

Additional Business Locations for a Sales Tax Account

→ **Do it all online:** File and pay your taxes.
Manage your account(s).



1 — General Information

1a. Social Security Number (SSN)
(required for individual sole proprietor)

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Federal Employer Identification Number (EIN)
(required for all entities other than sole proprietor)

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1b. Existing Sales Tax Account Number
(required for all accounts, if issued)

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1c. Name of Legal Entity - PRINT If you are a **sole proprietor**, write your name here

Name of Legal Entity - PRINT					Daytime phone number	Cell phone number
Legal entity's street address	City	County	State	Foreign country (if not U.S.)	ZIP Code	
Legal entity's mailing address	City	County	State	Foreign country (if not U.S.)	ZIP Code	
Business website address (URL)	Email address					

1d. Certain Sales Activities

Mark "yes" for each question below that applies to any of the outlets you are reporting:

- a. Will you have sales of **grocery food**? Yes No
 - b. Will you sell motor vehicles, aircraft, watercraft, manufactured homes, modular homes or mobile homes in municipalities imposing the resort communities tax or the state correctional facility tax? Yes No
 - c. Will you have retail sales of new tires? Yes No
 - d. Are you a restaurant? Yes No
 - e. Will you offer rentals of motor vehicles (12,000 pounds or less) or off-road/recreational vehicles for 30 days or less? Yes No
- If yes, what type(s) of vehicles will you rent? Motor vehicles Off-road/recreational vehicles

2 — Additional/New Business Locations

DBA/Business Name Business or trade name at this physical location	Business start date for this location			Office Use Only						
Physical street address of business (P.O. Box not acceptable)	Business telephone number							County	<input type="text"/>	<input type="text"/>
City	County	State	ZIP code					City Code	<input type="text"/>	<input type="text"/>
Required: Local Utah government issuing business license for this location				SIC Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Business Description If business or product is different from main business location, describe here for this location				USTC SIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Lodging Services: Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No				NAICS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
				a. G	b. X	c. W	d. T	e. F	f. L	

▶ DBA/Business Name Business or trade name at this physical location		Business start date for this location		Office Use Only County <input type="text"/> <input type="text"/> City Code <input type="text"/> <input type="text"/> <input type="text"/> SIC Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USTC SIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> NAICS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> a. G b. X c. W d. T e. F f. L					
Physical street address of business (P.O. Box not acceptable)		Business telephone number							
City	County	State	ZIP code						
Required: Local Utah government issuing business license for this location									
Business Description If business or product is different from main business location, describe here for this location									
Lodging Services: Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No									

▶ DBA/Business Name Business or trade name at this physical location		Business start date for this location		Office Use Only County <input type="text"/> <input type="text"/> City Code <input type="text"/> <input type="text"/> <input type="text"/> SIC Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USTC SIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> NAICS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> a. G b. X c. W d. T e. F f. L					
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City	County	State	ZIP code						
Required: Local Utah government issuing business license for this location									
Business Description If business or product is different from main business location, describe here for this location									
Lodging Services: Will you provide motel, hotel, trailer court, campground or other lodging services at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No									


3 — Authorized Signature

Signature of Authorized Applicant or Owner (Application will not be accepted without original signature)	Date
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Additional Business Locations for Sales Tax Accounts

General Information
 Use this form to register additional business locations for a new or existing sales tax account.
 Do not use this form to register new cigarette, tobacco or e-cigarette outlets.
 Instead, login to tap.utah.gov and use form TC-69, or scan this QR Code and follow the instructions:



Instructions

- 1a. You must provide a valid Social Security Number or Federal Employer Identification Number.
- 1b. If you are already registered with the Tax Commission and you are adding locations to an existing sales tax account, you must also provide your Sales Tax Account Number.
- 1c. You must provide the legal entity's name, daytime phone number, cell phone number, street address (PO Box not acceptable), mailing address, website and email.
2. You must provide all information for each location:
 - DBA/business name
 - Business telephone number
 - Business physical street address, city, county, state and Zip Code
 - Local government issuing business license
 - Business description, if business or product is different than at the main business location
3. An authorized applicant or owner must sign this form.

Return the completed form to the Tax Commission at the following address:

Master Records
Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134-3310 Or fax to: **801-297-3573**