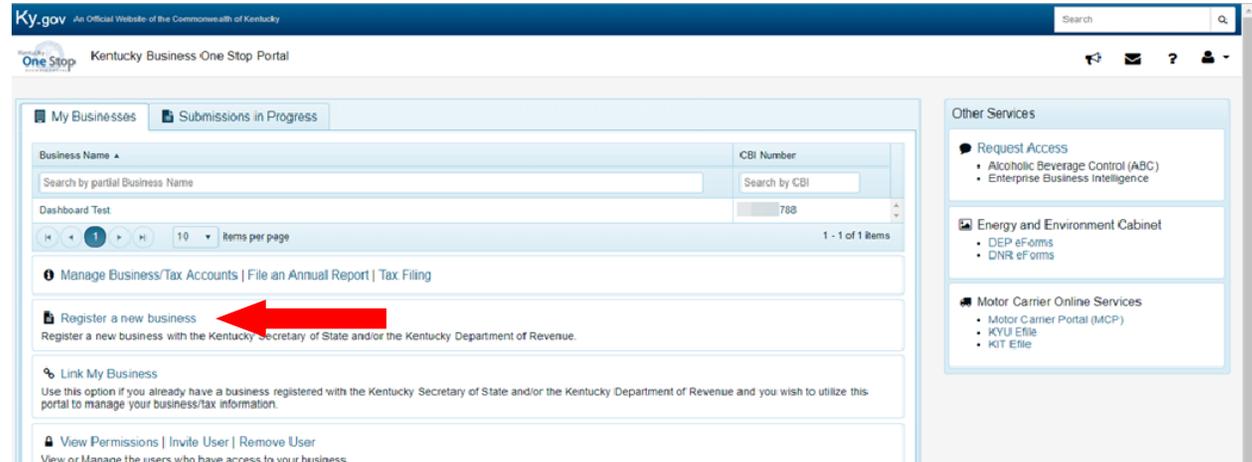


Shortened Online Application

(Updated 6/29/18)

- Click **Register a new business**.



- Choose your business formation and business structure. Then click **Next**.
- The shortened online application will only be available for sole proprietorships, qualified joint ventures, and general partnerships taxed as partnerships.
- It will also only be available to new businesses that have never had tax accounts with the Kentucky Department of Revenue, and those that do not and will not have employees that will work in Kentucky within the next 6 months.

If your business is registered with the Secretary of State's office and you have not yet registered it for tax accounts, please return to the Dashboard, select the appropriate CBI, and click "Register for Taxes" to complete your business tax registration.

Business Formation

[Go Back to Dashboard](#)

Select the choice that best describes the business or organization you are registering:

- A business that will be formed in Kentucky
- An out-of-state-business that is now transacting business in Kentucky
- An out-of-state business wishing to voluntarily withhold taxes on Kentucky residents who work outside Kentucky or voluntarily withhold on pension and retirement payments
- An out-of-state corporation/limited liability entity maintaining an interest in a pass-through entity doing business in Kentucky

Select the business structure you are forming for the business you are registering:

-- Select Business Structure -- [?](#)

Please note: If the organizational structure type selected needs to be changed at any time during the registration process or if you cancel the registration, you may be redirected back to this page to select a business formation option.

Per KRS 141.010(25)(a) a corporation or limited liability entity that organizes under the laws of Kentucky is deemed to be "doing business" in this state and must file a tax return for each year that it is organized here. Formation of a corporation or other limited liability entity with the Kentucky Secretary of State's Office will result in the need for filing a return to pay at least the minimum \$175.00 Limited Liability Entity tax for every year you are active with Secretary of State. This filing requirement applies even if the entity is not conducting business operations or dissolves within the year.

If the business structure does not appear in the list, you should apply via paper.

[Next](#)

- Next, if you are registering for a Sales and Use tax account number due to the tax on specified services beginning July 1, 2018, answer “Yes.”

- Does your business have active or inactive accounts with the Kentucky Department of Revenue? Answer “Yes” or “No.”
- If you answered “Yes” (your business has accounts), you will receive a pop-up message stating that you must link your business to your user account and apply for additional accounts to add the Sales and Use tax account number. Follow instructions in pop-up.

- If you answered “No,” you will get a third screening question.
- Does your business have or will you hire employees to work in Kentucky within the next 6 months?
- Answer “Yes” or “No,” and click **Next**.

NOTE: The shortened online version is only available to businesses registering for the first time who meet the business structure requirement and only need a Sales and Use tax account number.

- Here are the items you should have on hand when applying for your account.
- Unless you are a Sole Proprietorship, your business must have a Federal Employee Identification Number (FEIN) to use the online application.
- Total completion time for the shortened online application is about 15 minutes.
- Click **Next** to continue.

Tax Registration

Register a Tax Account/License

[Go Back to Dashboard](#) [Cancel this registration](#)

Welcome to the Kentucky Business One Stop Portal's online tax account registration.

Attention:

In order to make the business tax registration process most efficient, please have the following information ready and available:

- The legal business name, as well as the DBA (doing business as name)
- The business FEIN – [Apply online](#) with the Internal Revenue Service
- How the business will be taxed
- Appropriate [responsible parties](#), including legal name, residence address, telephone number and social security number
- The business location and mailing address for each account number
- The name of [One Stop Business Administrator](#) to be appointed

- If your business received correspondence from the Division of Registration and Data Integrity requesting registration of the business, answer “Yes,” and then provide your file number in the text box that appears.
- Answer “No” if you didn’t receive any correspondence from the Division of Registration and Data Integrity.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Tax Correspondence Information

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

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

Did you purchase this business? Yes No

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

- Did you purchase the business? If so, answer “Yes.”
- Were business assets purchased from the previous owner? Answer “Yes” or “No” and click **Next**.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Tax Correspondence Information

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

Did you purchase this business? Yes No

Were business assets purchased from the previous owner? Yes No

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

- Next, provide the Registration Contact Information. Then click **Add Registration Contact**.
- This is the person who is completing the application and the person the Kentucky Department of Revenue can contact if there are questions about the application once it is submitted.

Tax Registration

Register a Tax Account/License

Registration Contact Information Cancel this registration

Please enter the registration contact information for the individual representing your company:

Use Information from Previous Association Select from...

First Name

Middle Name (optional)

Last Name

Email

Telephone Number

Previous Add Registration Contact

- Select how the business will operate, and provide the business name and business Federal Employer Identification Number (FEIN).
- Click **Next**.

Tax Registration

Register a Tax Account/License

Business Details Cancel this registration

Business Operations are primarily ?

Business Name ?

Do not include your personal individual name unless it is a part of your Business Name. Example: Smith's Plumbing

Federal Employer Identification Number (FEIN) ?

Previous Next

- Add the Primary Business Location.
- This is the physical location address for the business. Do not use a P.O. Box address for the Primary Business Location address.
- Click **Save** and then **Next**.

Tax Registration

Register a Tax Account/License

Primary Business Location ? Cancel this registration

Please provide your primary location for the business you are registering:

Country

Zip/Postal Code

Do Not Use a P.O. Box Address

Street Address Line 1

Street Address Line 2(optional)

City

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

County

Telephone Number

Previous Save Next

- Select your Business Accounting Period from the drop down menu and select the Business Accounting Method.
- Click **Save** and then **Next**.

Tax Registration

Register a Tax Account/License

Accounting Information Cancel this registration

Please provide the accounting information for the business you are registering:

Business Accounting Period ?

Business Accounting Method ACCRUAL CASH ?

Previous Save Next

- Provide a brief description of your business activity in Kentucky, including a description of any services provided.
- Then list any products sold in Kentucky.
- Click **Save** and then **Next**.

Tax Registration

Register a Tax Account/License

Additional Information Cancel this registration

Please provide additional information about your business or organization:

Describe the nature of your business activity in Kentucky, including a description of any services provided. ?

-Provide lawn care maintenance (trimming, pruning, removal)
-Landscape design & installation

List any products sold in Kentucky ?

- No products sold at this time.

Previous Save Next

- Select your North American Industry Classification System (NAICS) code from the drop down menus or enter the 6 digit code.
- Click **Next**.

Tax Registration

Register a Tax Account/License

North American Industry Classification System (NAICS) Code Cancel this registration

National Industry (6 Digit) 56 Administrative and Waste Services 561 Administrative and Support Services

561730 Landscaping Services

Previous Next

- Add the Responsible Party/Parties for the business by clicking on the “**here**” link.

Tax Registration

Register a Tax Account/License

Responsible Parties Cancel this registration

You need to enter at least one Responsible Party to proceed to the next step.

To add a Responsible Party, click [here](#)

My Associations

- John Doe
 - Tax Registration Contact

- Then provide the Responsible Party's address, name, social security number, and the effective date of title.
- Click **Add Responsible Party**.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Responsible Parties

You need to enter at least one Responsible Party to proceed to the next step.

To add a Responsible Party, click [here](#)

My Associations

- John Doe
 - Tax Registration Contact

Use Information from Previous Association

ATTN:
 Country: United States
 Zip/Postal Code: 40601
 Residence Address Line 1: 501 High St
 Residence Address Line 2 (optional):
 City: Frankfort
 State (Enter state/province name if non-USA countries): Kentucky
 County: Franklin
 Telephone Number: (502) 564-5053

First Name: John
 Middle Name:
 Last Name: Doe
 Family Generation Name: --Select--
 Social Security Number: 90
 Business Title: Owner
 Effective Date of Title: 5/1/2018
 Driver's License Number:
 State of Issuance: Select State

- You have now added the Responsible Party. Click **Save** and **Next**.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Responsible Parties

You have reached the maximum number of Responsible parties you can add for your business structure. Click on *Next* to proceed.

My Associations

- John Doe
 - Tax Registration Contact
- John Doe
 - Owner

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

- The next few pages will consist of Sales and Use tax account questions.
- Answer these questions as they relate to your business activity in Kentucky.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Sales and Use Tax

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

Will you sell extended warranties? Yes No [?](#)

Will you charge admissions, including initiation fees, monthly fees or membership fees for the use of a facility or participating in an event or activity? Yes No [?](#)

Are you a remote retailer selling tangible personal property or digital property delivered or transferred electronically to a purchaser in Kentucky? Yes No [?](#)

Will you charge for labor or services rendered in installing or applying tangible personal property, digital property, or service sold? Yes No [?](#)

Will you rent campsites at campgrounds or recreational vehicle parks? Yes No [?](#)

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

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Sales and Use Tax

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

Will you provide any of the following services?? [?](#)

Landscaping services Yes No [?](#)

Janitorial services Yes No [?](#)

Small animal veterinary services Yes No [?](#)

Pet care services Yes No [?](#)

Industrial laundry services Yes No [?](#)

Non-coin operated laundry and dry cleaning services Yes No [?](#)

Linen supply services Yes No [?](#)

Indoor skin tanning services Yes No [?](#)

Non-medical diet and weight reducing services Yes No [?](#)

Limousine services, with a driver provided Yes No [?](#)

[Previous](#) [Save](#) [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 **Save** and **Next**.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Sales and Use Tax Account

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

Date sales began or will begin: 7/1/2018

Estimated gross monthly sales tax collected in Kentucky: \$200.00 - \$1,199.99

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

Sales and Use Tax returns should be mailed to:

Use a Previous Address

ATTN: John Doe

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) 564-5053

Previous Save 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 **Save** and **Next**.

Tax Registration

Register a Tax Account/License

[Cancel this registration](#)

Sales and Use Tax Account

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

Date sales began or will begin: 7/1/2018

Estimated gross monthly sales tax collected in Kentucky: \$200.00 - \$1,199.99

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

Sales Tax Mailing Address
501 High St, Frankfort, KY, Franklin, 40601

Do you have additional locations in Kentucky?
 Yes No

Previous Save Next

- Add the Business Administrators. The One Stop Business Administrator can assign security roles for the functions other users are allowed to perform within an organization. Only the One Stop Business Administrator can grant, approve, withdraw, or revoke access to manage a business. Someone from the business should be assigned this role so that they have this access.
- To make yourself the One Stop Business Administrator, check the box next to “Make me the One Stop Business Administrator.”
- If additional roles for CPAs, Attorneys, or other business partners are needed, please click **Add additional One Stop Business/Registration Administrators** and enter the name and email for those individuals.
- Once you have finished adding Business Administrators, click **Next**.

Tax Registration
Register a Tax Account/License

Cancel this registration

Business Administrators

You must assign at least one (1) One Stop business administrator for your business. The One Stop business administrator can assign security roles for the functions other users are allowed to perform within an organization. Only the One Stop business administrator can grant, approve, withdraw, or revoke access to manage a business.

ATTENTION ACCOUNTANTS:
The “One Stop Business Administrator” must be an individual with the Business. The One Stop Business Administrator will assign additional roles to others within the business. This person will also be granted the “Registration Administrator” role to access the business accounts in order to maintain information with the Department of Revenue and file returns online.

All Sales and Use Tax, Consumer’s Use Tax, Motor Vehicle Tire Fee, Transient Room Tax, or Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Accounts assigned by the One Stop portal are automatically enrolled for online filing.

An email will be sent to the individual(s) identified as your One Stop business administrators upon the completion of your business registration. It is their responsibility to follow the instructions in the email to complete the online confirmation within thirty (30) days.

Make me the One Stop Business Administrator

First Name John	Last Name Doe	Email 0487@gmail.com	Confirm Email 0487@gmail.com
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Add additional One Stop Business/Registration Administrators
Previous
Next

- Complete the electronic consent by providing your name and phone number.
- Click **Save** and **Next**.

Tax Registration

Register a Tax Account/License

Electronic Consent [Cancel this registration](#)

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](#)

- Please print your Registration Summary using the Print PDF button at the top of the page.
- Then, click **Save** and **Submit**.
- **PLEASE NOTE:** Make sure to click the **Submit** button at the bottom of the page; this is required to complete the application and send it on to the Kentucky Department of Revenue.

Tax Registration

Register a Tax Account/License

Tax Account Registration Summary

[Cancel this registration](#)

[Print PDF](#)

Primary Business Location [Edit](#)

501 High St.
Frankfort, Kentucky - 40601
United States, County: Franklin
Phone - 1 (502) 564-5053

Accounting Period [Edit](#)

Business Accounting Method: CASH
Business Accounting Period: CALENDAR YEAR (JAN
31st)
Year Ending: December 31

Registration Contact

John Doe
Bill@gmail.com
1 (502) 564-5053

Tax Correspondence

Did you receive correspondence from the Division of Regis [Edit](#)

Did you purchase this business? Yes [Edit](#)

Were business assets purchased from the [Edit](#)

Additional Information [Edit](#)

Nature of busin [Edit](#)

List the **Business Administrator(s)** [Edit](#)

(0487@gmail.com

Electronic Consent [Edit](#)

John Doe, 1 (502) 564-5053, 6/20/2018

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

Use the Print PDF button at the top of this page to print the Tax Account Registration Summary for your records. Once you have submitted this registration, you will no longer be able to print this page.

Your application has been received. Click **Return to Dashboard**.

Tax Registration

Register a Tax Account/License

Thank you for submitting your tax registration through Kentucky Business One Stop for Landscaping Services Are Now Taxable. Based on the information provided during your registration, your submitted application is under review by the Department of Revenue. Once the review is complete, a confirmation of the status of your business and instructions will be made available in the One Stop Message Center. If you do not see a confirmation within 2 business days, please do not create another submission; instead, contact the Department of Revenue at 502-564-5053.

Depending on the product(s) or service(s) your business provides, your business may be responsible for other state taxes. Most of these taxes require you to file a special application/registration form. These forms can be downloaded from the [Kentucky Department of Revenue at www.revenue.ky.gov](http://www.revenue.ky.gov).

Most Kentucky counties and cities have registration requirements for Occupational License Taxes and/or other local registrations. For additional information related to county and city registration requirements visit www.revenue.ky.gov/Pages/index.aspx

Registration for Unemployment Insurance is not yet a part of the One Stop portal. If you need to register for a Kentucky Unemployment Insurance account please visit www.kewes.ky.gov.

[Return to Dashboard](#)

When you return to your dashboard the new business should appear under the **My Businesses** tab. Click on the record to view your tax accounts.

My Businesses Submissions in Progress

Business Name	CBI Number
Search by partial Business Name	Search by CBI
Dashboard Test	788
Landscaping Services Are Now Taxable	399

10 Items per page 1 - 2 of 2 items

Manage Business/Tax Accounts | File an Annual Report | Tax Filing

Register a new business
Register a new business with the Kentucky Secretary of State and/or the Kentucky Department of Revenue.

Link My Business
Use this option if you already have a business registered with the Kentucky Secretary of State and/or the Kentucky Department of Revenue and you wish to utilize this portal to manage your business-tax information.

View Permissions | Invite User | Remove User
View or Manage the users who have access to your business.

My Businesses loaded at 12:34 PM

Other Services

- Request Access
 - Alcoholic Beverage Control (ABC)
 - Enterprise Business Intelligence
- Energy and Environment Cabinet
 - DEP eForms
 - DNR eForms
- Motor Carrier Online Services
 - Motor Carrier Portal (MCP)
 - KYU Efile
 - KIT Efile

Here is an example of what the tax account screen looks like in the Kentucky Business One Stop portal.

Kentucky Business One Stop Portal

Landscaping Services Are Now Taxable
Sole Proprietorship CBI: 399

Tax Administration Department of Revenue Obligations Online Filings Due Permissions Assigned Roles

Details

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

Tax Accounts Responsible Parties Cigarette/Tobacco Products Licenses

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing
Sales and Use Tax	567	501 High St, Frankfort, Franklin, Kentucky, United States, 40601	502-564-5053	ACTIVE	✓

10 items per page 1 - 1 of 1 items