentucky, USA, 41230	Edit Location	Delete Location
608 Forbes Dr, Shelbyville, Kentucky, USA, 40065	Edit Location	Delete Location
109 Butler St, Pickney Island, Frankfort, Kentucky, USA, 40601	Edit Location	Delete Location

1 - 3 of 3 items

Add another Location
Previous
Next

Click 'Next' to continue.

### 3.5.3.4 Tobacco Tax Mailing Address and Contact Information

Another "Re-apply Tobacco License" page appears.

'Mailing Address' and 'Contact Information' is required for the tobacco tax account(s) and license(s) on the business and may be updated if needed.

Re-apply Tobacco License

Tobacco Tax Mailing Address and Contact Information Cancel This Event

Cigarette/Tobacco correspondence should be mailed to :

<p>ATTN <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>Zip/Postal Code <input type="text" value="41230"/></p> <p>Address Line 1 <input type="text" value="4373 KY-2565"/></p> <p>Address Line 2 (optional) <input type="text"/></p> <p>City <input type="text" value="Louisa"/></p> <p>State(Enter state/province name if non-USA countries) <input type="text" value="Kentucky"/></p> <p>County <input type="text" value="Lawrence"/></p>	<p>Contact Information ⓘ</p> <p>First Name <input type="text" value="Pamela"/></p> <p>Middle Name (optional) <input type="text" value="M"/></p> <p>Last Name <input type="text" value="Picklesimer"/></p> <p>Email <input type="text" value="pmp@gmail.com"/></p> <p>Fax Number <input type="text" value="(303) 684-9879"/></p> <p>Telephone Number <input type="text" value="🇺🇸 (703) 546-8798"/></p>
---	--

Click 'Next' to continue.

### 3.5.3.5 Process Agent

Another "Re-apply Tobacco License" page appears.

If the location of the tobacco license(s) business is outside of the Commonwealth of Kentucky, then they will need to designate a 'Process Agent' who resides in Kentucky. The 'Process Agent' can be an individual or a business.

Click 'Next' to continue.

### 3.5.3.6 Nature of Business

Another "Re-apply Tobacco License" page appears.

Describe the 'Nature of the Business' by checking all of the boxes that apply. If you select 'Other', describe the nature of business not otherwise listed.

Re-apply Tobacco License

Nature Of Business (Check all the boxes that apply)

- Dealer in both Cigarettes and Tobacco Products
- Dealer in Cigarettes Exclusively
- Dealer in Tobacco Products Exclusively
- Operate Vending Machines that Dispense Cigarettes
- Other

[Cancel This Event](#)

[Previous](#)   [Save](#)   [Next](#)

Click 'Next' to continue.

### 3.5.3.7 Tobacco License Storage Locations

Another “Re-apply Tobacco License” page appears with a list of addresses where the cigarettes/tobacco products will be stored prior to sale.

If the business is not a retailer, the first ‘Tobacco Tax Storage Location’ listed is the same as the business location for the license(s) and can be edited or deleted.

If the business is a retailer, a list of all business locations entered for the license will appear in the ‘Tobacco Tax Storage Location’ grid and can be edited or deleted.

Other storage locations can be added and may be a location outside of Kentucky.

Re-apply Tobacco License

Tobacco License Storage Locations

List the address(es) where cigarettes/tobacco products will be stored prior to sale.

Tobacco Tax Storage Locations		
Address	Edit Location	Delete Location
4373 KY-2565, Louisa, Lawrence, Kentucky, United States, 41230	<a href="#">Edit Location</a>	<a href="#">Delete Location</a>
608 Forbes Dr, Shelbyville, Shelby, Kentucky, United States, 40065	<a href="#">Edit Location</a>	<a href="#">Delete Location</a>

1 - 2 of 2 items

[Add another Location](#)   [Previous](#)   [Next](#)

Click 'Next' to continue.

### 3.5.3.8 Additional Information for Licensing

Another “Re-apply Tobacco License” page appears.

You may list the names and/or addresses and state of license/permit information within the content area of either ‘Vending Machine Info’ and/or ‘Other State Info’.

Click on ‘Add new record’ to begin entering the necessary information. Be sure to click the ‘Add’ button to complete the entry.

+ Add new record

State	License Number	Cigarettes	Other Tobacco Products	Manufacturer	
South Carolina	1354687968	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add</a> <a href="#">Cancel</a>

Re-apply Tobacco License [Cancel This Event](#)

Vending Machine Info [Other State Info](#)

List all the addresses where the vending machines are located

**Vending Machine Information**

[+ Add new record](#)

Address	City	State	County	
2209 Pigeon Point Rd, Pickney Point	Beaufort	South Carolina	Beaufort	<a href="#">Edit</a> <a href="#">Delete</a>

1 - 1 of 1 items

[Previous](#) [Next](#)

You can edit or delete the added record if needed. Click 'Next' to continue.

### 3.5.3.9 Conviction Disclosure and Electronic Signature

Another "Re-apply Tobacco License" page appears.

Re-apply Tobacco License [Cancel This Event](#)

Electronic Signature

Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten(10) years?  Yes  No

The statements contained in this application are hereby certified to be correct to the best knowledge and belief of the person who is duly authorized to certify this application.

Contact Name  Date

Phone Number

[Previous](#) [Save](#) [Next](#)

Answer 'Yes' or 'No' to the "Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten (10) years?" question.

Enter a 'Contact Name' and select the date. Also, enter a 'Phone Number' in case the Commonwealth has questions about the application being submitted.

Click the 'Next' button to continue.

### 3.5.3.10 Summary

The "Tobacco License Summary" page appears.

Re-apply Tobacco License

[Cancel This Event](#)

Tobacco License Summary

[Print PDF](#)

Business Name - Johnson County Tobacco Retailer CBI - 0245936653 License Number - 008000046 [Edit](#)

Contact Information		Mailing Address	
First Name	Pamela	ATTN	
Middle Name (optional)	M	Address Line 1	4373 KY-2565
Last Name	Picklesimer	Address Line 2 (optional)	
Fax Number	(303) 684-9879	City	Louisa
Telephone Number	(703) 546-8798	County	Lawrence
		State	Kentucky
		Country	United States

License Locations

- Location 1**  
Address : 4373 KY-2565, Louisa, Kentucky, United States , 41230 , County : Lawrence
- Location 2**  
Address : 608 Forbes Dr, Shelbyville, Kentucky, United States , 40065 , County : Shelby
- Location 3**  
Address : 109 Butler St, Pickney Island, Frankfort, Kentucky, United States , 40601 , County : Franklin

Storage Locations [Edit](#)

- Storage Location 1**  
Address : 4373 KY-2565, Louisa, Kentucky, United States , 41230 , County : Lawrence
- Storage Location 2**  
Address : 608 Forbes Dr, Shelbyville, Kentucky, United States , 40065 , County : Shelby

License Types

License Type	Affidavit	Fee
Retail Distributor	I am a Retail Distributor, as defined in KRS 138.130(18) as "a retailer who has obtained a retail distributor's license under KRS 138.195(7)(b)." Per KRS 138.140(4)(c), "a retailer located in this state shall not purchase tobacco products for resale to consumers from any person within or outside this state unless that person is a distributor licensed under KRS 138.195(7)(a) or the retailer applies for and is granted a retail distributor's license under KRS 138.195(7)(b) for the privilege of purchasing untaxed tobacco products and remitting the tax as provided in this paragraph."	\$100.00
<b>Total Fee :</b>		<b>\$100.00</b>

Nature of Business [Edit](#)

Dealer in both Cigarettes and Tobacco Products

Vending Machine Data [Edit](#)

**Address**  
2209 Pigeon Point Rd, Pickney Point, Beaufort, South Carolina

Other State Information [Edit](#)

State	License Number	Cigarettes	Other Tobacco Products	Manufacturer
South Carolina	1354687968	✓		

Has the individual, any partner, director, principal officer, or manager of the entity been convicted of or entered a guilty plea in the distribution of cigarettes/tobacco products in the last ten(10) years? No  
Period Of License : Fiscal Year 2019

[Previous](#)

[Submit](#)

This page allows you to review the information entered before completing the application. If you notice an error or omission, click the 'Edit' link next to the incorrect entry. One Stop will re-open the page for you to make the correction.

The 'Print PDF' link at the top brings up a PDF version of the summary for you to save or print if desired.

**Note** Use the Print PDF button at the top of this page to print the Tobacco License Summary for your records. Once you have submitted this application, you will no longer be able to print this page.

Click 'Submit' to submit the tobacco license re-application to the Department of Revenue.

### 3.5.3.11 Application Complete Message

Another "Re-apply Tobacco License" page appears.

Re-apply Tobacco License

Thank you for submitting your re-application for a Cigarette/Tobacco Products License 008000046 through Kentucky Business One Stop. One Stop has forwarded your application to the Department of Revenue for review. You may monitor the status of your re-application in the 'Submissions in Progress' grid on the One Stop Dashboard.

[Return to Dashboard](#)

Click the 'Return to Dashboard' button to return to the home page.

### 3.5.3.12 Re-apply Tobacco Registration Awaiting Approval Status

After re-applying for Tobacco Tax license, the 'Re-apply Tobacco Registration' for the business will be in an 'Awaiting Approval' status on the 'Submissions in Progress' tab on the main dashboard.

Business Name ▲	Registration Type ▼	Started	Status ▼	Submission Id	Actions
Johnson County Tobacco Retailer	Re-apply Tobacco Registration	n/a	Awaiting Approval	1642806	

10 items per page 1 - 1 of 1 items

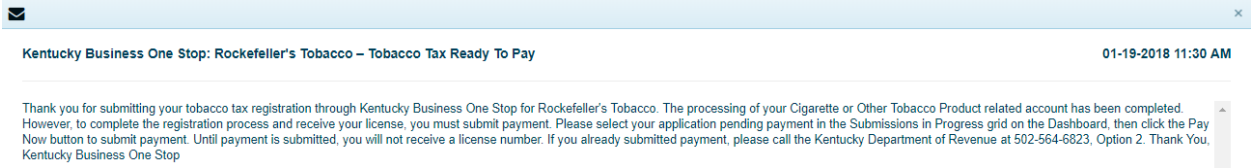
▲ "In Progress" Submissions that were started more than 30 days ago are periodically purged from the system.

Submissions In Progress loaded at 2:03 PM ↻

You may click on the submission to view and print the 'License Summary' that was sent to the Department of Revenue to approve. Click 'Return to Dashboard' at the bottom of the summary to go back to the 'Submissions in Progress'.

### 3.5.3.13 Tobacco Tax Ready to Pay Message

Once the Department of Revenue has processed your re-application for Tobacco Tax and it is ready for payment, you will receive a message in the 'Message Center' similar to the following:



### ***3.5.3.14 Re-Apply Tobacco Registration Pending Payment Status***

The tobacco registration transitions from 'Awaiting Approval' to 'Pending Payment' status in the 'Submissions in Progress' tab on the main dashboard and you can submit payment by clicking on the '\$Pay Now' button.

After clicking the '\$Pay Now' button, and to complete the payment of tobacco tax, your businesses demographic information will be transitioned over to the Kentucky Department of Revenue's Electronic Payment Application site.

### ***3.5.3.15 Pay Application Fee***

When you apply for Tobacco Tax with the Department of Revenue, you must pay all applicable fees before the application is approved. Fees may be paid by ACH/Electronic Check or by Credit/Debit card issued by an approved issuer.

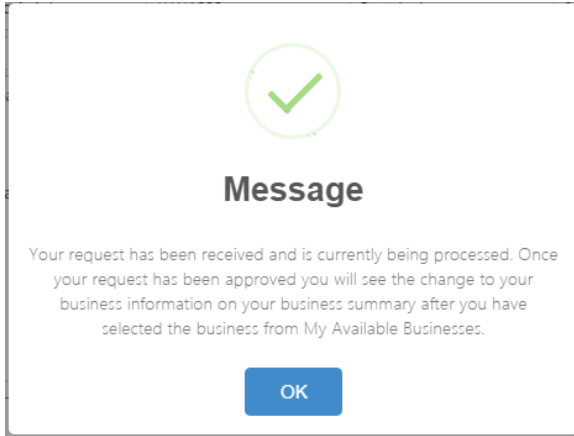
Please refer to [Section 3.5.1.1.17](#) 'Pay Application Fee' for the complete payment process information.

## **3.5.4 File Tobacco Taxes**

When you select 'File Tobacco Taxes' from within the 'Cigarette/Tobacco Products Licenses' tab, you will be navigated over to KYETS where you can file tobacco taxes and place orders for cigarette stamps.

## **3.6 Update Complete Message**

When you update information, a "Message" indicates that your changes have been submitted to the Commonwealth for processing.



Click 'OK' to return to the Dashboard.

**Note**

Changes to tax accounts may take a few minutes to process through to the business summary page. Please be patient. The changes you made will take effect within a few minutes.



## 4 Appendixes

### 4.1 Appendix A: Upload Supporting Documents

The “Upload Supporting Documents” page appears when the Office of the Secretary of State requires additional documentation.

#### 4.1.1 Select Files

The first step in the process is to select the file(s) for upload.

##### Upload Supporting Documents

Upload documentation

Select files...

- The maximum file size for all uploads is 50 MB
- Multiple files must be uploaded one at a time
- Only PDF, TIF and TIFF file formats are allowed

Previous Next

Click the ‘Select files’ button to display standard functionality for file selection. Navigate to the folder containing the desired file (or files). You may select one or several for upload.

#### 4.1.2 Upload Files

One Stop displays the uploaded files below the ‘Select files’ button.

##### Upload Supporting Documents

Upload documentation

Select files...

- Supporting Documents.pdf

Upload files

- The maximum file size for all uploads is 50 MB
- Multiple files must be uploaded one at a time
- Only PDF, TIF and TIFF file formats are allowed

Previous Next

#### Note

Uploaded documents must be in one of the following formats: PDF, TIF, or TIFF. The sum of the file sizes must not exceed 3 GB. You may upload more than one document; however, you must upload them one at a time.

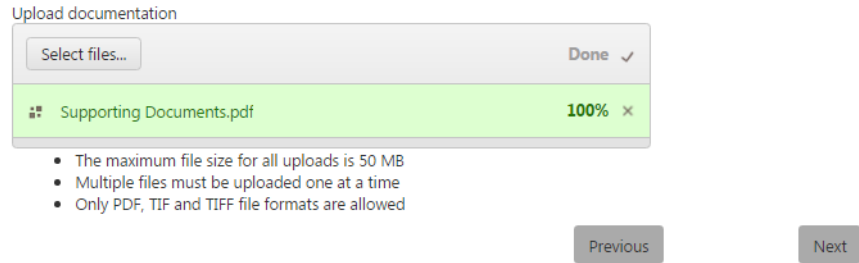
After selecting all desired file(s), click the ‘Upload files’ button to upload the documents for review by the Office of the Secretary of State.

As you select each file, One Stop displays the file name in the center section. Once all necessary files have been identified, click the 'Upload files' button.

### 4.1.3 Files Uploaded

One Stop shows that the file(s) have been successfully uploaded.

#### Upload Supporting Documents



When all necessary documents have been uploaded, click 'Next' to continue. One Stop transfers you to the next page in the process. The Office of the Secretary of State will review the submitted documents and be in contact regarding your registration submission.

## 4.2 Appendix B: Ownership Disclosure – Responsible Parties

The table below explains the required Responsible Party disclosure based on the business structure.

Business Structure	Required Ownership/Responsible Party Disclosure
<ul style="list-style-type: none"> <li>• Sole Proprietorship</li> <li>• Profit Limited Liability Company for Federal Purposes Taxed as an Individual Sole Proprietorship</li> <li>• Professional Limited Liability Company for Federal Purposes Taxed as an Individual Sole Proprietorship</li> <li>• Non-Profit Limited Liability Company for Federal Purposes Taxed as an Individual Sole Proprietorship</li> </ul>	Enter the owner’s individual information, including Social Security Number.
<ul style="list-style-type: none"> <li>• Qualified Joint Venture</li> </ul>	Enter information for the married couple, including Social Security Numbers.
<ul style="list-style-type: none"> <li>• Profit Limited Liability Company for Federal Purposes Taxed as a Single Member Disregarded Entity</li> </ul>	Enter the single member’s company information, including FEIN.

<ul style="list-style-type: none"> <li>Professional Limited Liability Company for Federal Purposes Taxed as a Single Member Disregarded Entity</li> <li>Non-Profit Limited Liability Company for Federal Purposes Taxed as a Single Member Disregarded Entity</li> </ul>	<p>If the LLC has managers, enter their full individual information as well.</p>
<ul style="list-style-type: none"> <li>Profit Corporation</li> <li>Professional Service Corporation</li> <li>Association</li> <li>Cooperative Corporation</li> <li>Limited Cooperative Association</li> <li>Non-Profit Corporation</li> <li>Government</li> <li>Unincorporated Non-Profit Association</li> </ul>	<p>Enter the officers' information, including Social Security Numbers.</p> <p><b>Note:</b> Information for the President is required. The information for a President must be for an individual and <u>not</u> another business.</p>
<ul style="list-style-type: none"> <li>Statutory Trust</li> <li>Series of a Statutory Trust</li> <li>Business Trust</li> <li>Trust (non-statutory)</li> </ul>	<p>Enter the trustee information. If trustees are individuals, provide their Social Security Numbers. If trustees are other businesses, provide their FEINs. For a Series of a Statutory Trust, if it will be treated as a disregarded entity, also provide the information for the master Statutory Trust under which it was formed, including the FEIN for the master Statutory Trust.</p>
<ul style="list-style-type: none"> <li>Joint Venture</li> <li>General Partnership</li> <li>Limited Partnership</li> <li>Limited Liability Partnership</li> <li>Limited Liability Limited Partnership</li> <li>Profit Limited Liability Company for Federal Purposes Taxed as Other Than Disregarded</li> <li>Professional Limited Liability Company for Federal Purposes Taxed as Other Than Disregarded</li> <li>Non-Profit Limited Liability Company for Federal Purposes Taxed as Other Than Disregarded</li> </ul>	<p>Enter the partners'/members' information. If partners/members are individuals, provide their Social Security Numbers. If partners/members are other businesses, provide their FEINs.</p> <p><b>Note:</b> For any entity taxed as a partnership at least two partners/members must be provided.</p>
<ul style="list-style-type: none"> <li>Series of a Partnership</li> <li>Series of a Limited Liability Company</li> </ul>	<p>Enter the information for the master Partnership or master Limited Liability Company, including FEIN. If the Series of the LLC has managers, enter their full individual information.</p>
<ul style="list-style-type: none"> <li>Estate</li> </ul>	<p>Enter the information for the estate administrator, including Social Security Number.</p>
<ul style="list-style-type: none"> <li>Home Care Service Recipient (HCSR)</li> </ul>	<p>Enter the information, including FEIN, for the agent that has been designated to report, file, and pay employment taxes on the Service Recipient's</p>

	<p>behalf. The Business Title for the Agent should be listed as 'HCSR Agent'.</p> <p>HCSR Agents are <u>not</u> liable for debts of the HCSR business and are processing agents only.</p>
<ul style="list-style-type: none"> <li>• Protected Cell Company</li> <li>• Cell of a Protected Cell Company</li> </ul>	<p>Enter the officers' information, including Social Security Numbers.</p> <p><b>Note:</b> <i>Information for the President is required. The information for a President must be for an individual and <u>not</u> another business.</i></p> <p>For a Cell of a Protected Cell Company, if it will be treated as a disregarded entity, also provide the information for the Protected Cell Company under which the cell was formed, including the FEIN for the Protected Cell Company.</p>