

# NEVADA BUSINESS REGISTRATION

Please see instructions regarding form detail and online registration options.

<b>1</b>	<b>I Am Applying For:</b> <b>* SEND A COPY TO EACH AGENCY</b>	<input type="checkbox"/> Unemployment Insurance <small>*(Employment Security Division - ESD)</small>	<input type="checkbox"/> Sales/Use Tax Permit <input type="checkbox"/> Modified Business Tax <small>*(Department of Taxation)</small>	<input type="checkbox"/> Local Business License		
<b>2</b>	<input type="checkbox"/> New Business <input type="checkbox"/> Change in Ownership/ Business Entity <input type="checkbox"/> Change in Corporate Officers <input type="checkbox"/> Change in Location <input type="checkbox"/> Change in Name <input type="checkbox"/> Add Location <input type="checkbox"/> Other					
<b>3</b>	<b>Business Entity Type:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Association <input type="checkbox"/> LLLP <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Government Entity <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other					
<b>3A</b>	If LLC please check Federal tax filing type <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership					
<b>4</b>	<b>Corporate/Entity Name</b> <small>(as shown on State Business License):</small>	<b>Corporate/Entity Telephone</b> (    )	<b>5</b>	<b>Federal Tax Identification Number</b>		
<b>6</b>	<b>Corporate/Entity Address:</b>	Street Number, Direction (N, S, E, W) and Name    Suite, Unit or Apt #	City, State, and Zip Code +4	State of Incorporation or Formation		
<b>7</b>	<b>Nevada Name (DBA):</b>	<b>Business Telephone</b> (    )	<b>Fax</b> (    )			
<b>8</b>	<b>E-mail Address:</b>	<b>Website Address:</b>	<b>9</b>	Nevada Business Identification #: (11 digits) <b>NV</b>		
<b>10</b>	<b>Mailing Address:</b>	Street Number, Direction (N, S, E, W) and Name    Suite, Unit or Apt #	City, State, and Zip Code +4			
<b>11</b>	<b>Location(s) of Nevada Business Operations:</b>	Street Number, Direction (N, S, E, W) and Name    Suite, Unit or Apt #	City, State, and Zip Code +4			
<b>12</b>	<b>Location of Business Records:</b>	Street Number, Direction (N, S, E, W) and Name    Suite, Unit or Apt #	City, State, and Zip Code +4	<b>Telephone Number:</b> (    )		
<b>13</b>	<b>List All Owners, Partners, Corporate Officers, Managers, Members, etc. (If individual ownership, list only one owner.) Attach Additional Sheets if Needed.</b> <b>** The Department of Taxation &amp; Employment Security Division are the only agencies to require a SSN.</b>					
	Last, First, MI :	Residence Address (Street)	**SSN	Date of Birth		
	Title    Percent Owned	City, State, Zip +4	Residence Telephone			
	Last, First, MI :	Residence Address (Street)	**SSN	Date of Birth		
	Title    Percent Owned	City, State, Zip +4	Residence Telephone			
	Last, First, MI :	Residence Address (Street)	**SSN	Date of Birth		
	Title    Percent Owned	City, State, Zip +4	Residence Telephone			
	Responsible Local Contact ( Last, First, MI & Title ):	Residence Address (Street), City, State, Zip +4	**SSN	Residence Telephone		
<b>14</b>	<b>Date Business Started in Nevada</b>	<b>Date Nevada Location Opened</b>	<b>Date First Worker Hired in Nevada</b>	<b>Date of First Nevada Payroll</b>	<b>Amount of First Nevada Payroll</b>	<b>Number of Employees</b>
<b>15</b>	<b>PLEASE CHECK ALL THAT APPLY TO YOUR BUSINESS</b>					
	<input type="checkbox"/> Mining <input type="checkbox"/> Domestic <input type="checkbox"/> Outside Dining <input type="checkbox"/> Water Appropriation <input type="checkbox"/> Adult Materials/Activity <input type="checkbox"/> Amusement Machines <input type="checkbox"/> Registered Agent <input type="checkbox"/> Service <input type="checkbox"/> Agriculture <input type="checkbox"/> Home Occupation <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Leased or Leasing Employees <input type="checkbox"/> Alcohol <input type="checkbox"/> Financial Institutions <input type="checkbox"/> Tobacco <input type="checkbox"/> Manufacturing <input type="checkbox"/> Retail Sales—New <input type="checkbox"/> Construction/Erection <input type="checkbox"/> Leasing (Other than Employees) <input type="checkbox"/> Gaming <input type="checkbox"/> Mortgage Brokers <input type="checkbox"/> Delivery <input type="checkbox"/> Transportation <input type="checkbox"/> Retail Sales—Used <input type="checkbox"/> Tire Sales <input type="checkbox"/> Supply/Use Temporary Workers <input type="checkbox"/> Health Services <input type="checkbox"/> Banker <input type="checkbox"/> Wholesale <input type="checkbox"/> Not for Profit <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Environmental Discharge <input type="checkbox"/> Regulated by Federal/State Permit Number _____ <input type="checkbox"/> Other _____					
<b>16</b>	<b>Describe in Detail the Nature of Your Business in Nevada. Include Product Sold, Labor Performed and/or Services Rendered.</b> State the approximate percentage of sales or revenues resulting from each item. Example: Retail sale of major appliances to public 60%; repair 40%.					
<b>17</b>	<b>If You Have Acquired A Nevada Business, Changed Ownership/Business Entity, or Have a New Federal Tax Number, Complete This Section:</b>					
	Date Acquired/Changed:	Acquired/Changed by: <input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Other	Portion Acquired/Changed: <input type="checkbox"/> In Whole <input type="checkbox"/> In Part			
	Name(s) of Previous Owner(s)	Previous Owner(s) Business Name				
	Address (Street)	City	State	Zip Code +4		
	Enter Your Previous Nevada Sales/Use Tax Permit Number, if applicable:		Enter Previous Owner(s) ESD Account Number:			
<b>18</b>	<b>* Signatures must be that of a responsible party *</b>					
	<b>I declare under penalty of perjury that the information provided is true, correct and complete to the best of my knowledge and belief and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing.</b>					
	*Signature Responsible Party / Original	Print Name And Title	Date			
	*Signature Responsible Party / Original	Print Name And Title	Date			

**ORIGINAL SIGNATURES REQUIRED BY AGENCIES – KEEP A COPY FOR YOUR RECORDS**

# NEVADA BUSINESS REGISTRATION FORM INSTRUCTIONS

Important details are included to help you provide the necessary information. It is important to respond to all items. Any omission could cause a delay in processing your registration.

**WHO ACCEPTS THIS FORM?** The Nevada Department of Taxation and the Nevada Employment Security Division (ESD). Some local governments may accept this form.

**WHAT OTHER INFORMATION MUST I PROVIDE?** When applying with the Department of Taxation: All businesses must complete a Supplemental Application (APP-01.01) to determine correct fees. When applying with the Employment Security Division: If you employ agricultural or domestic workers or are a non-profit agency, you must complete a Supplemental Registration with ESD.

If you haven't yet received or applied for a Nevada State Business License, please contact the Nevada Secretary of State at (775) 684-5708 or complete your registration online at <https://www.nvsilverflume.gov>.

## LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE NEVADA BUSINESS REGISTRATION - PLEASE COMPLETE IN ENGLISH.

1. **I Am Applying For:** Check the boxes that apply. You are required to submit a copy to each agency that is applicable to your business. Keep a copy for your records.
2. **Check All Box(es) That Apply.**
3. **Business Entity Type:** Indicate entity type as filed with the Secretary of State.
- 3A. **If LLC:** Indicate type of entity as filed with the IRS.
4. **Corporate/Entity Name:** Enter the name as registered with the Secretary of State for the State Business License. Include a telephone number.
5. **Federal Tax Identification Number:** Enter your Federal Tax Identification Number (FEIN). For information regarding a FEIN, contact the Internal Revenue Service at 1-800-829-4933 or go to <http://IRS.gov/business>. If you have applied for your number and have not received it, write "PENDING." If your FEIN changes, you must complete a new Nevada Business Registration.
6. **Corporate/Entity Address:** Enter the complete address of the corporation and the state of incorporation.
7. **Nevada Name (DBA):** Enter the name as it will be known to the public. Include a business telephone and fax number.
8. **E-mail Address / Website Address:** Enter Email and Website Address information.
9. **Nevada Business ID Number:** Enter the number as shown on your State Business License or exemption issued by the Secretary of State.
10. **Mailing Address:** This address will be used to mail any licenses, reports, tax returns, and correspondence.
11. **Location(s) of Nevada Business Operations:** Enter the physical location of the business including suite numbers, apartment numbers, and street direction (N, S, E, and W). If there are additional locations in Nevada, please attach a list of all locations. You may not use a PO Box.
12. **Location of Business Records:** Enter the physical address where business records are maintained during normal working hours. Include the telephone number of this location, if different from the business telephone number.
13. **List All Owners, Partners, Corporate Officers, Managers, Members, etc.:** Include the full name, home address (street, city, state, and zip code), Social Security Number, date of birth, title, percentage of business owned, and telephone number. If the business is incorporated, list all corporate officers. If the business is a partnership, list all partners. If the business is comprised of two corporations or other entities, list the officers/members/partners, etc. for each entity. Attach additional sheets if needed.
14. **Dates and Amounts Regarding Your Nevada Business:** Enter the date the business started or will start Nevada operations. If adding a location enter the date your additional location will begin Nevada operations. Enter the date the first worker was hired in Nevada. Enter the date and amount of the first Nevada payroll. If this is a new business, enter the estimated number of employees you will have. If the business is currently operating, list the number of employees on the payroll.
15. **Please Check All That Apply to Your Business:** If you check the box marked "Regulated by Federal/State Permit Number," attach a list that identifies the issuing entity and permit number.
16. **Nature of Your Business:** Describe your business activities, goods, products, or services in Nevada. State the approximate percentage of sales or revenues resulting from each item. Example: Retail sale of major appliances to public 60%; repair 40%.
17. **Acquired, Changed, or Have a New Federal Tax Number:** On the first line, enter the date the business was acquired; check the boxes that apply to how the business was acquired; and the portion of the business you acquired. On the second line, list the name of the previous owner and the business name of the previous owner. On the third line, indicate the physical address of the business you acquired. On the fourth line, list your previous Nevada Sales/Use Tax Permit Number and the Employment Security Division (ESD) Account Number of the previous owner. If there is more than one previous owner, attach an additional sheet.
18. **Signature Required: Legal signatures include: sole proprietor-owner, corporate officer, managing member and partners.**

Toll Free (In State) for All State of Nevada..... 800-992-0900

Nevada Department of Taxation: Online Registration: <https://www.nevadatax.nv.gov> – Website: <http://www.tax.state.nv.us>

Call Center	Toll Free Taxation Help Desk .....	(866) 962-3707
Las Vegas.....	555 E Washington Avenue • Suite 1300 • Las Vegas Nevada • 89101.....	(702) 486-2300
Reno.....	4600 Kietzke Lane • Building L, Suite 235 • Reno, NV • 89502.....	(775) 687-9999
Carson City.....	1550 College Parkway • Suite 115 • Carson City, NV • 89706.....	(775) 684-2000

Nevada Employment Security Division (ESD): Online Registration: <https://uitax.nvdetr.org> – Website: [www.nvdetr.org](http://www.nvdetr.org)

Las Vegas .....	(702) 486-0250	
Reno .....	(775) 823-6680	
Statewide (Mailing).....	500 E Third Street • Carson City, NV • 89713-0030 .....	(775) 684-6300

Nevada Department of Wildlife: (Industrial Artificial Pond Permit) – Website: [www.ndow.org](http://www.ndow.org)..... (775) 688-1500

Nevada Secretary of State: ..... (775) 684-5708

For more information regarding local and state business licensing please visit Nevada's online Business Portal at <https://www.nvsilverflume.gov>.