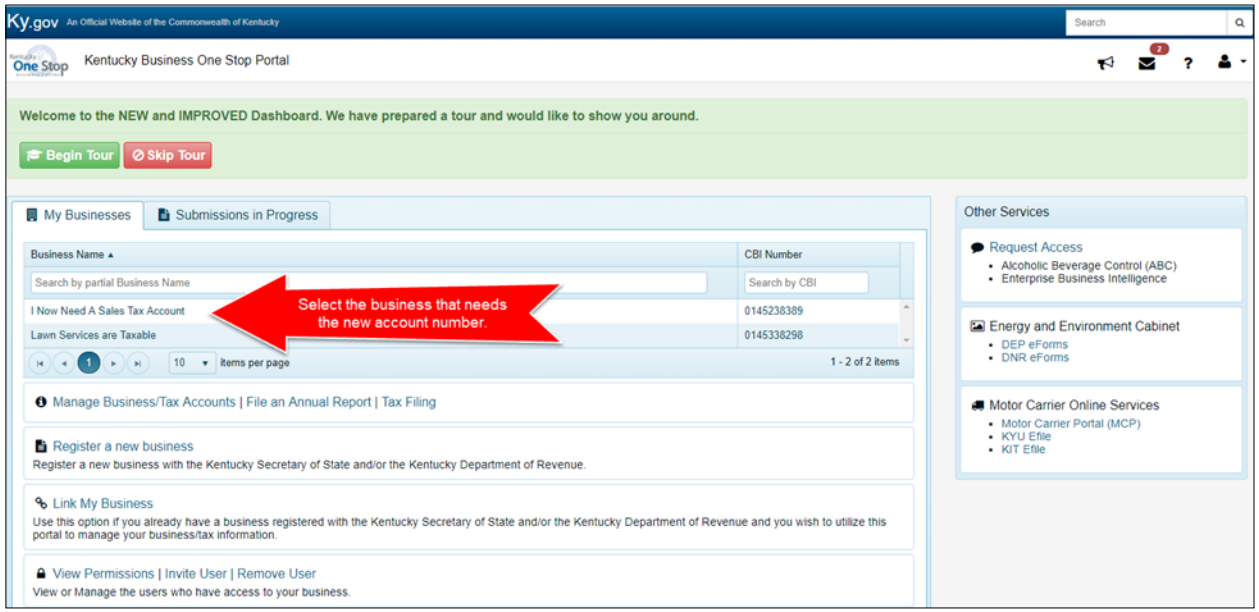
Add a Sales and Use Tax Account on One Stop

(Updated 5/07/18)

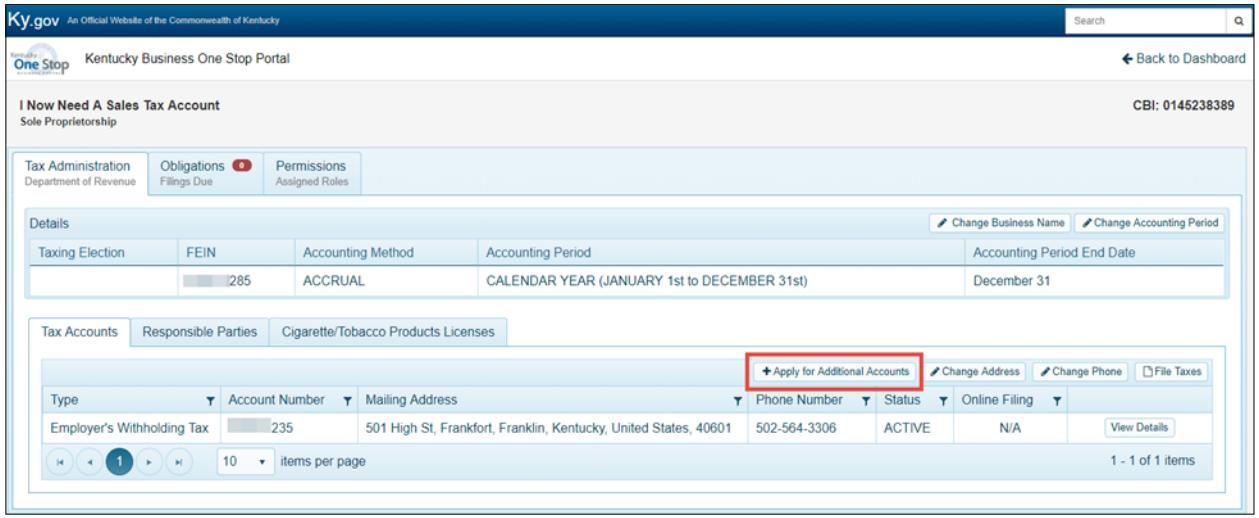
Once your business is linked to your One Stop account and is displayed under the **My Businesses** tab, there are many update functions you can perform within the portal. One of those functions is adding an additional tax account. Adding the account within the portal cuts out the processing time for a paper application and allows nearly immediate access to the account.

Here are the steps to add an additional tax account.

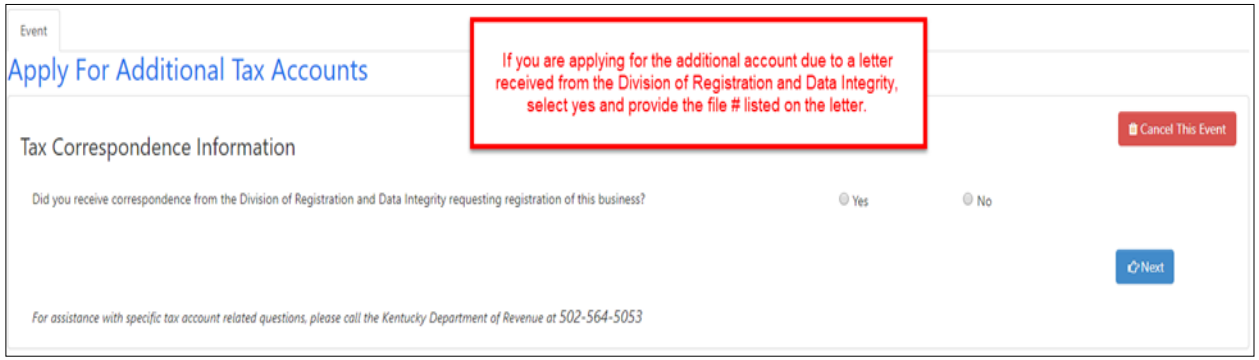
- Select the business that needs the new tax account.



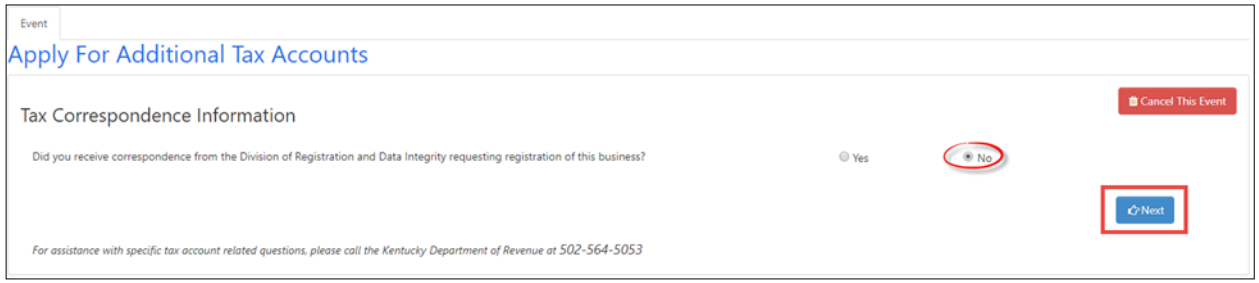
- Next, select **Apply for Additional Accounts.**



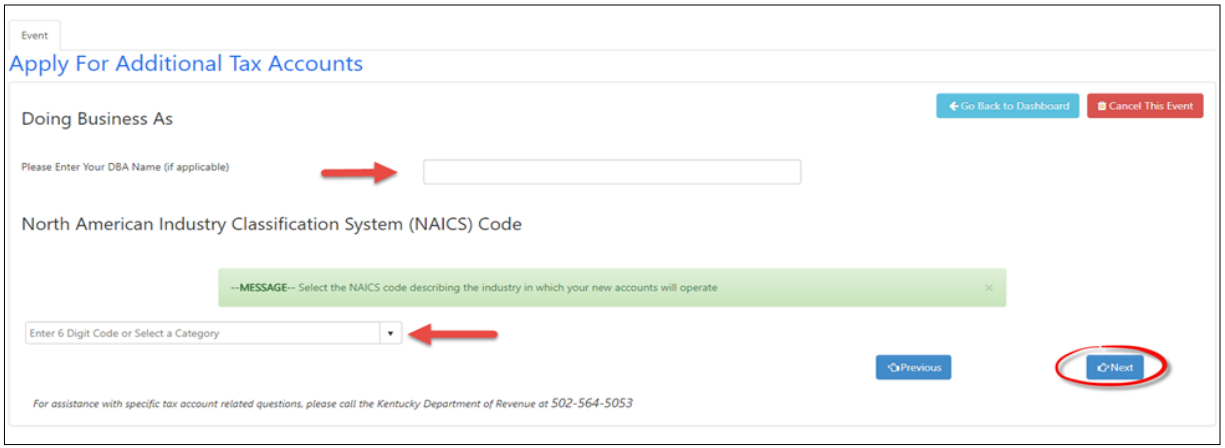
- If you received a letter from the Department of Revenue's Division of Registration and Data Integrity advising you needed additional accounts, please select "Yes." Then, type in your File Number that was listed in the letter and click **Next**.



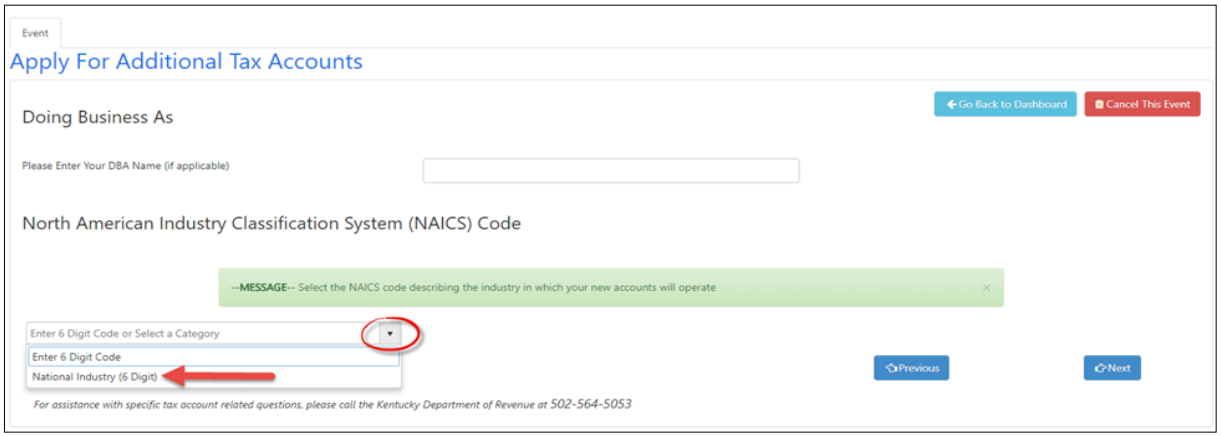
- If you didn't receive a letter, select "No," and click **Next**.



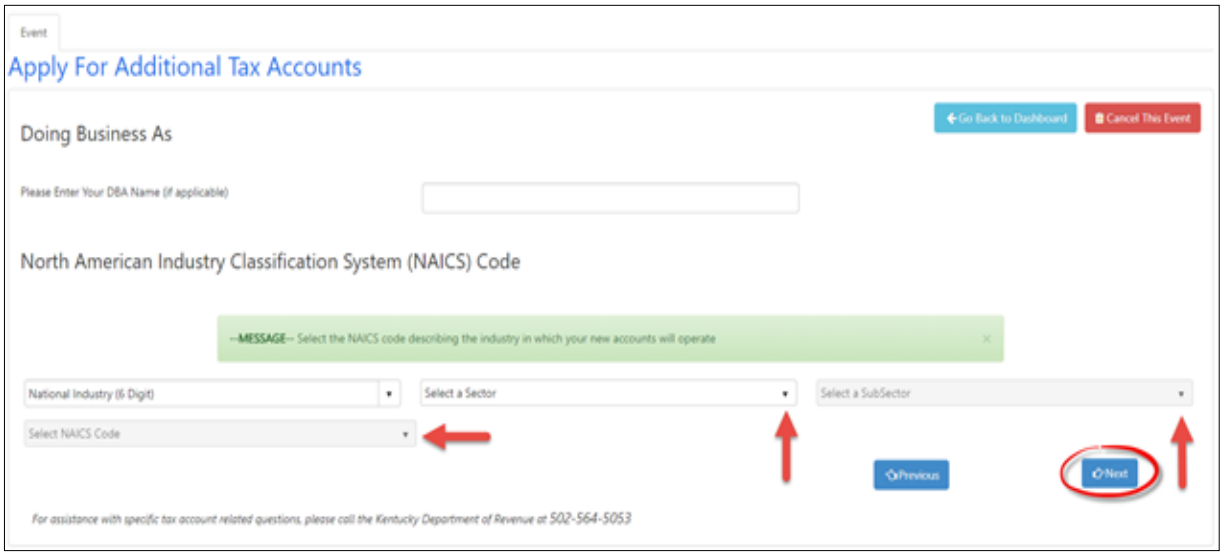
- If the business has a Doing Business As (DBA), please type the DBA in the text box provided. Next, type in the 6 digit NAICS code.



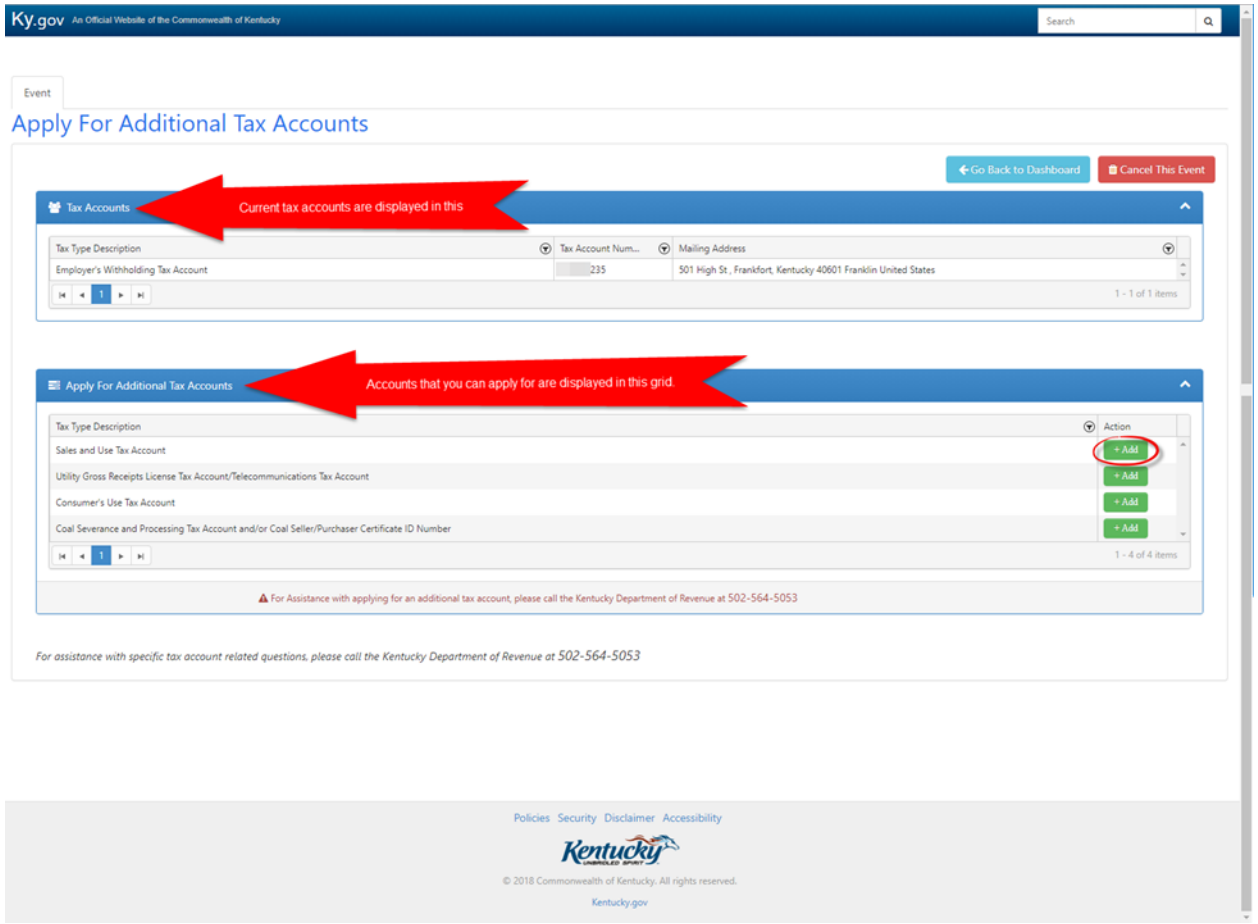
- If you do not know the appropriate NAICS code for your business, select **National Industry (6 Digit)** from the drop down menu to build your NAICS code.



- After you select **National Industry (6 Digit)**, three additional drop down menus will appear. From those drop down menus, select the **Sector**, **Sub-Sector**, and finally **NAICS code** that most closely relates to the activity of your business.
- Once you have found your **NAICS code** from the drop down menus, click **Next**.



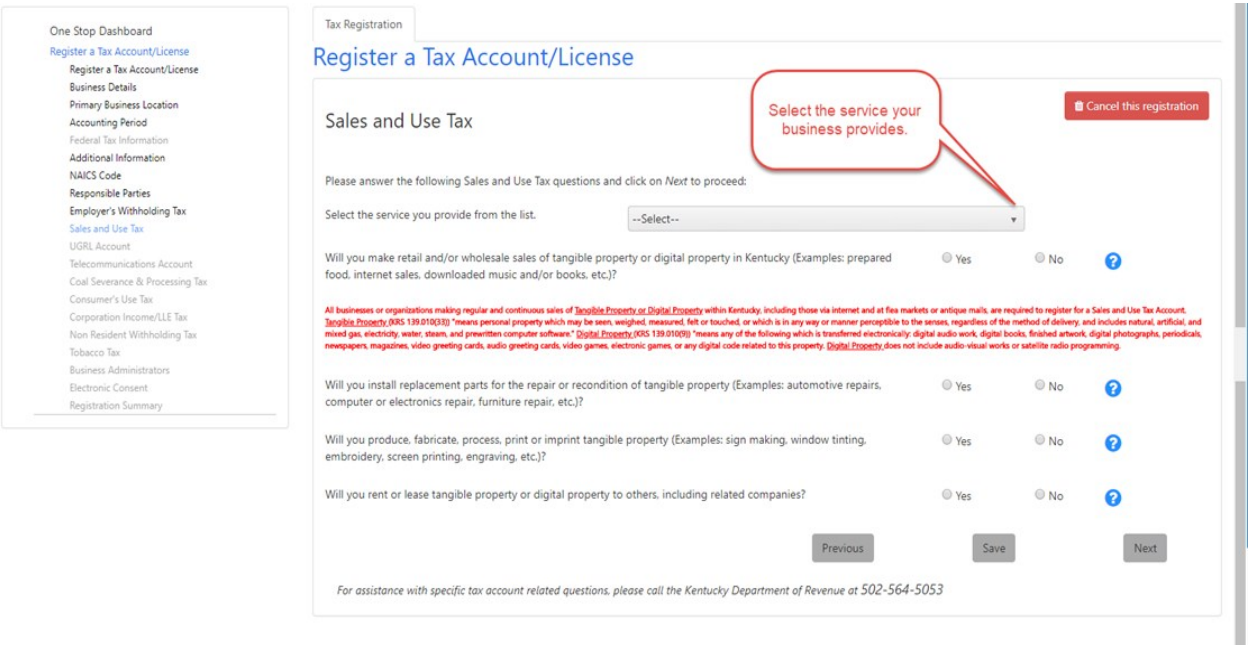
- On the next page you will see two grids. The first grid contains the tax accounts that are already assigned to your business. The second grid contains the tax accounts that you can apply for based on your business structure, taxing election, and the accounts that are already assigned.
- To add a Sales and Use tax account, click the green add button to the right of the tax account description.

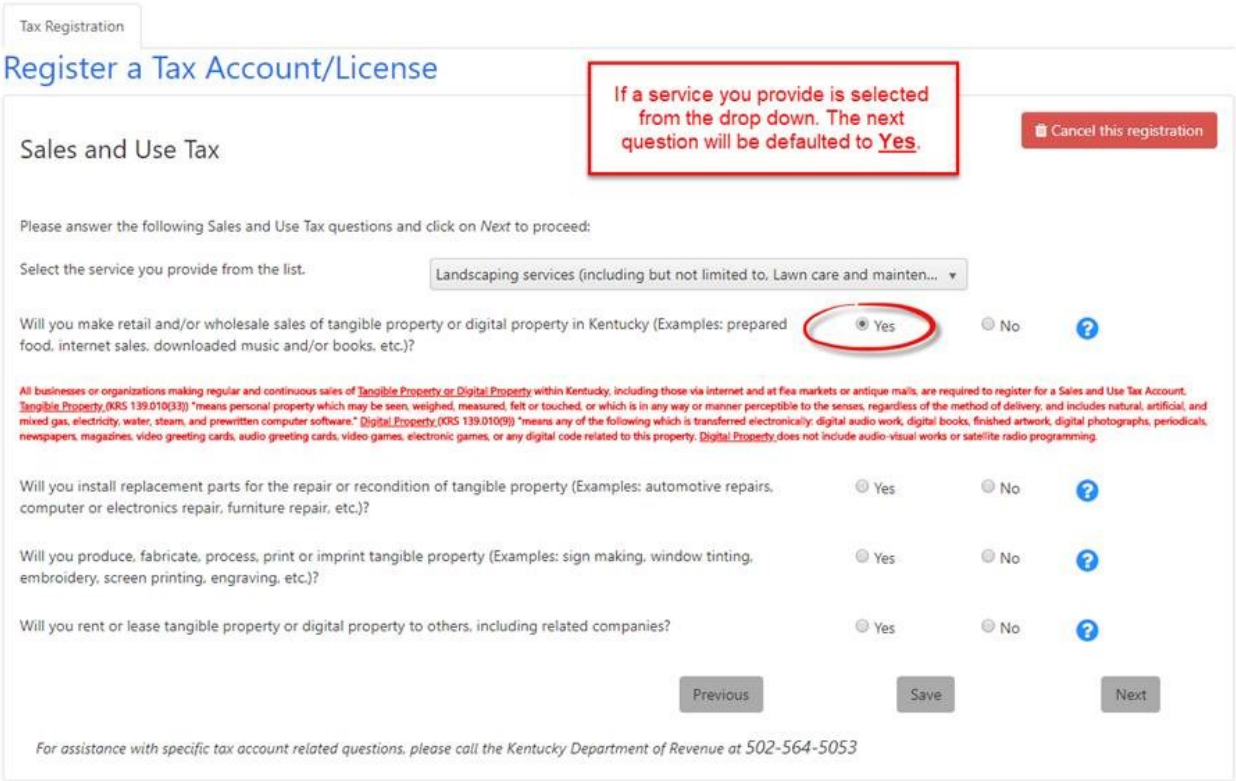


The next several pages will consist of questions that pertain to the Sales and Use tax account. Answer these questions by selecting “Yes” or “No” for each question and then clicking “Next” at the bottom of the page.

IF YOU ARE A SERVICE COMPANY THAT NOW HAS TO PAY SALES TAX: Select your service from the drop down menu. This will automatically answer “Yes” to the question, "Will you make retail and/or wholesale sales of tangible property or digital property in Kentucky?"; THIS WILL ENSURE THAT YOU ARE ASSIGNED A SALES AND USE TAX ACCOUNT.

Please **do not** change the answer to “No” for this question. If you change the answer to “No,” you **will not** be assigned a Sales and Use tax account.





- Next, provide the physical location address for the business. Click **Next**.

Event

Apply For Additional Tax Accounts

Add Sales and Use Tax Account - Primary Business Location

Go Back to Select Tax Accounts

Provide the primary business location for this new account:

Country: United States

Zip/Postal Code: 40601

Do Not Use a P.O. Box Address

Street Address Line 1: 501 High St

Street Address Line 2(optional):

City: Frankfort

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

County: Franklin

Telephone Number: (502) 564-3306

Previous | Next

- Now, provide the date sales will begin, estimate the gross monthly sales tax collected in Kentucky, and provide the mailing address that should be listed for the Sales and Use tax account. Click **Next**.

Event

Apply For Additional Tax Accounts

Add Sales and Use Tax Account

Go Back to Select Tax Accounts

Please answer the following Sales and Use Tax questions and click on *Next* to proceed:

Date sales began or will begin: 5/7/2018

Estimated gross monthly sales tax collected in Kentucky: $0.00 - $199.99

Primary Business Location
501 High St, Frankfort, KY, Franklin , 40601

Sales and Use Tax returns should be mailed to:

Use a Previous Address

ATTN:

Country: United States

Zip/Postal Code: 40601

Address Line 1: 501 High St

Address Line 2 (optional):

City: Frankfort

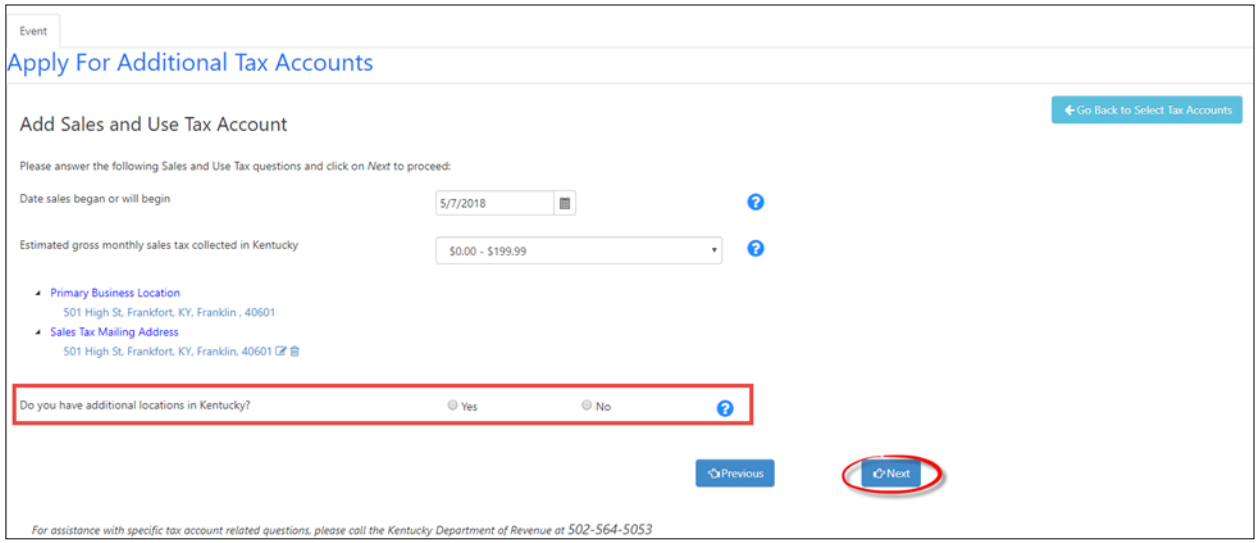
State(Enter state/province name if non-USA countries): Kentucky

County: Franklin

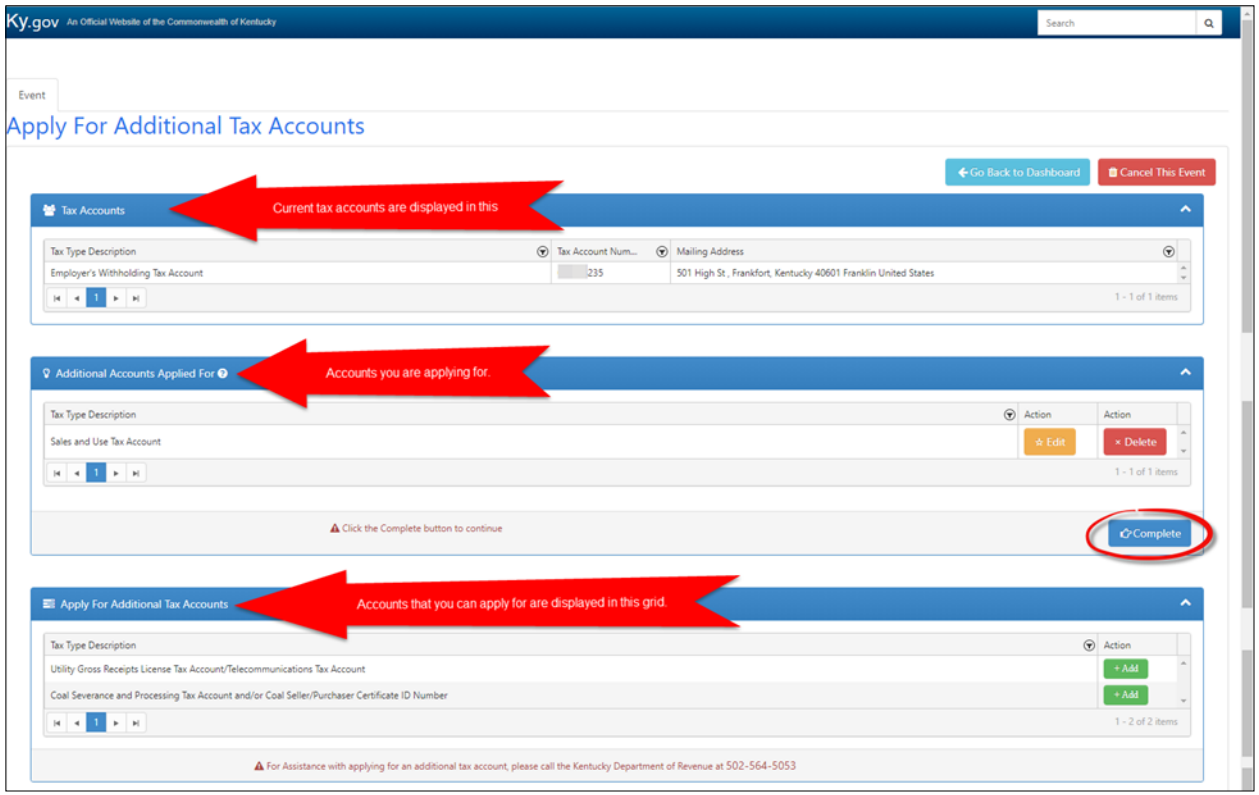
Mailing Telephone Number: (502) 564-3306

Previous | Next

- Answer the question, “Do you have additional locations in Kentucky?” by selecting “Yes” or “No.” If you do, select “Yes” and then provide the address. If not, select “No” and click **Next**.



- The next page will show you three grids. The first grid contains the tax accounts currently assigned to your business. The second grid contains the tax accounts you are currently applying for. The third grid contains the remaining tax accounts your business can apply for. If you have applied for all the additional accounts you need, click **Complete**.



- Lastly, you will receive a summary page. Please print this page for your records and click **Submit**.

Event

Apply For Additional Tax Accounts

Apply For Additional Tax Account - Summary

Go Back to Select Tax Accounts

Print PDF

Business Summary

CBI Number	0145238389
Business Name	I Now Need A Sales Tax Account
Business Structure	Sole Proprietorship
Taxing Election	
FEIN	285
Accounting Method	ACCRUAL
Accounting Period	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)
Accounting Period EndDate	December 31

NAICS Code Edit

NAICS Code : 561730 (Landscaping Services)

DBA Name :

Sales and Use Tax Account Edit

Will you make retail and/or wholesale sales of tangible property or digital property in Kentucky (Examples: prepared food, internet sales, downloaded music and/or books, etc.)?	Yes
Will you install replacement parts for the repair or recondition of tangible property (Examples: automotive repairs, computer or electronics repair, furniture repair, etc.)?	No
Will you produce, fabricate, process, print or imprint tangible property (Examples: sign making, window tinting, embroidery, screen printing, engraving, etc.)?	No
Will you rent or lease tangible property or digital property to others, including related companies?	No
Will you charge taxable admissions?	No
Will you rent temporary lodging to others?	No
Will you sell new tires for motor vehicles?	No
Will you sell cellular phones with preloaded minutes, prepaid cellular phone cards, or recharge cellular phones and cards with minutes?	No
Are you a manufacturer's agent soliciting orders for a nonresident seller not registered in Kentucky?	No
Will you receive receipts from the breeding of a stallion to a mare in Kentucky?	No
Will you make sales of motor vehicles to residents of Arizona, California, Florida, Indiana, Massachusetts, Michigan, South Carolina or Washington?	No
Will you make sales of aviation jet fuel?	No
Are you a manufacturing fee processor or a contract miner operating in Kentucky?	No
Are you bidding on a contract with Kentucky state government?	No
Are you an affiliate of a company that has been awarded a Kentucky state government contract?	No

Date Sales Began or will begin : 05/07/2018

Estimated gross monthly sales tax collected in Kentucky : $0.00 - $199.99

Sales and Use Tax Return Mailing Address

501 High St, Frankfort, Kentucky, United States, 40601 , County : Franklin

Phone : (502) 564-3306

Primary Business Location

501 High St,

Frankfort , Kentucky - 40601

United States , County : Franklin

Phone : 1 (502) 564-3306

Additional Locations

Previous

Submit

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

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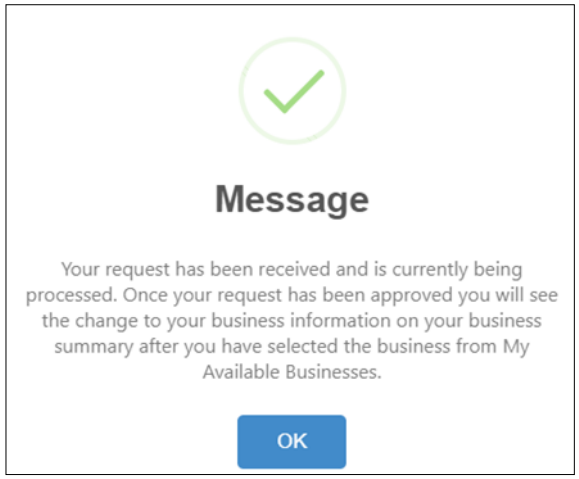
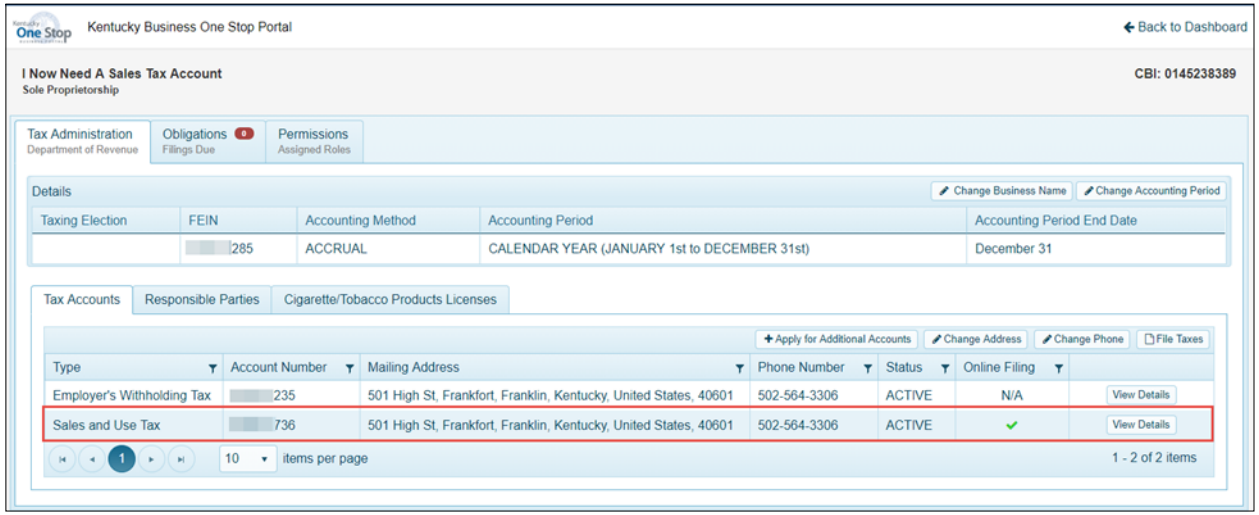
- You will then see a message that states your request has been received and is currently being processed. Click **OK** and you will be taken back to the Dashboard.



- Select your business from the Dashboard, and you should now see the Sales and Use tax account that has been added.



If you are experiencing any issues with your account, please contact the help desk at (502) 782-8930 or email KYBOS.Support@KY.gov.

Please note: DOR employees cannot supply Usernames or reset passwords.