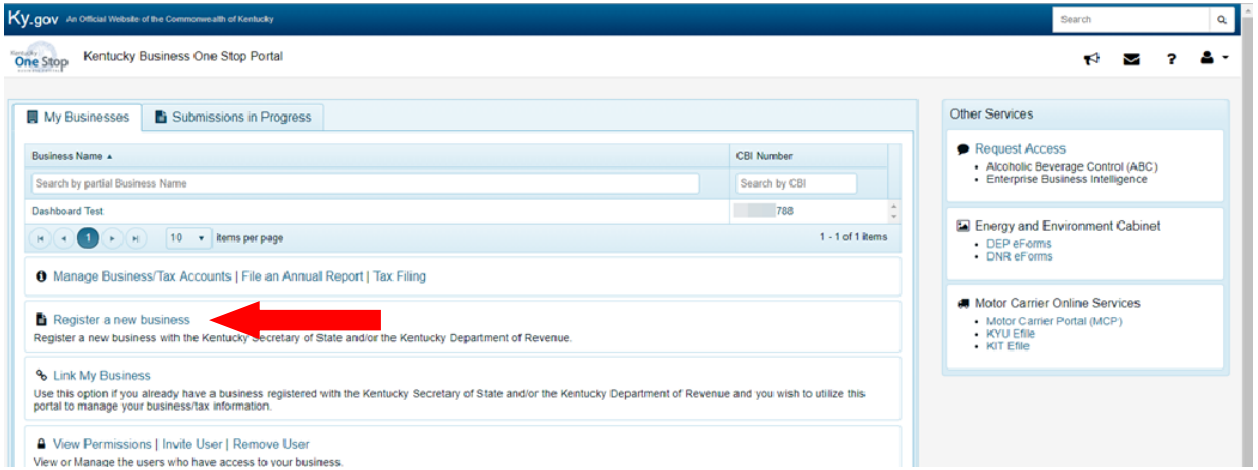
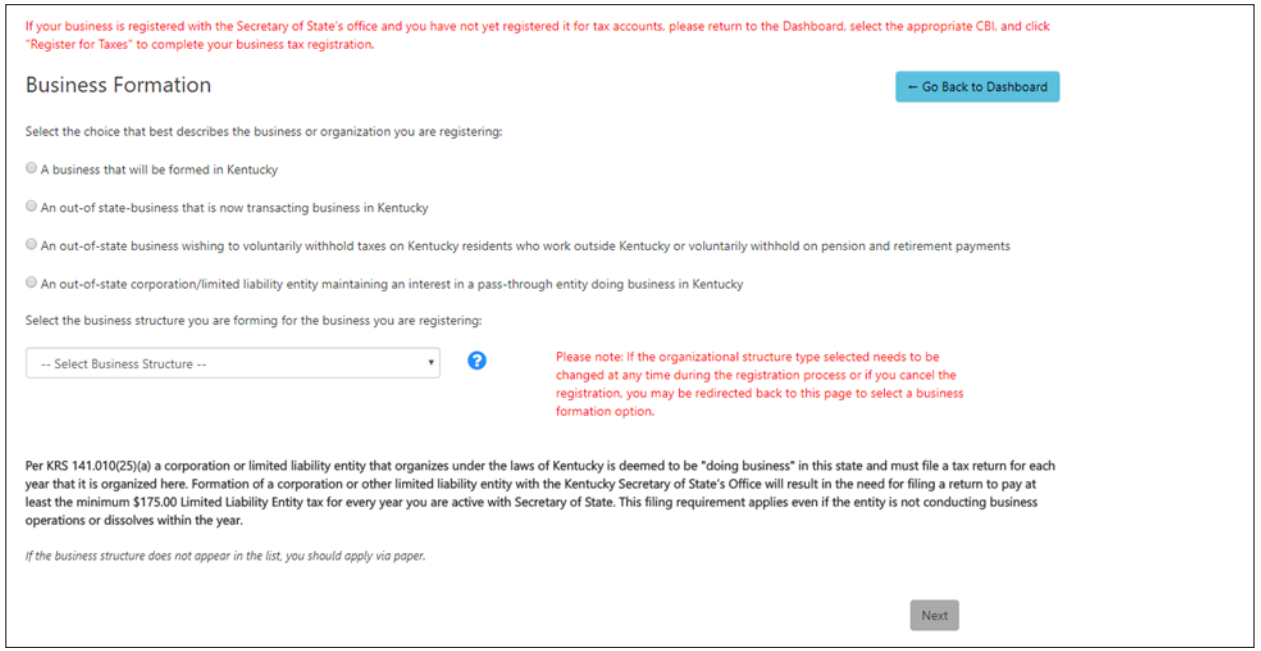
Shortened Online Application

(Updated 6/29/18)

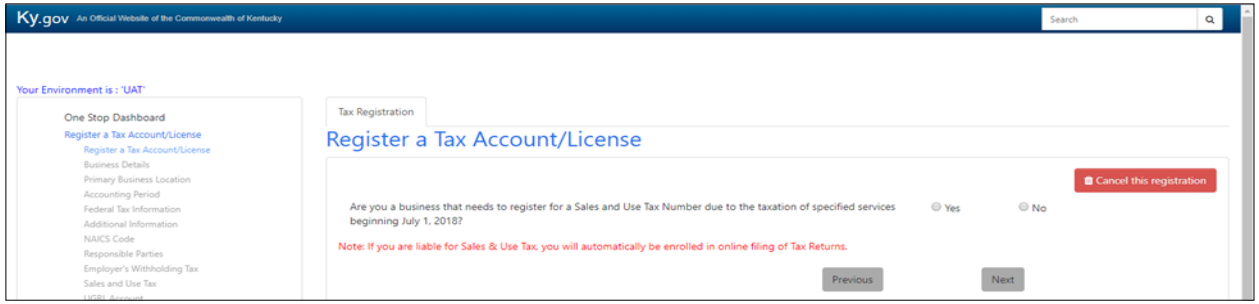
- Click **Register a new business**.



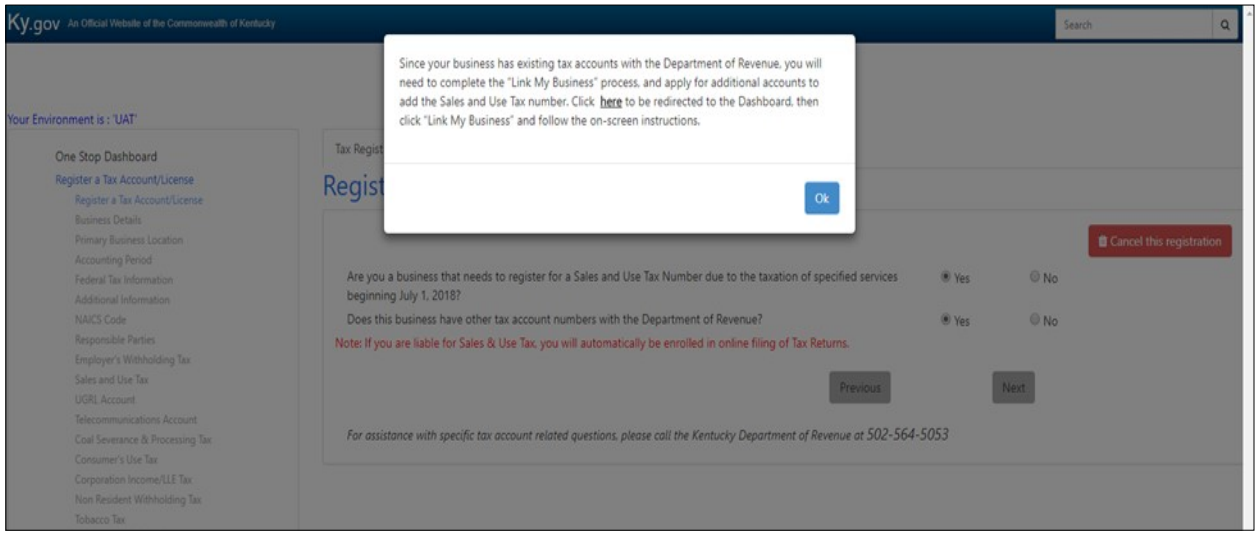
- Choose your business formation and business structure. Then click **Next**.
- The shortened online application will only be available for sole proprietorships, qualified joint ventures, and general partnerships taxed as partnerships.
- It will also only be available to new businesses that have never 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.



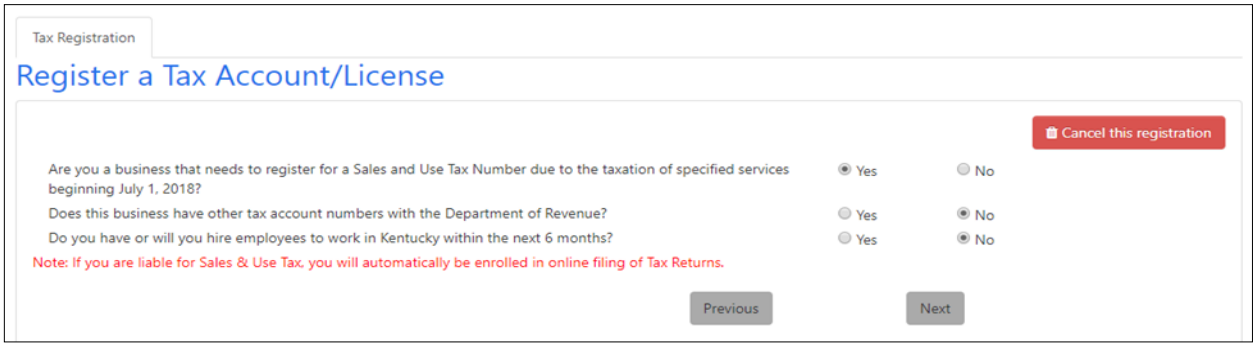
- Next, if you are registering for a Sales and Use tax account number due to the tax on specified services beginning July 1, 2018, answer “Yes.”



- 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.

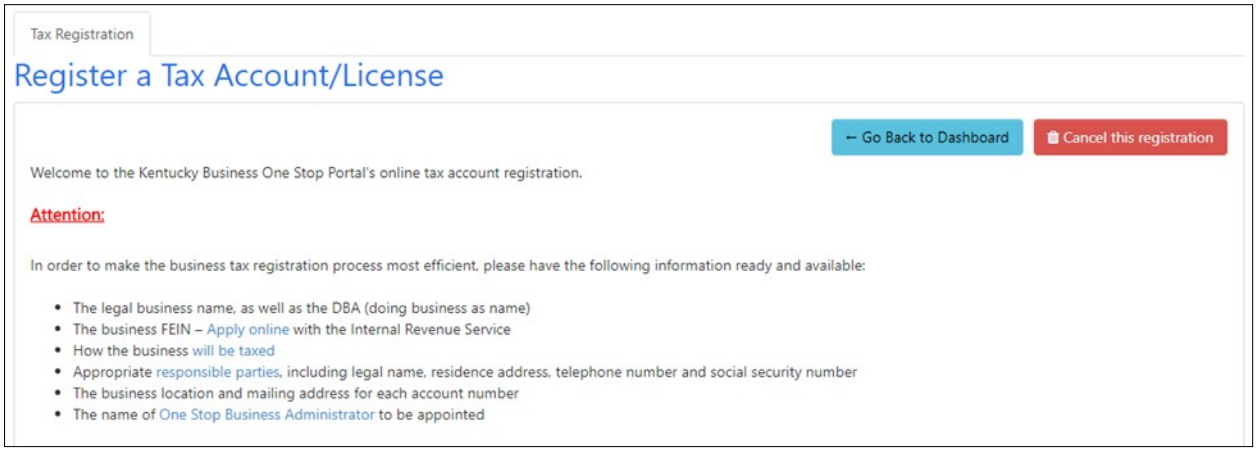


- If you answered “No,” you will get a third screening question.
- Does your business have or will you hire employees to work in Kentucky within the next 6 months?
- Answer “Yes” or “No,” and click **Next**.

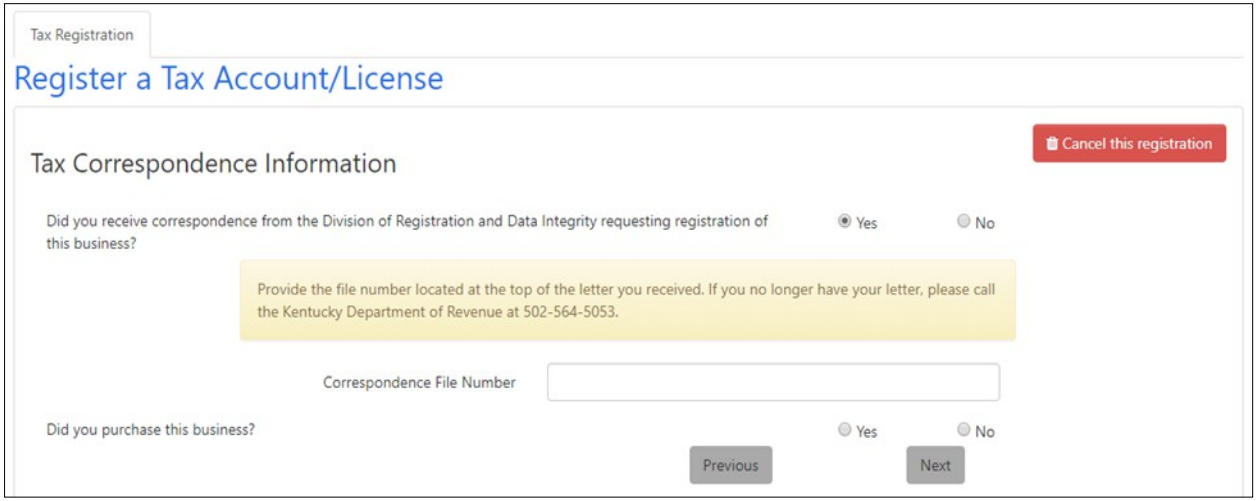


NOTE: The shortened online version is only available to businesses registering for the first time who meet the business structure requirement and only need a Sales and Use tax account number.

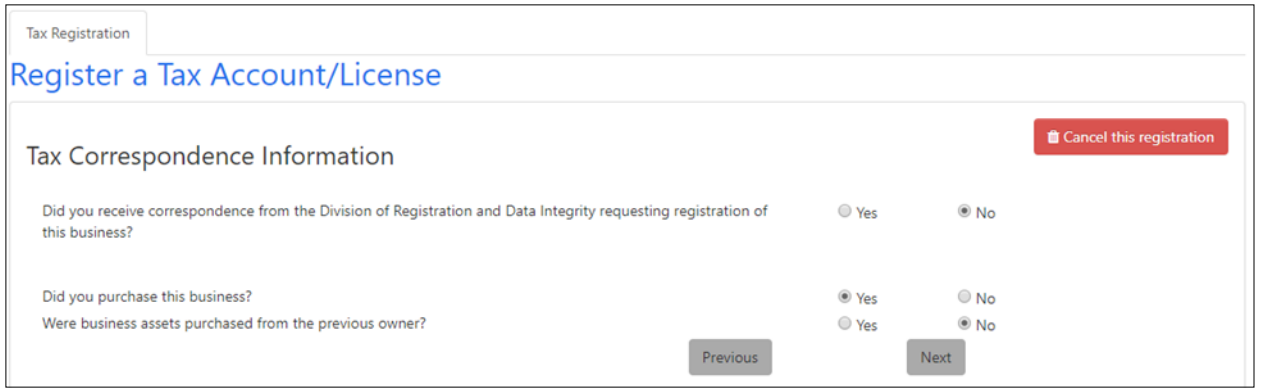
- Here are the items you should have on hand when applying for your account.
- Unless you are a Sole Proprietorship, your business must have a Federal Employee Identification Number (FEIN) to use the online application.
- Total completion time for the shortened online application is about 15 minutes.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



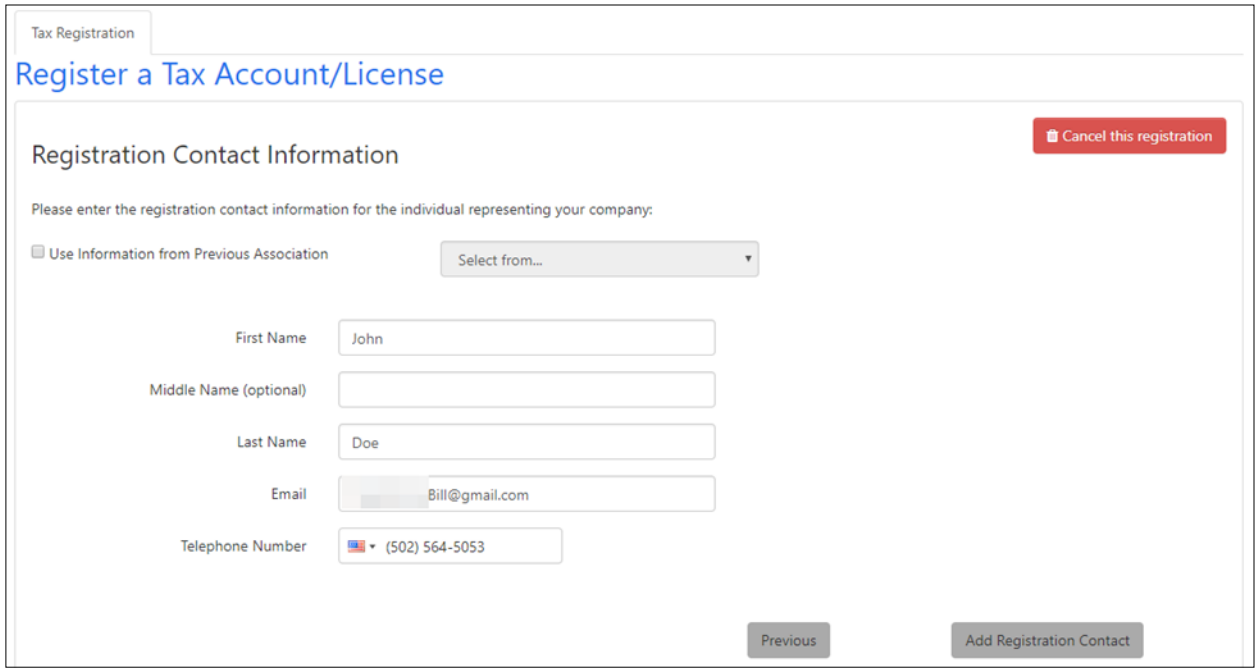
- If your business received correspondence from the Division of Registration and Data Integrity requesting registration of the business, answer “Yes,” and then provide your file number in the text box that appears.
- Answer “No” if you didn’t receive any correspondence from the Division of Registration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



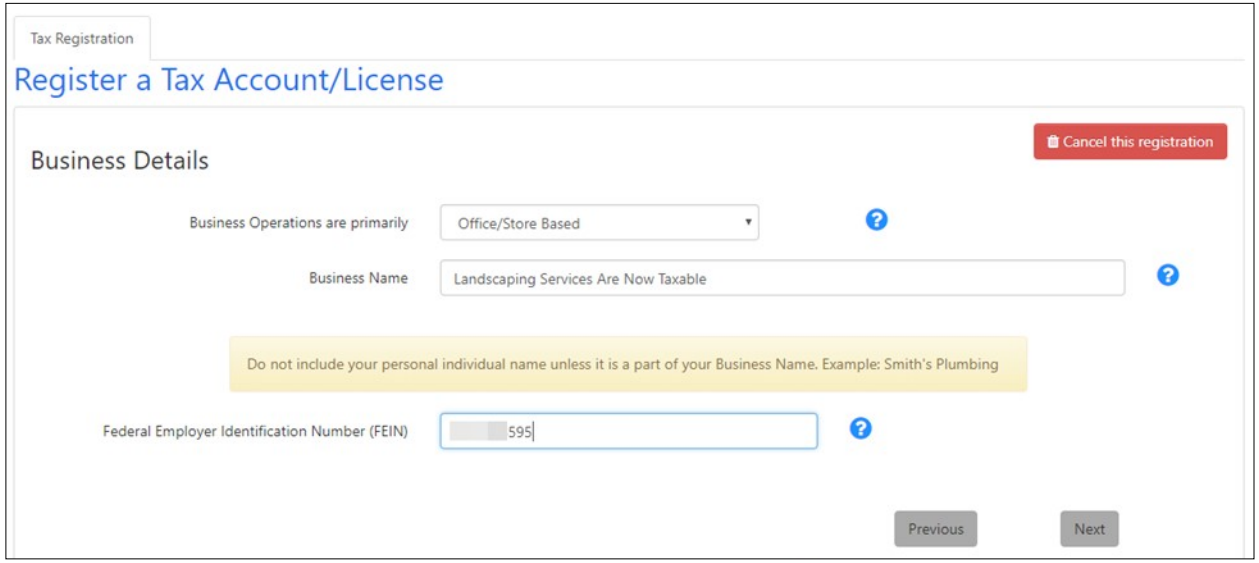
- Did you purchase the business? If so, answer “Yes.”
- Were business assets purchased from the previous owner? Answer “Yes” or “No” and click **Next**.



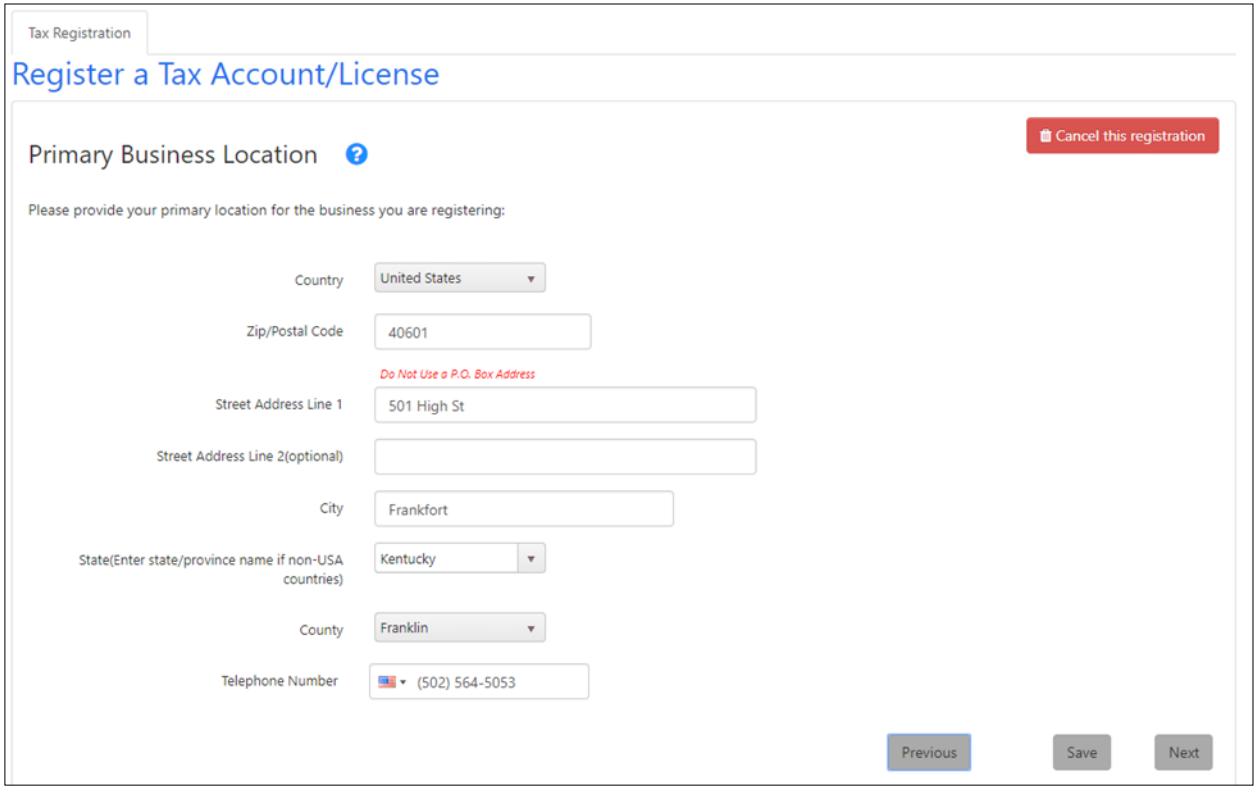
- Next, provide the Registration Contact Information. Then click **Add Registration Contact**.
- This is the person who is completing the application and the person the Kentucky Department of Revenue can contact if there are questions about the application once it is submitted.



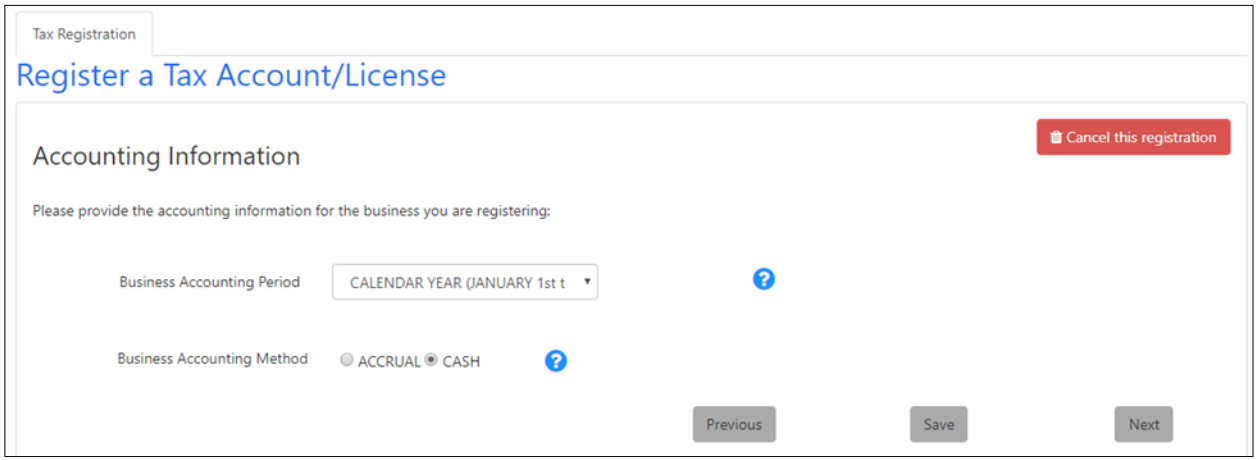
- Select how the business will operate, and provide the business name and business Federal Employer Identification Number (FEIN).
- Click **Next**.



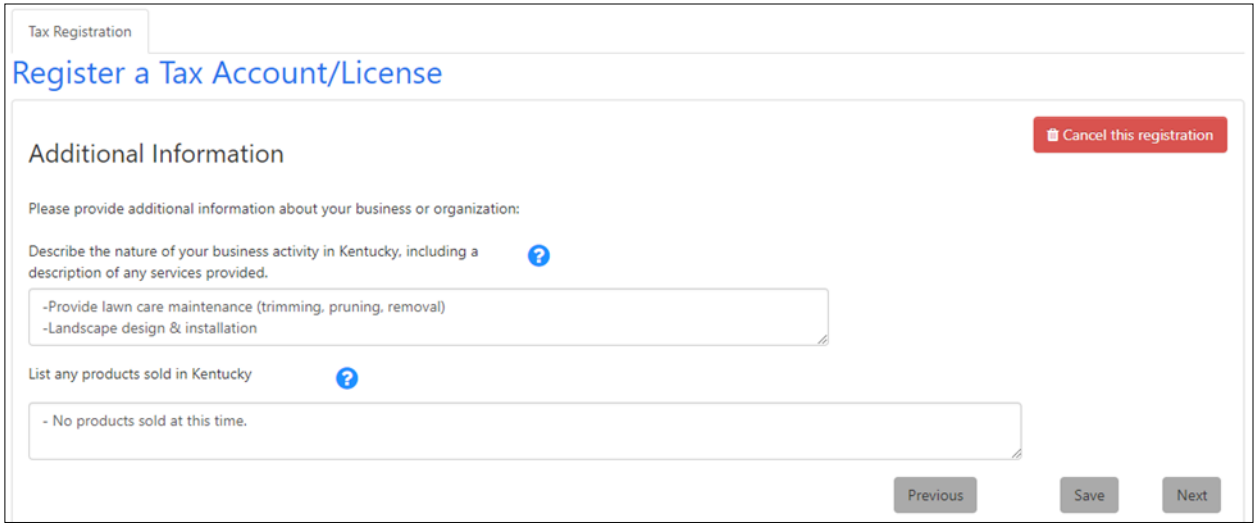
- Add the Primary Business Location.
- This is the physical location address for the business. Do not use a P.O. Box address for the Primary Business Location address.
- Click **Save** and then **Next**.



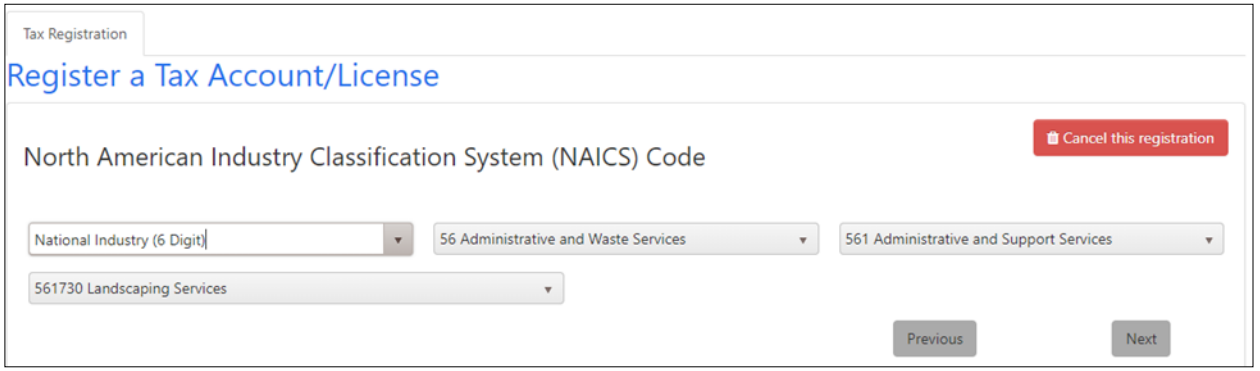
- Select your Business Accounting Period from the drop down menu and select the Business Accounting Method.
- Click **Save** and then **Next**.



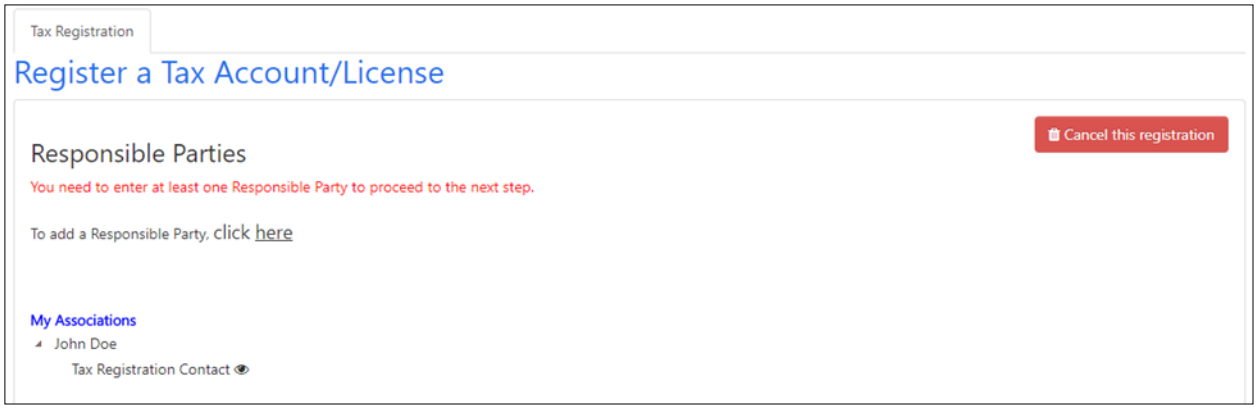
- Provide a brief description of your business activity in Kentucky, including a description of any services provided.
- Then list any products sold in Kentucky.
- Click **Save** and then **Next**.



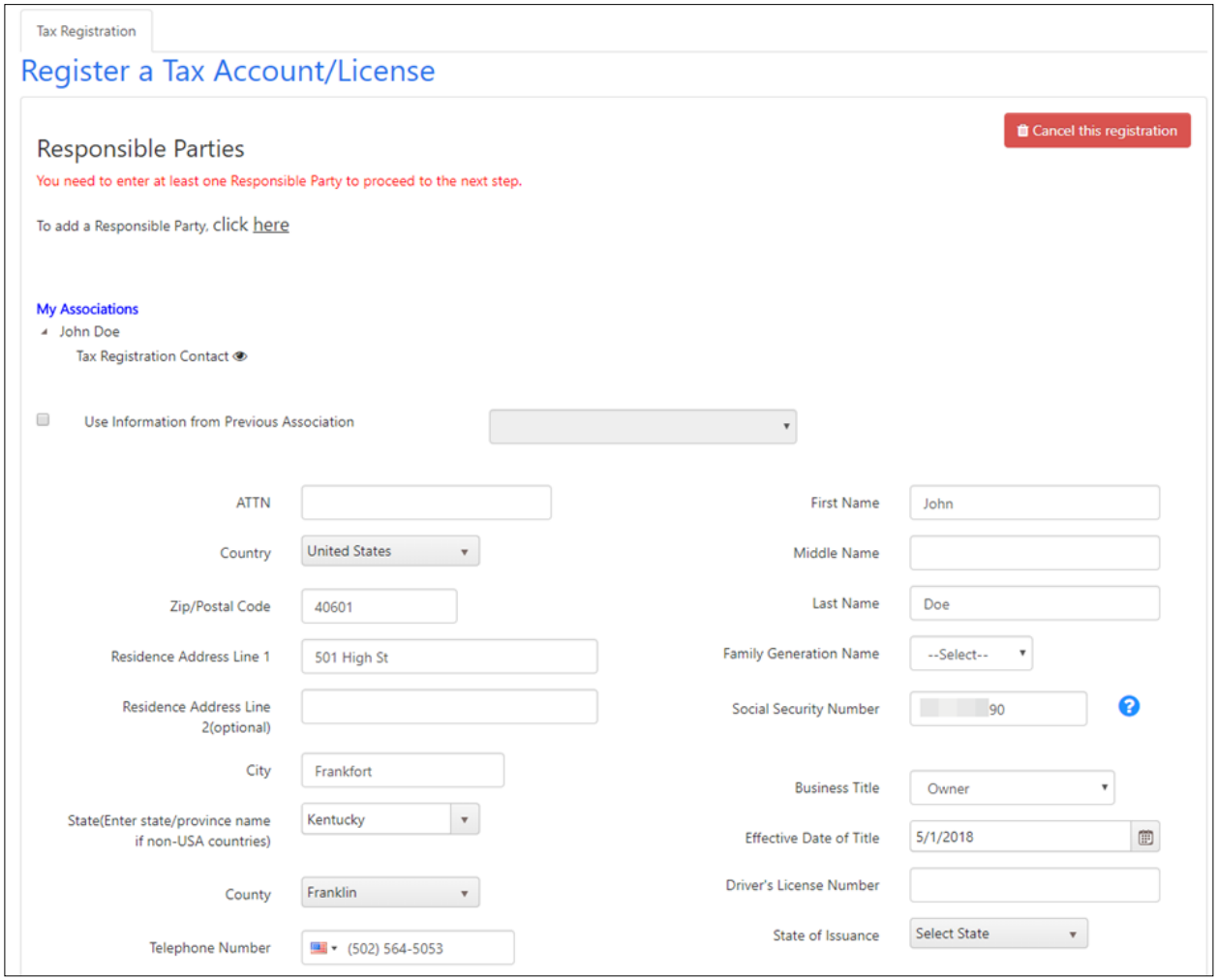
- Select your North American Industry Classification System (NAICS) code from the drop down menus or enter the 6 digit code.
- Click **Next**.



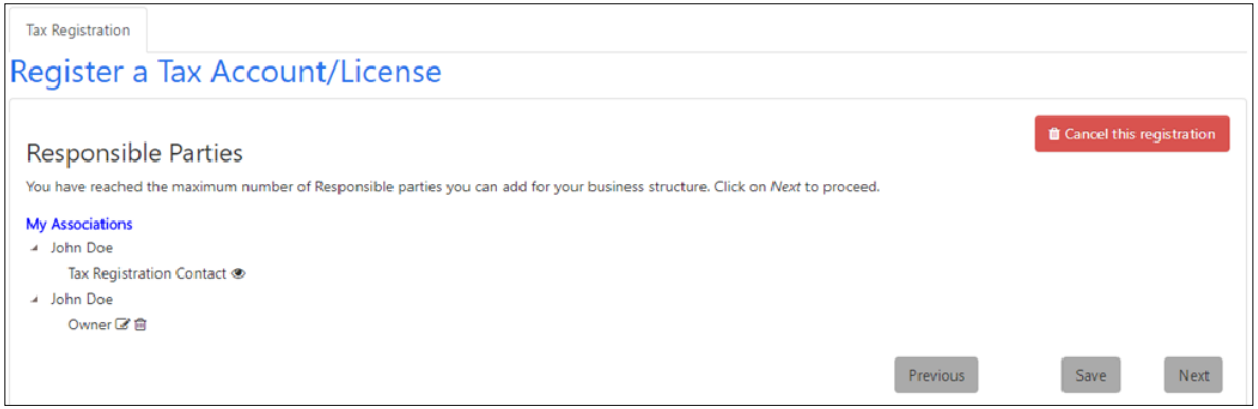
- Add the Responsible Party/Parties for the business by clicking on the "**here**" link.



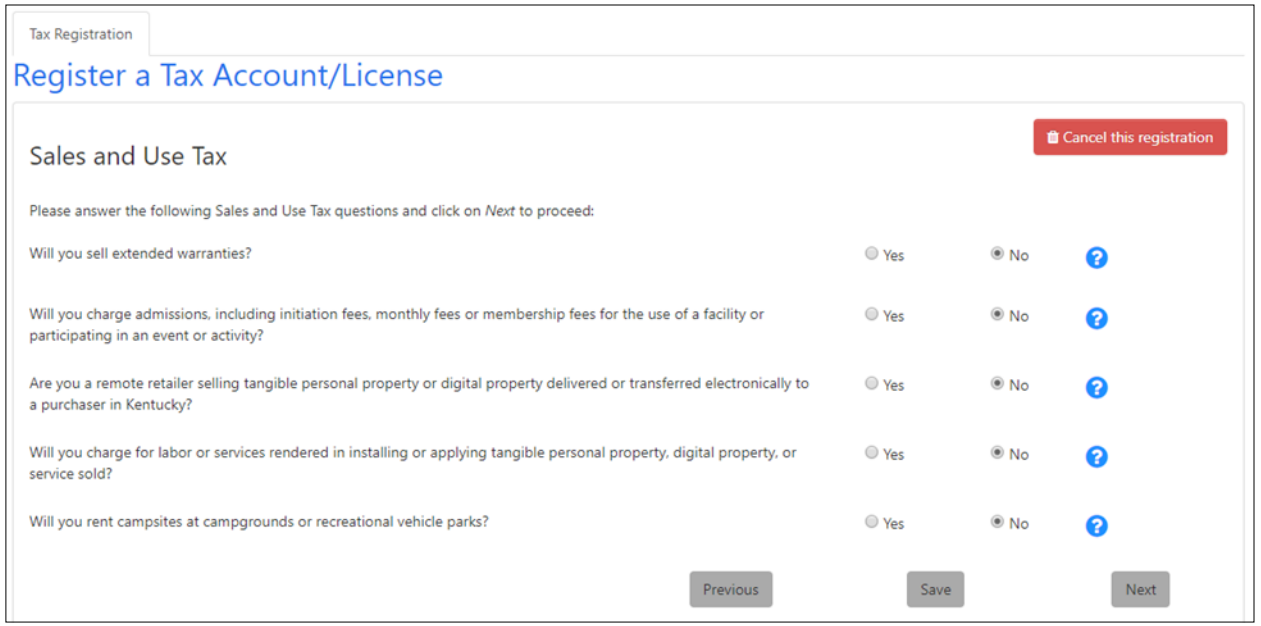
- Then provide the Responsible Party's address, name, social security number, and the effective date of title.
- Click **Add Responsible Party**.

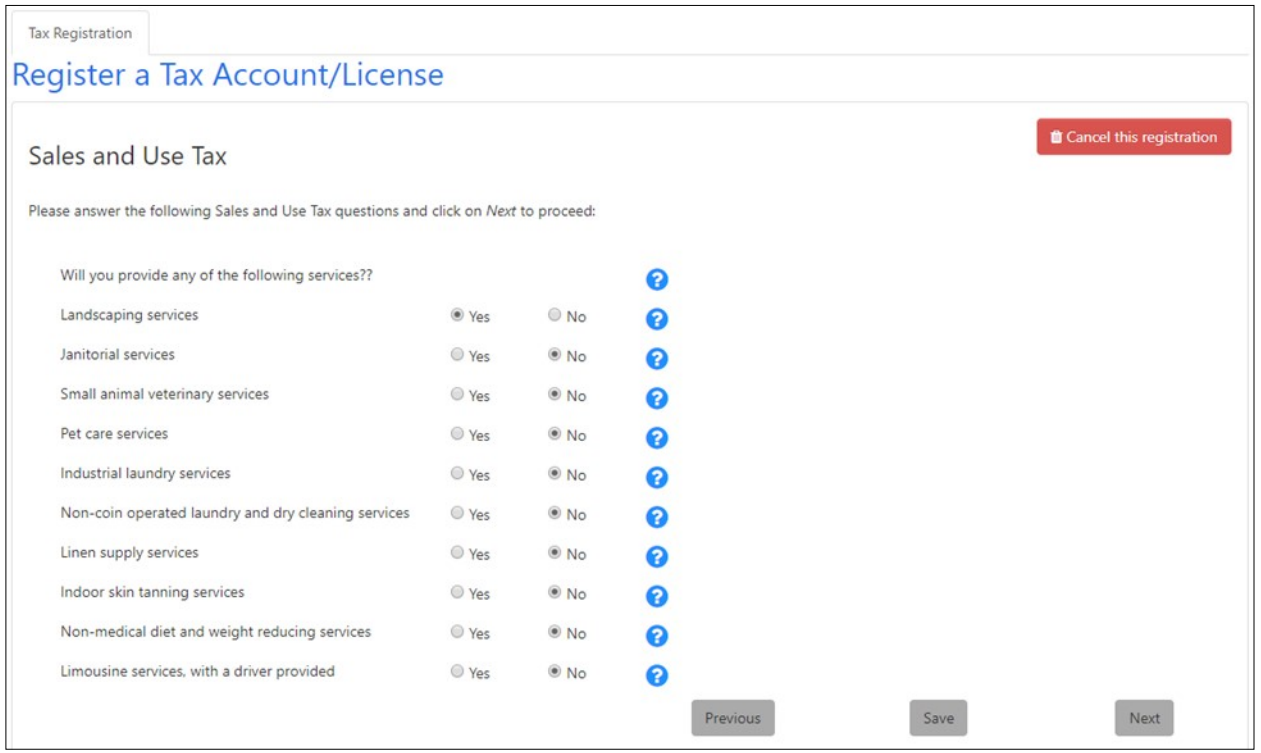


- You have now added the Responsible Party. Click **Save** and **Next**.

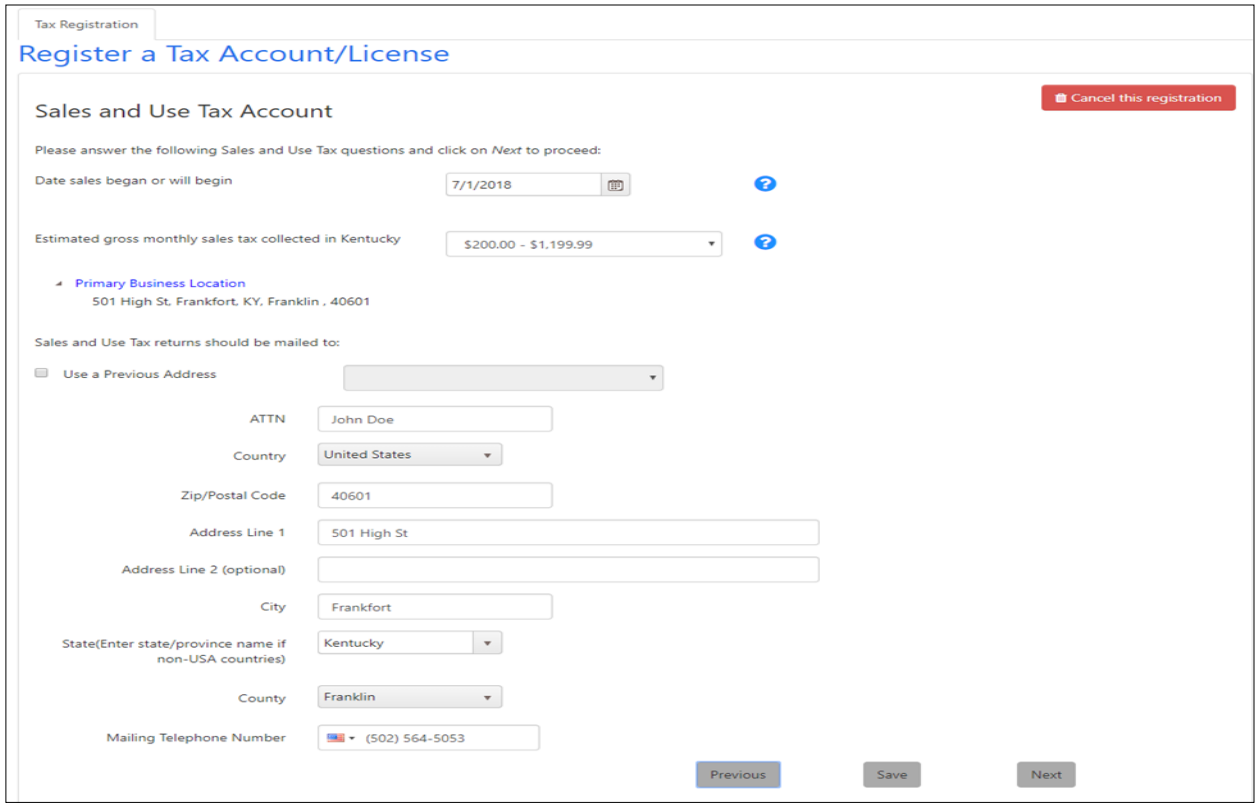


- The next few pages will consist of Sales and Use tax account questions.
- Answer these questions as they relate to your business activity in Kentucky.

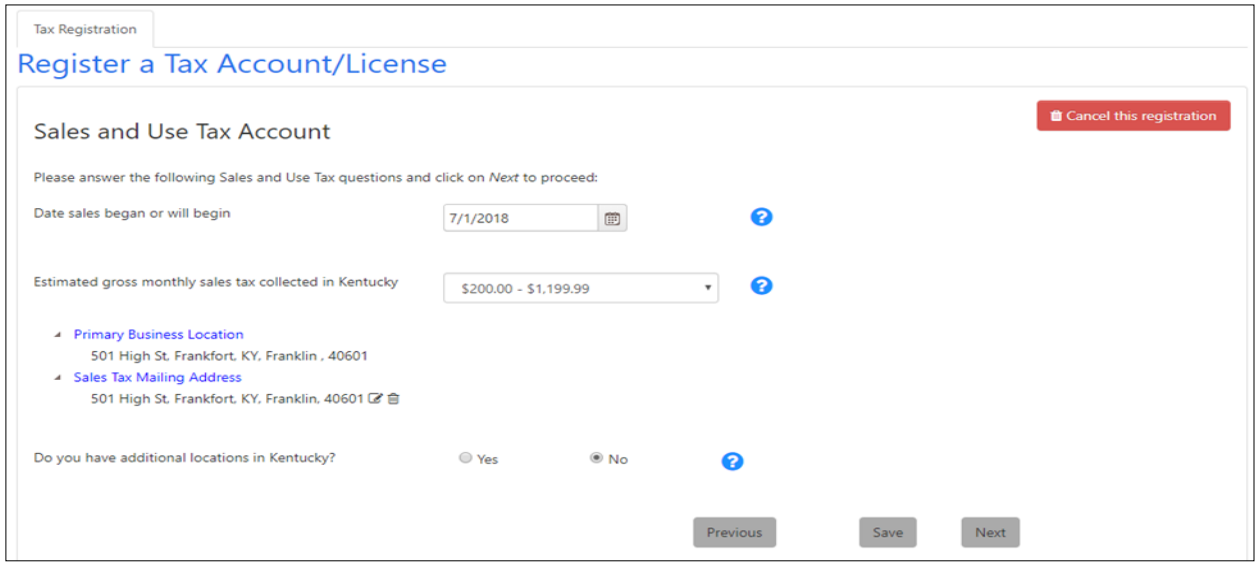




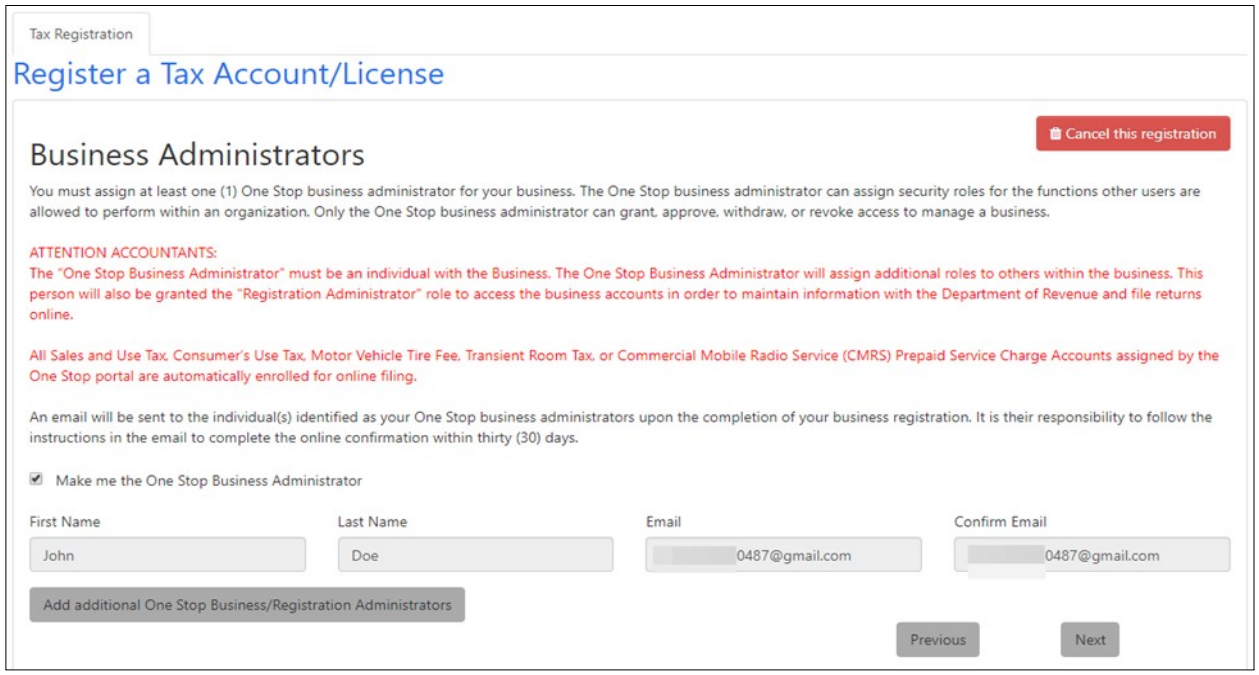
- Now, provide the date sales will begin, estimate the gross monthly sales tax collected in Kentucky, and provide the mailing address that should be listed for the Sales and Use tax account. Click **Save** and **Next**.



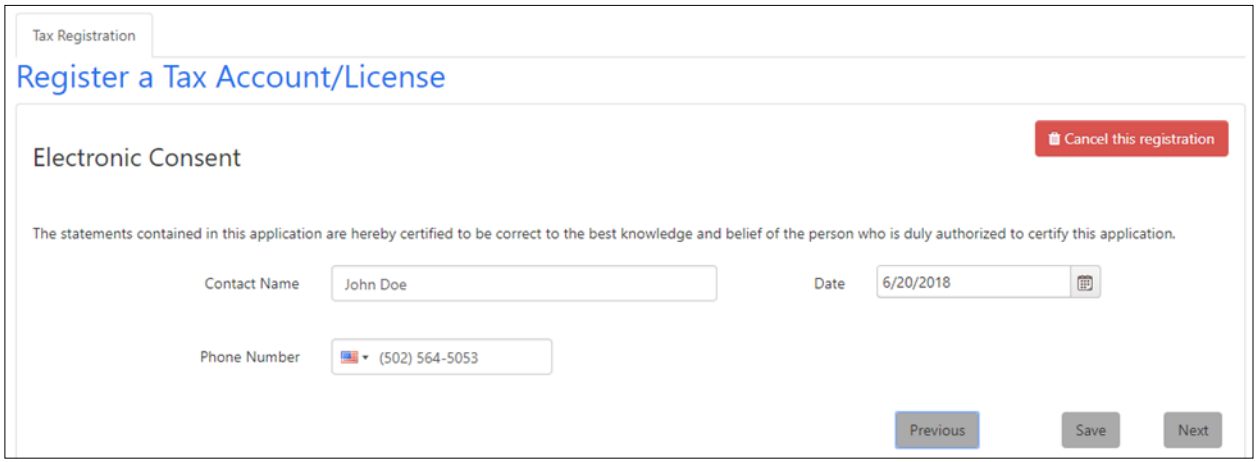
- Answer the question, “Do you have additional locations in Kentucky?” by selecting “Yes” or “No.” If you do, select “Yes” and then provide the address. If not, select “No” and click **Save** and **Next**.



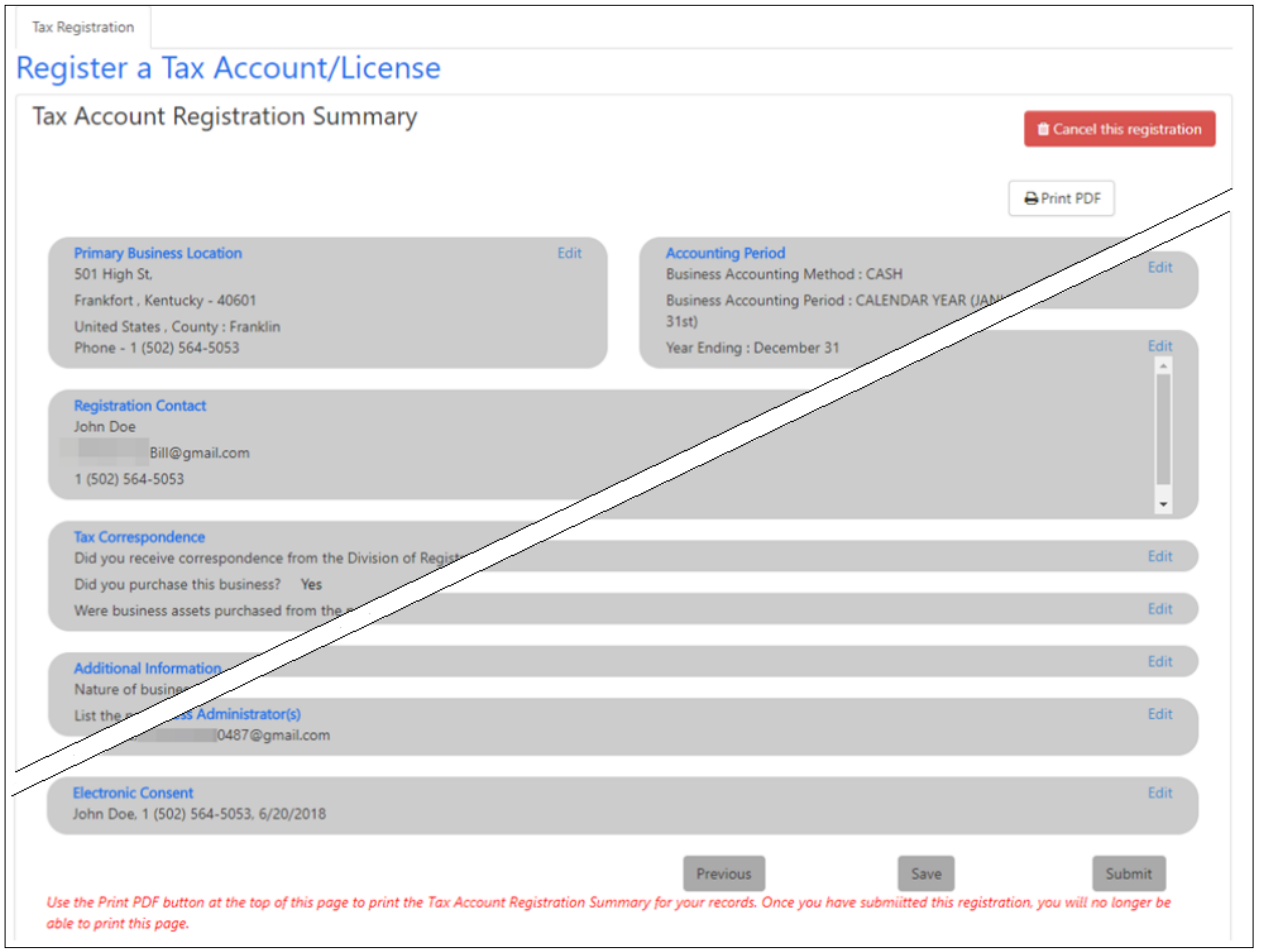
- Add the Business Administrators. The One Stop Business Administrator can assign security roles for the functions other users are allowed to perform within an organization. Only the One Stop Business Administrator can grant, approve, withdraw, or revoke access to manage a business. Someone from the 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.**



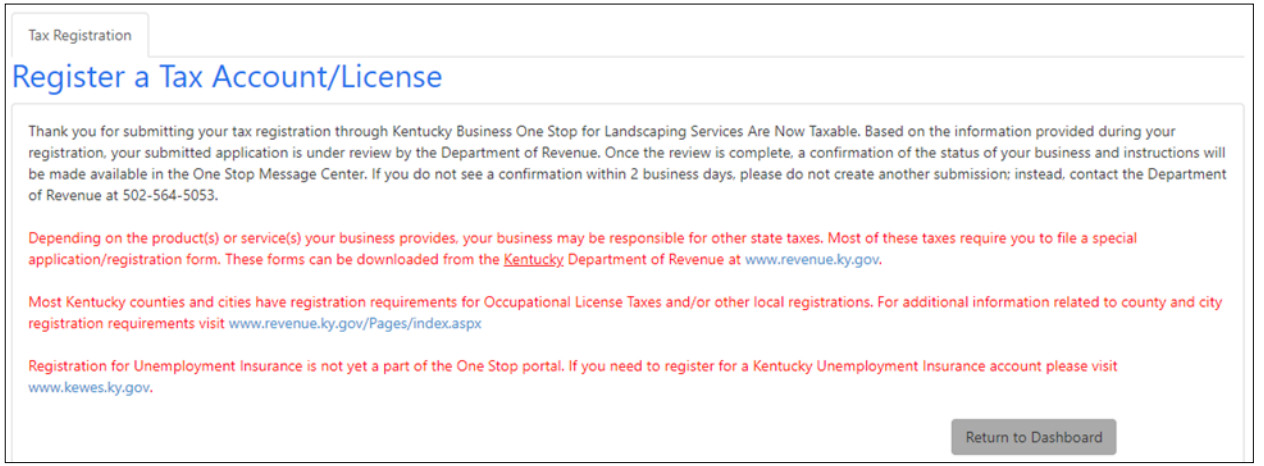
- Complete the electronic consent by providing your name and phone number.
- Click **Save** and **Next**.



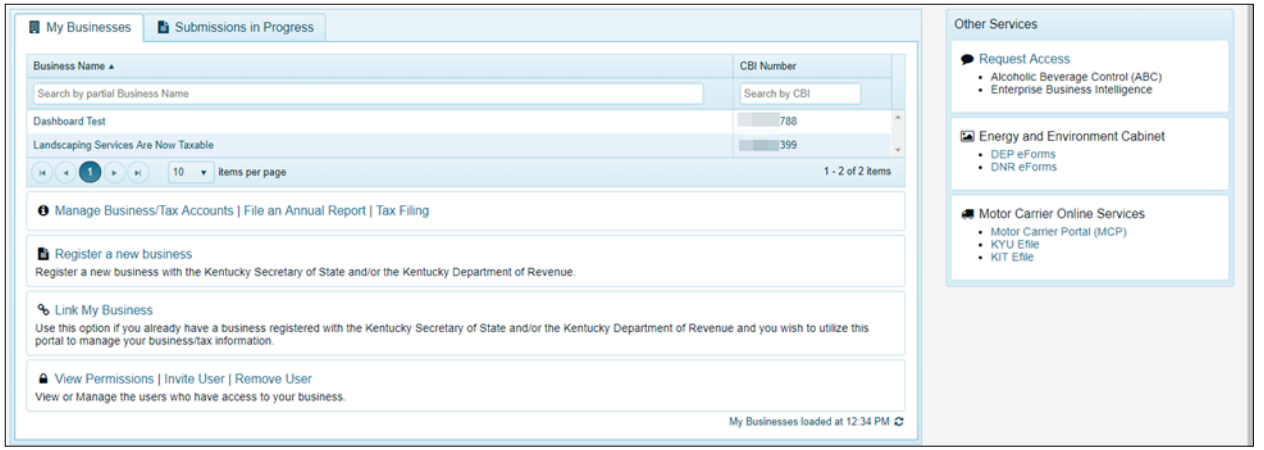
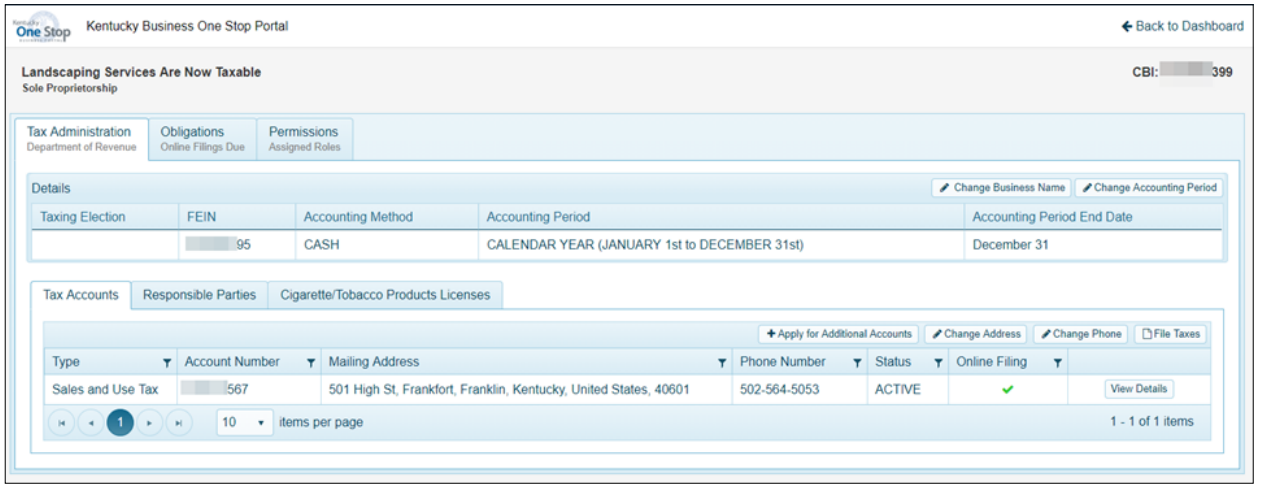
- Please print your Registration Summary using the Print PDF button at the top of the page.
- Then, click **Save** and **Submit.**
- **PLEASE NOTE:** Make sure to click the **Submit** button at the bottom of the page; this is required to complete the application and send it on to the Kentucky Department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



Your application has been received. Click **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.



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