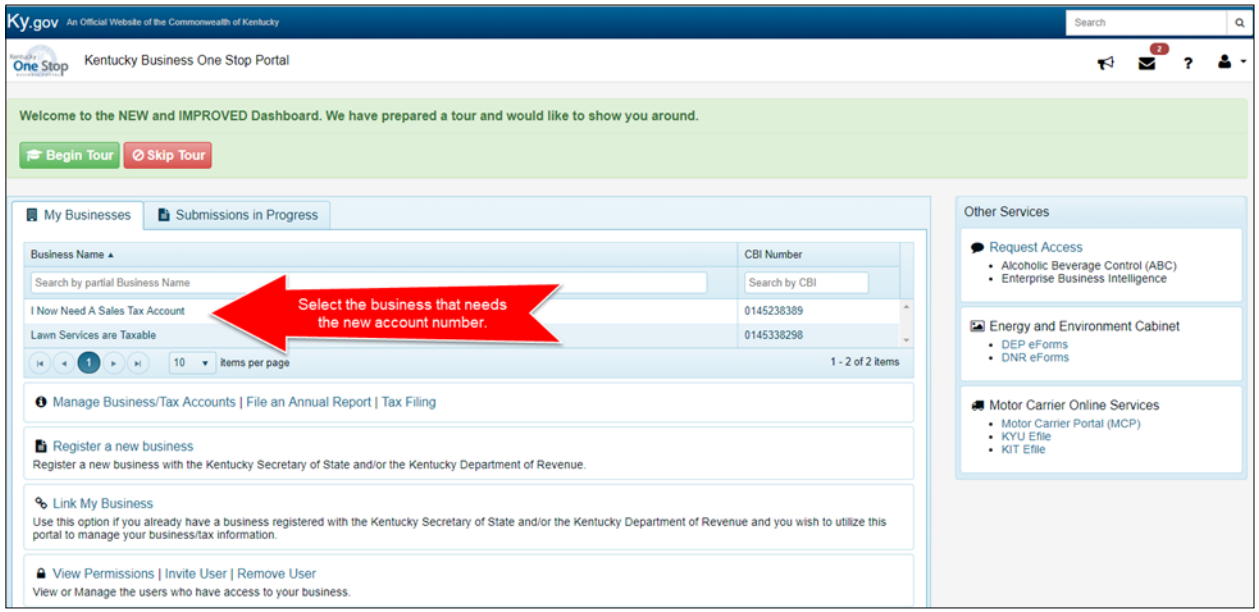
Add a Sales and Use Tax Account on One Stop

(Updated 6/03/18)

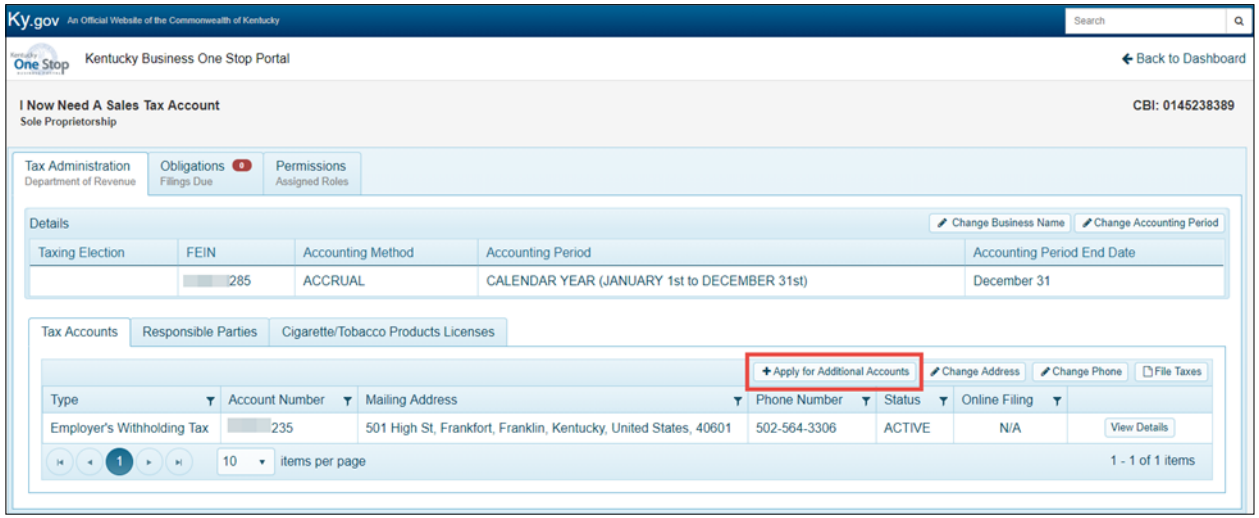
Once your business is linked to your One Stop account and is displayed under the **My Businesses** tab, there are many update functions you can perform within the portal. One of those functions is adding an additional tax account. Adding the account within the portal cuts out the processing time for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

Here are the steps to add an additional tax account.

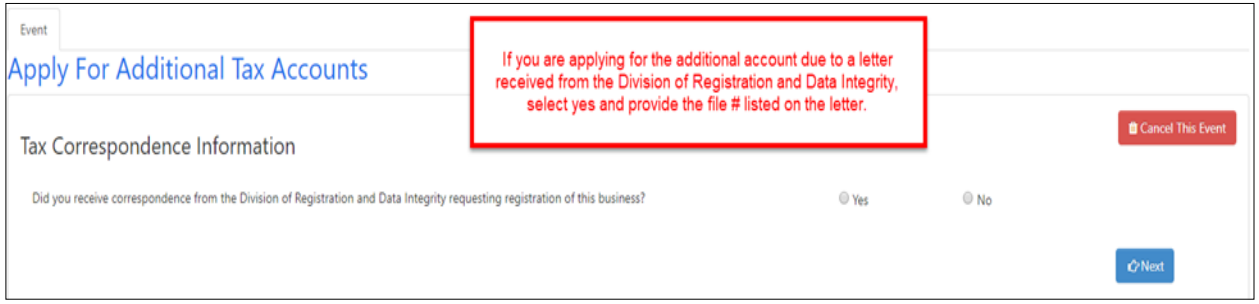
- Select the business that needs the new tax account.



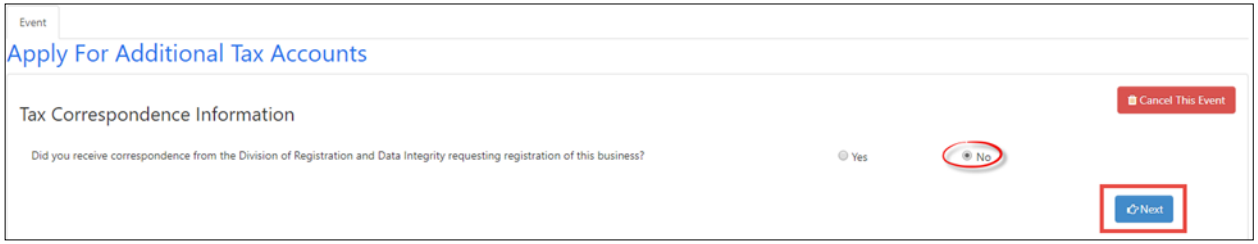
- Next, select **Apply for Additional Accounts.**



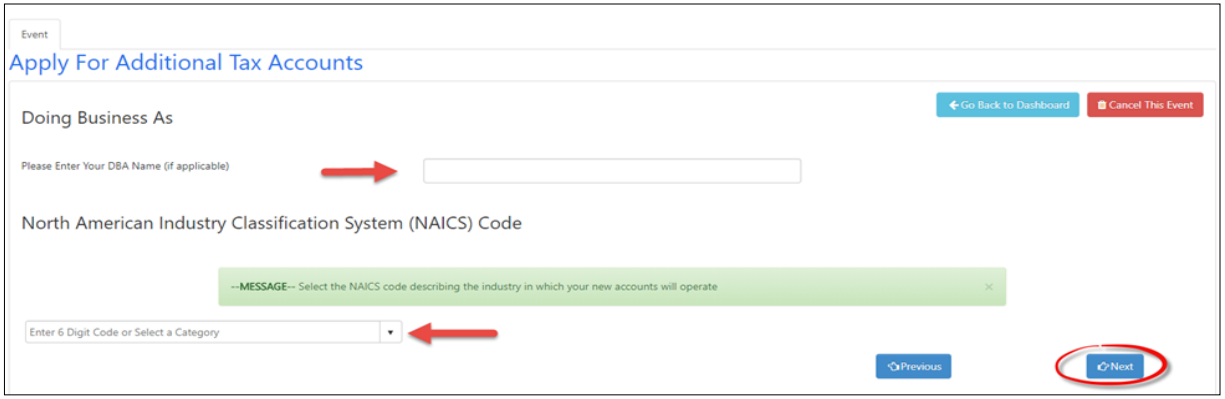
- If you received a letter from the Department of Revenue's Division of Registration and Data Integrity advising you needed additional accounts, please select "Yes." Then, type in your File Number that was listed in the letter and click **Next**.



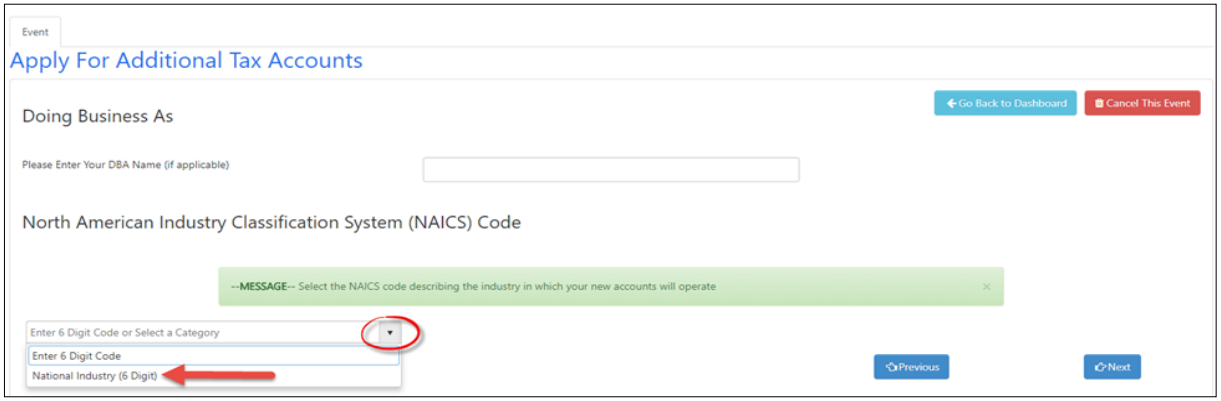
- If you didn't receive a letter, select "No," and click **Next**.



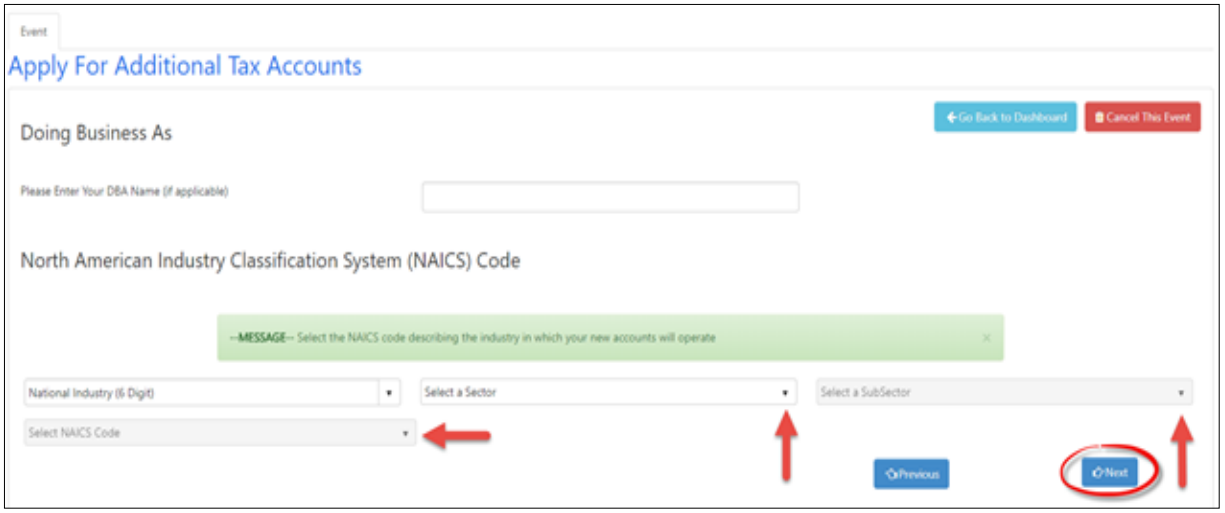
- If the business has a Doing Business As (DBA), please type the DBA in the text box provided. Next, type in the 6 digit NAICS code.



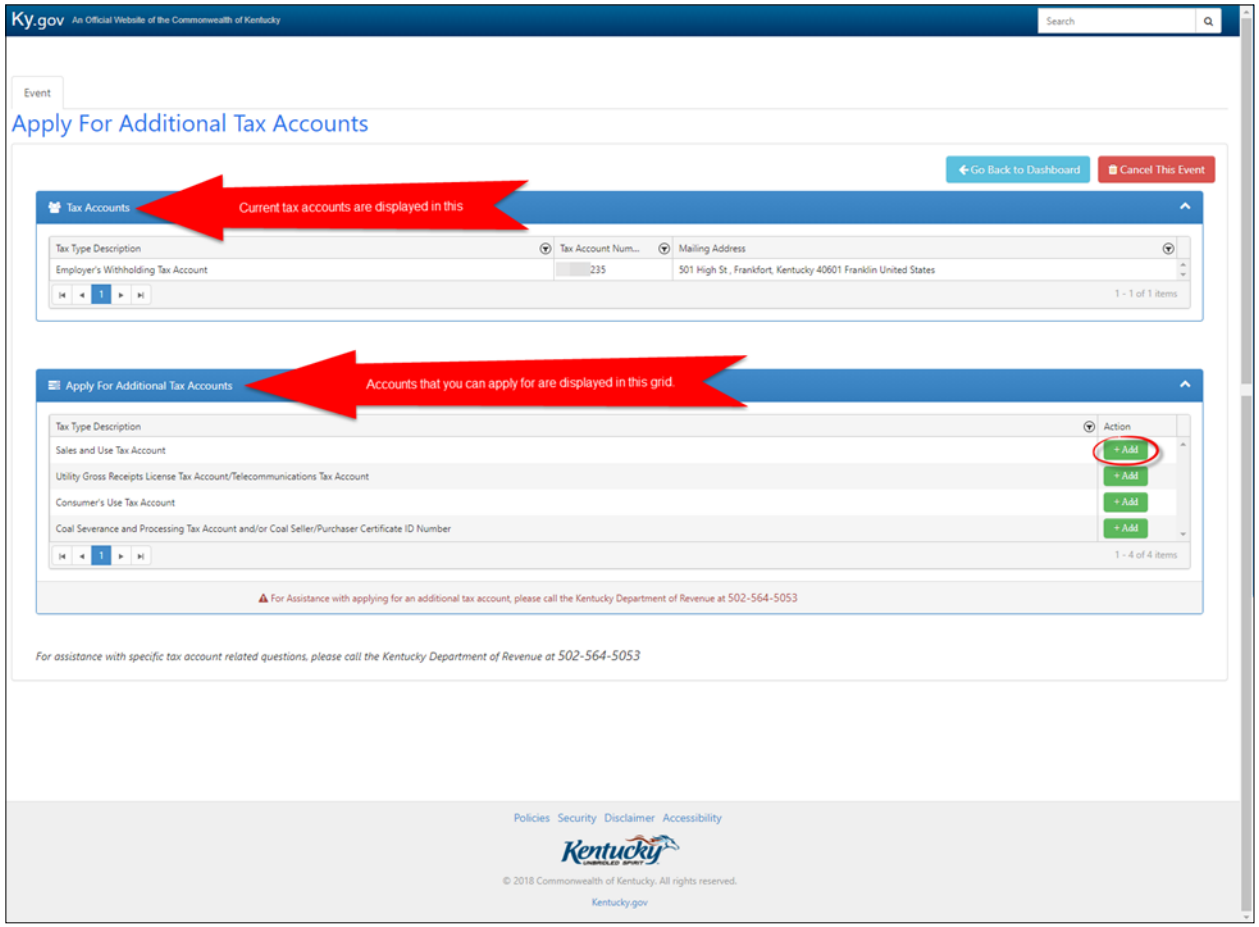
- If you do not know the appropriate NAICS code for your business, select **National Industry (6 Digit)** from the drop down menu to build your NAICS code.



- 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**.

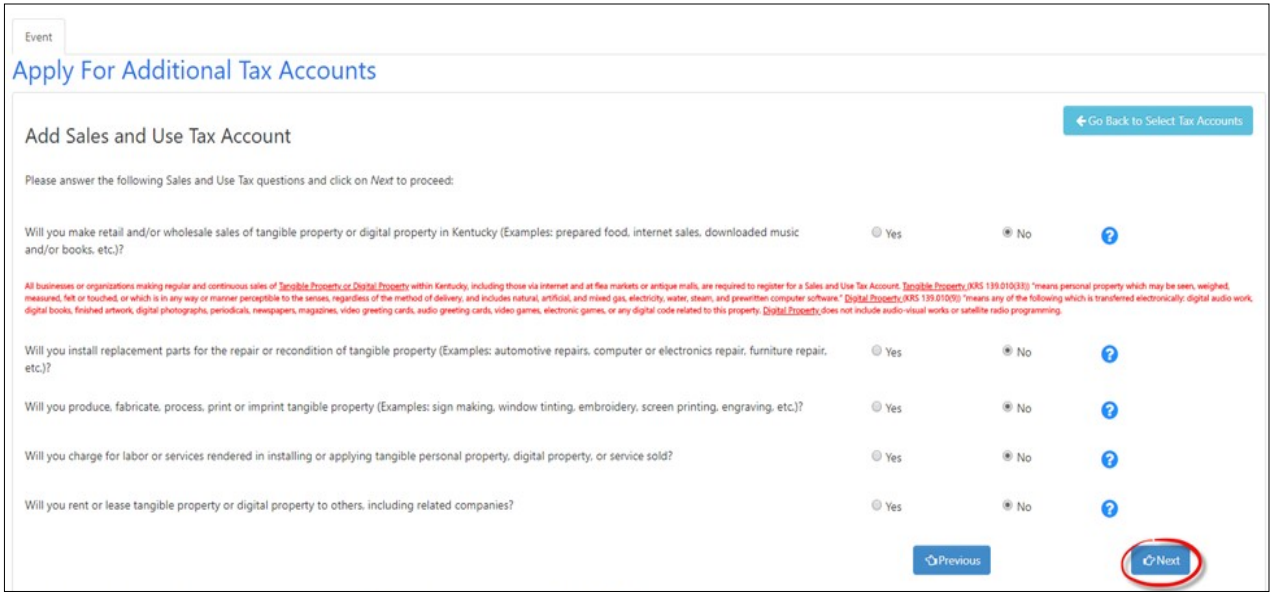


- On the next page you will see two grids. The first grid contains the tax accounts that are already assigned to your business. The second grid contains the tax accounts that you can apply for based on your business structure, taxing election, and the accounts that are already assigned.
- To add a Sales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

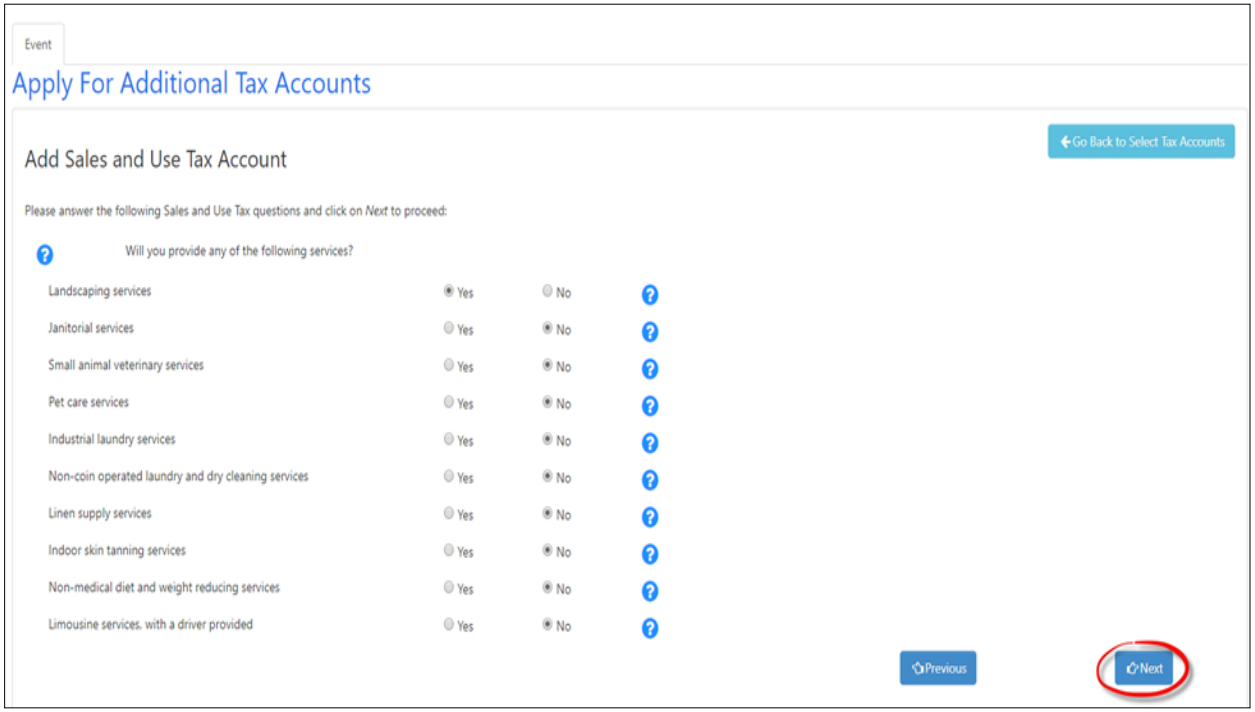


The next several pages will consist of questions that pertain to the Sales and Use tax account. Answer these questions by selecting “Yes” or “No” for each question and then clicking “Next” at the bottom of the page.

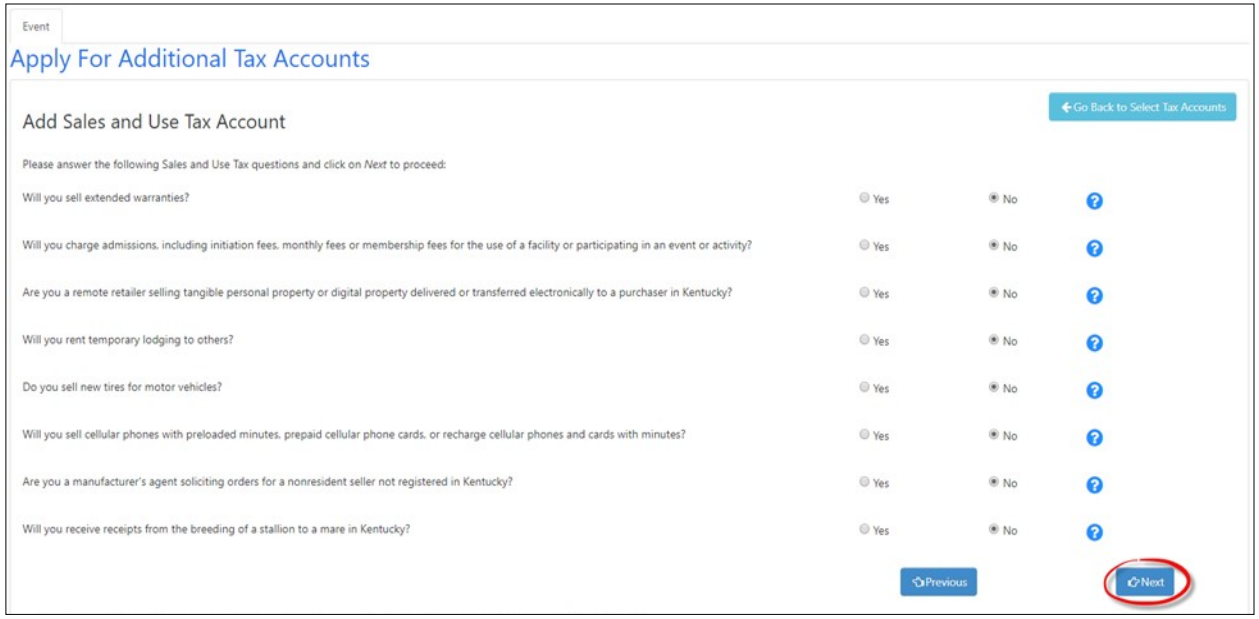
- Select “Yes” or No” for each question. Click **Next**.



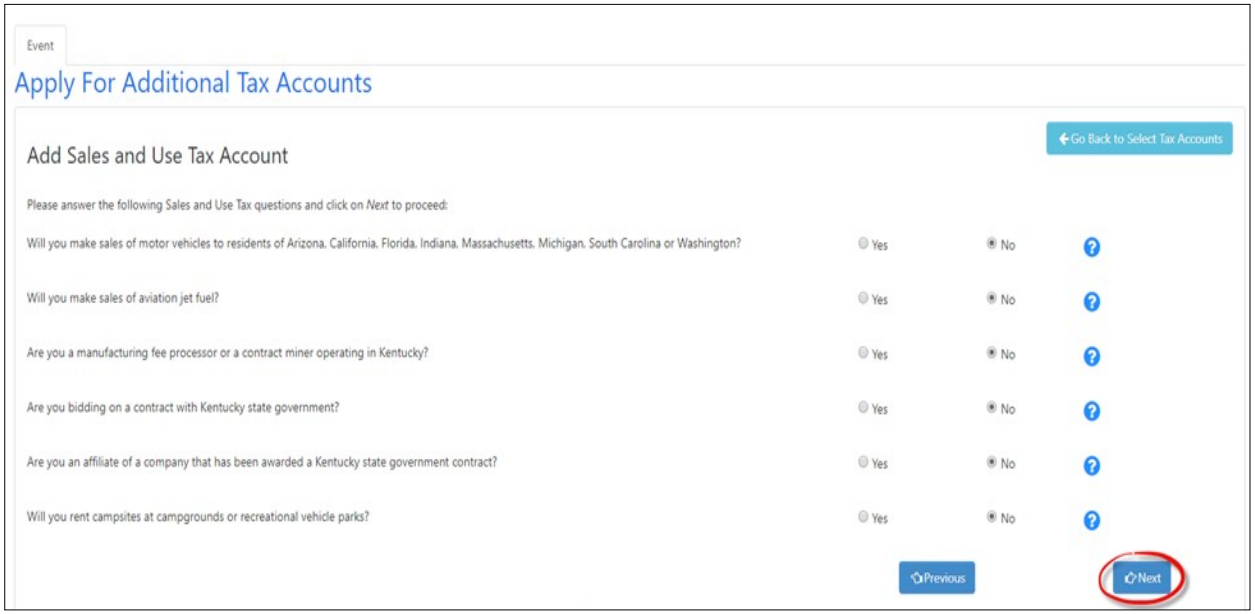
- Select “Yes” or No” for each question. Click **Next**.



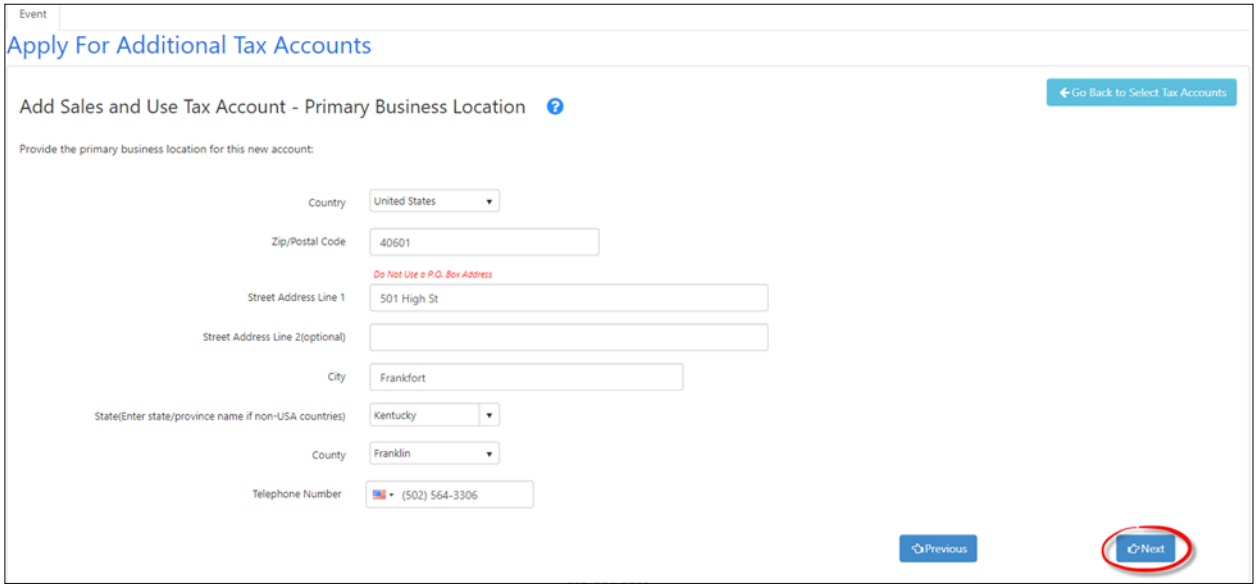
- Select “Yes” or No” for each question. Click **Next**.



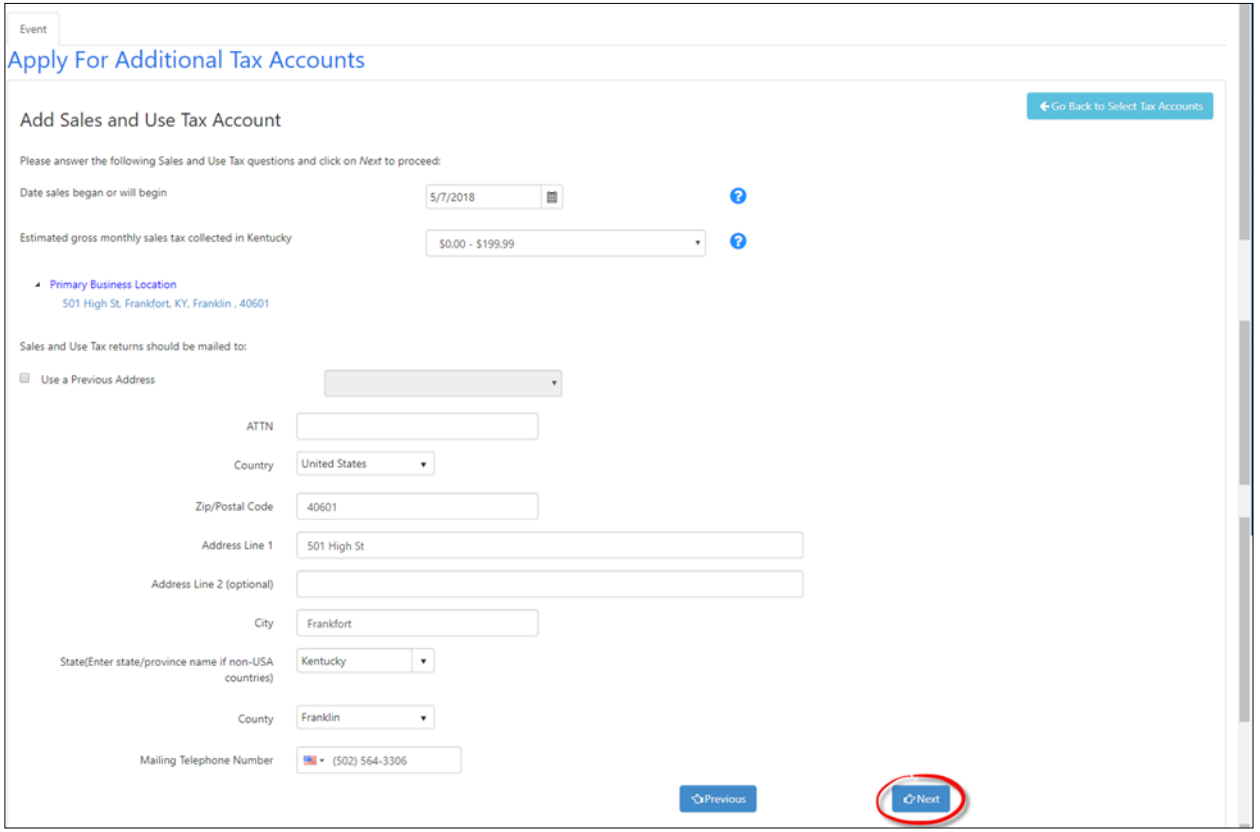
- Select “Yes” or No” for each question. Click **Next**.



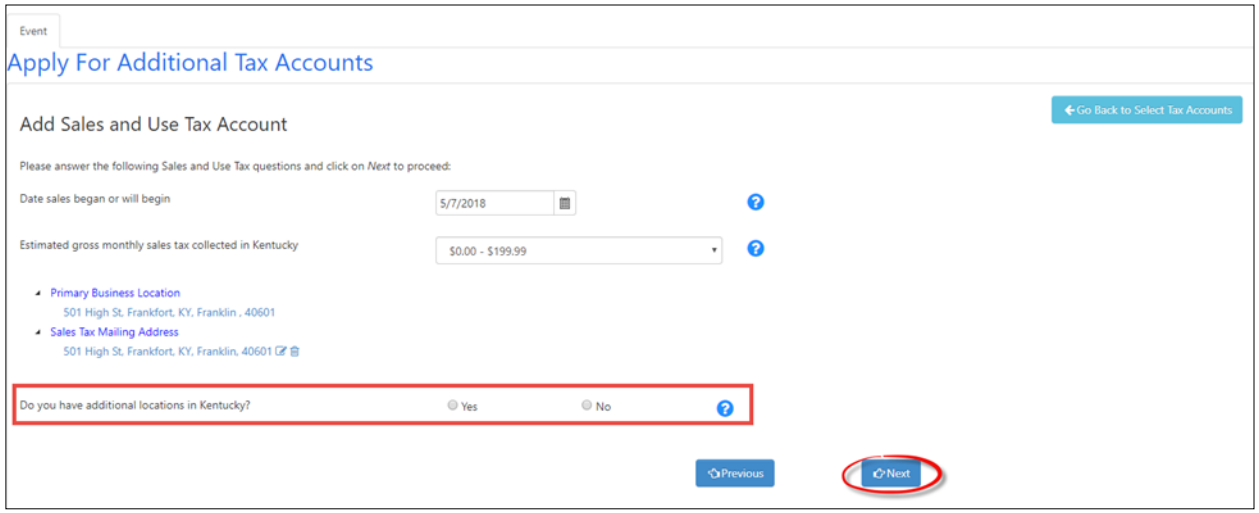
- Next, provide the physical location address for the business. Click **Next**.



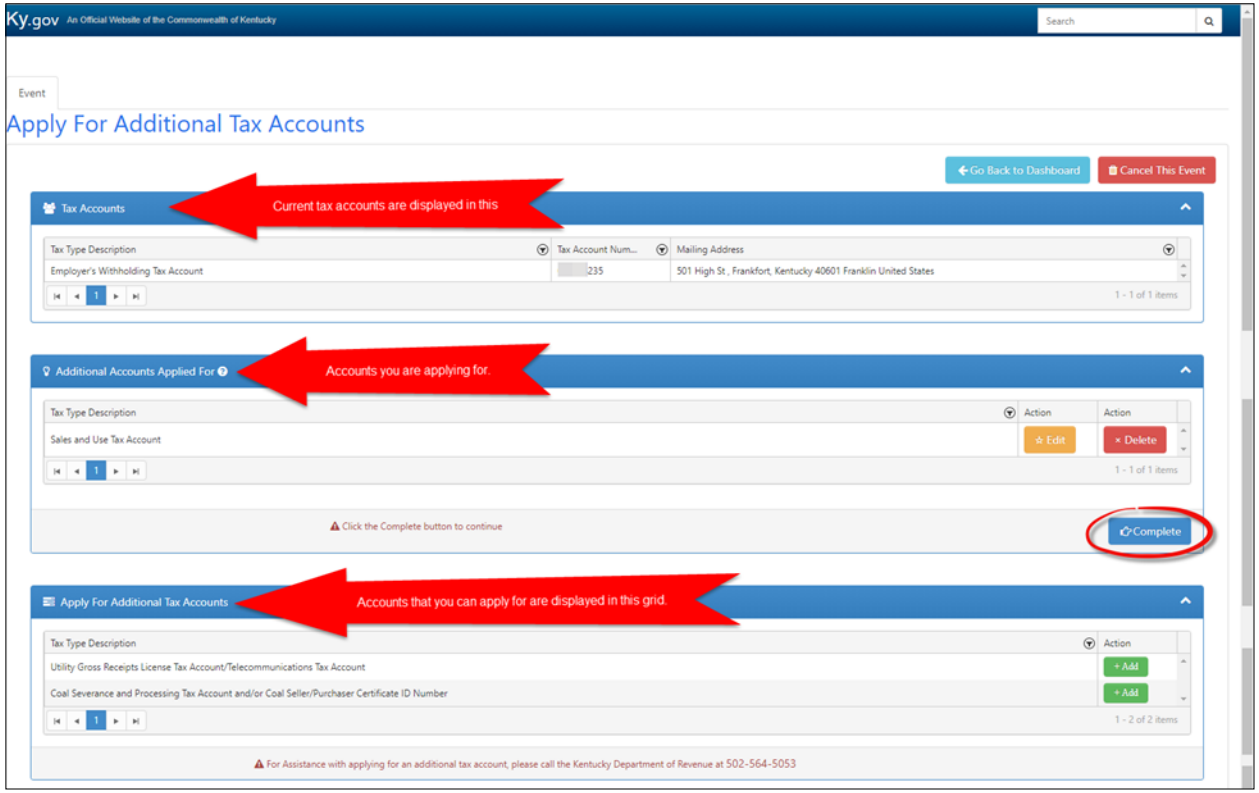
- Now, provide the date sales will begin, estimate the gross monthly sales tax collected in Kentucky, and provide the mailing address that should be listed for the Sales and Use tax account. Click **Next**.



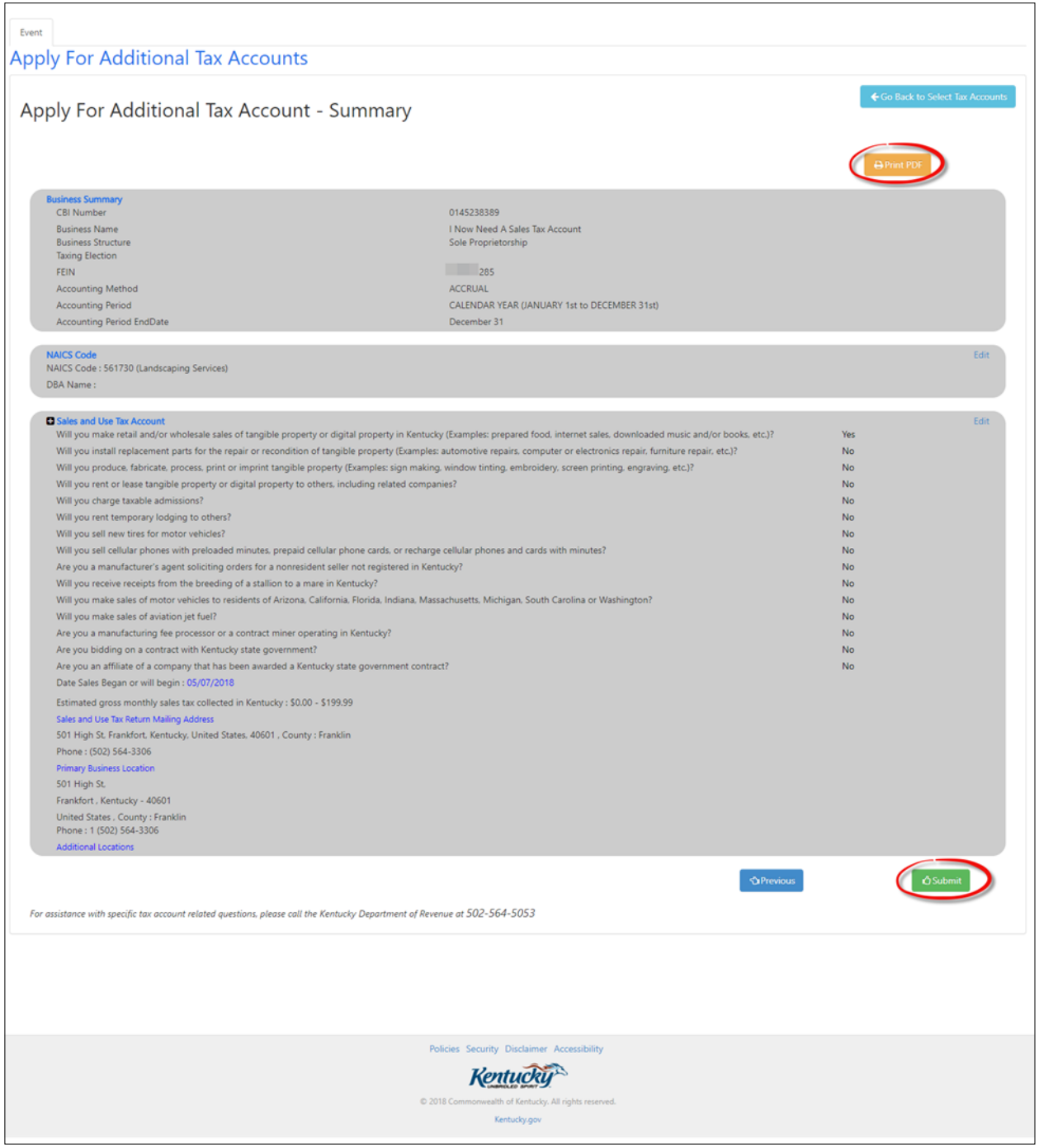
- Answer the question, “Do you have additional locations in Kentucky?” by selecting “Yes” or “No.” If you do, select “Yes” and then provide the address. If not, select “No” and click **Next**.



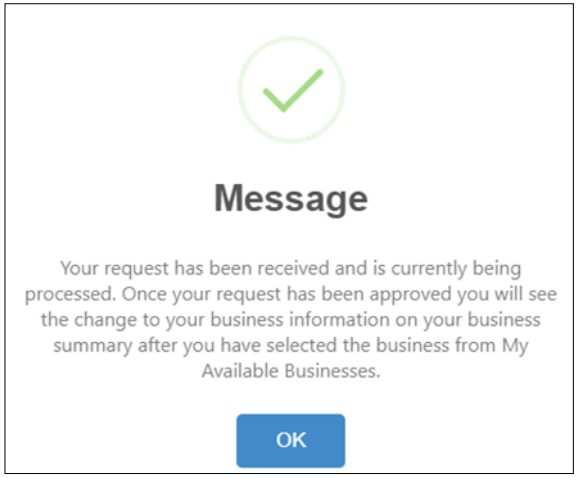
- The next page will show you three grids. The first grid contains the tax accounts currently assigned to your business. The second grid contains the tax accounts you are currently applying for. The third grid contains the remaining tax accounts your business can apply for. If you have applied for all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



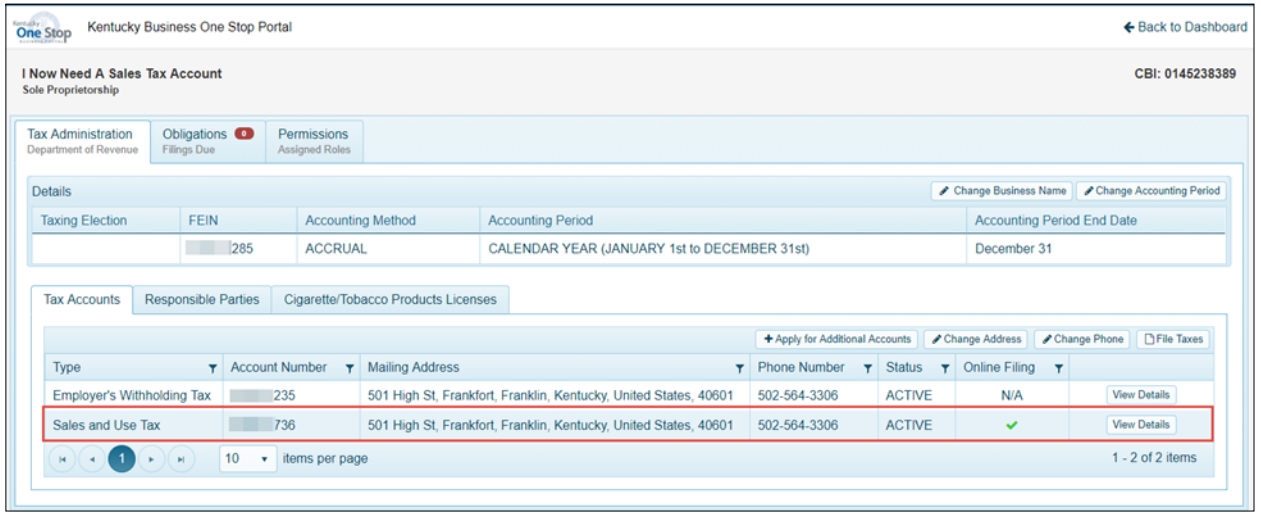
- Lastly, you will receive a summary page. Please print this page for your records and click **Submit**.



- 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.