

Do You Need a California Seller's Permit?

When you sell or lease merchandise, vehicles, or other tangible personal property in California, even temporarily, you are generally required to register with our agency, the Board of Equalization, and to pay sales tax on your taxable sales. When you register, we will issue you a *seller's permit*, sometimes mistakenly called a *resale number* or *resale permit*. A seller's permit is a state license that allows you to sell items at the wholesale or retail level and to issue resale certificates to suppliers. You cannot legally make sales of taxable products in California until we issue your seller's permit.

While a seller's permit gives you the right to make sales under California law, you may need to obtain other licenses, permits, or documents to operate your business (see reverse). Please note that a California seller's permit does not grant you any other rights, privileges, or status under local, state, or US law.

Seller's permit vs. resale certificate

Although many people confuse the terms *seller's permit* and *resale certificate*, they refer to different things. A seller's permit is issued by our agency and allows you to make sales in California. Once you have a seller's permit, you may issue resale certificates to your suppliers. Issuing a resale certificate allows you to buy items *you will sell in your business operations* without paying amounts for tax to the seller.

Obligations of seller's permit holders

When you hold a seller's permit, you must

- File periodic sales and use tax returns with the Board, and
- Pay any sales or use tax due on your sales and purchases.

You must report and pay sales tax on each taxable sale. At the time you make the sale, you may collect from your customer an amount equal to the tax you will owe.

As a registered seller, you will need to take the time to learn how to properly apply the sales and use tax law in your business operations. And you must keep adequate records that document your sales and purchases. Our classes and publications can help you learn to meet your obligations and help ensure that you don't pay more tax than you owe.

Please note: You should not obtain a seller's permit just to take advantage of the opportunity to issue resale certificates to your suppliers. Issuing a resale certificate to avoid paying tax on items you will use rather than sell is against the law and may result in fines and penalties. If you are not making sales, your permit may be canceled.

Sales and Use TAX FACTS

Publication 107 • L.D.A

For additional information you may wish to order publication 73, *Your California Seller's Permit*, or talk to a Board of Equalization representative.

For assistance, please call our Information Center at 800-400-7115

(For the hearing-impaired:

— from TDD phone:
800-735-2929;

— from voice phone:
800-735-2922).

Internet: www.boe.ca.gov

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Applying for a seller's permit

You may obtain a seller's permit application from our Internet site or our Information Center (see phone number on reverse). Our Information Center can fax the application to you within 24 hours or put it in the mail by the second business day following your call. Please be sure to fully complete the application, sign it, and mail it to us along with copies of any requested documents. Or if you prefer, you can apply in person at any of our field offices.

You will need to provide information about your business, including bank account details and estimated income. You must also provide information about yourself and copies of your driver's license and Social Security card (or substitute documents, as explained on the application). If you purchased your business, you'll need to provide the previous owner's name and seller's permit number. To make sure that you won't have to pay any sales or use tax owed by the previous owner, you should request a tax clearance from us before you buy.

There is no charge for a seller's permit. However, depending on your type of business and expected taxable sales, we may ask you for a security deposit.

If you apply by mail, you'll usually get your permit within 7 to 14 days. If you apply in person, the field office may be able to issue your permit the same day.

Temporary permits. If you make sales of a temporary nature (such as Christmas tree sales and sales at craft fairs), you may apply for a temporary seller's permit. Temporary permits are issued to those whose sales activity will last no longer than 30 days.

Additional requirements for your business

In addition to registering for a seller's permit, you may need to register for one of the other taxes and fees we administer (call us for help). The state and federal governments have additional requirements for businesses. You must file income tax returns with the California Franchise Tax Board and the US Internal Revenue Service (IRS). Certain businesses are required to obtain permits from the California Department of Consumer Affairs and state and local environmental agencies. And if you have employees, you are required to register as an employer with the California Employment Development Department and the IRS and to pay payroll withholding taxes. You will probably need to obtain a business license or other permits from the county or city where you operate.

California's Environmental Protection Agency (CalEPA) offers extensive local, state, and federal business permit information at a special site on the Internet: www.calgold.ca.gov. Chambers of commerce, economic development organizations, and other business organizations are other good sources of information. Often the business licensing department of a city or county can assist you, too. Some counties and cities publish special guides for small businesses, available free or at a low cost.

For more information

For more information regarding seller's permits, you may wish to order our publication 73, *Your California Seller's Permit*, or to contact our Information Center (see reverse). For a complete list of other Board-administered taxes and fees, please see publication 51, *Guide to Board of Equalization Services*. To find government agency phone numbers, check the government pages of your telephone directory.

Note: The statements in this fact sheet are general and are current as of June 2004. The sales and use tax law and regulations are complex and subject to change. If there is a conflict between this publication and the law or regulations, decisions will be based on the law and regulations.

California Seller's Permit Application for Individuals/Partnerships/Corporations/Organizations (Regular or Temporary)

 State Board of Equalization

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Frequently Asked Questions

Who must have a permit?

You are generally required to obtain a California seller's permit if you sell or lease merchandise, vehicles, or other tangible personal property in California. A seller's permit allows you to sell items at the wholesale or retail level. If your sales are ongoing, you should apply for a "Regular" permit. If your sales are of a temporary nature (90 days or less) apply for a "Temporary" permit. You cannot legally sell taxable items in California until you have been issued a seller's permit.

Do I need more than one permit?

Each location where sales of taxable items are made requires, and must display, a seller's permit. If you have more than one selling location, attach a list that includes the address for each location and we will issue the permits needed. If your application is for a temporary permit, one permit will be enough, but you need to display a copy of that permit at each temporary location.

Is there a charge for a permit?

No. However, we may require a security deposit. Deposits are used to cover any unpaid taxes that may be owed at the time a business closes.

Is information about my account subject to public disclosure?

State laws that protect your privacy generally cover your records. Some records are subject to public disclosure, such as the information on your seller's permit, names of owners or partners, your business address, and your permit status. See the disclosure information on the back page.

Why do you need to verify my driver license number?

When it is required, it is used to ensure the accuracy of the information provided and to protect against fraudulent use of your identification.

Why am I being asked if I sell tires, consumer electronic devices, or tobacco products at retail?

On January 1, 2001 California retailers of new tires began collecting a tire fee (currently \$1.00), for each new tire sold to consumers. Starting on July 1, 2004, consumers will begin to pay a recycling fee for every "covered electronic device," purchased from a retailer.

A covered electronic device is a cathode ray tube or device, flat panel screen, or any other similar video display with a screen whose diagonal measurement is four inches or greater, and is classified to be a hazardous waste when disposed of. Effective on June 30, 2004, if you sell cigarettes and/or tobacco products, you must obtain a license (separate from a seller's permit) from each location you intend to sell these products. Depending on your response and type of business, the Board will send you information about these license and fee programs.

What are my rights and responsibilities as a seller?

When you obtain a seller's permit, you acquire certain rights and responsibilities.

- **You may buy property for resale without paying tax to your supplier.** By providing the vendor a completed resale certificate, you are not required to pay sales tax on property you are buying for resale. You cannot use a resale certificate to buy property for your own use (even if you plan to sell it after its use).
- **You must keep records** to substantiate your sales, purchases and return deductions, and keep them for four years.
- **You must file returns** according to the Board's instructions for the filing basis that we determine from your application. You must file a return even if you have no tax to report.
- **You must pay the sales tax due** on your retail sales in California. You may be reimbursed by collecting the amount of tax from your customers.
- **You must notify the Board of any business changes.** A permit is issued only to the owner and address listed on the permit. If you change ownership, address, add another location, sell or close your business, add or drop a partner, you must notify the Board by calling or in writing. Your notification will help us close your account and return any security on deposit. If you do not, you could be held liable for continuing business taxes. Note: Notify us immediately if you drop or add a partner in order to protect former partners from tax liabilities incurred by the business after the partnership changes.

INFORMATION CENTER**1-800-400-7115**

FOR TDD ASSISTANCE

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

FIELD OFFICES

CALL FOR ADDRESSES

City	Area Code	Number
Bakersfield	661	395-2880
Culver City	310	342-1000
El Centro	760	352-3431
Eureka	707	445-6500
Fresno	559	248-4219
Kearney Mesa	858	636-3191
Laguna Hills	949	461-5711
Long Beach	562	901-2483
Norwalk	562	466-1694
Oakland	510	622-4100
Rancho Mirage	760	346-8096
Redding	530	224-4729
Riverside	909	680-6400
Sacramento	916	227-6700
Salinas	831	443-3003
San Diego	619	525-4526
San Francisco	415	356-6600
San Jose	408	277-1231
San Marcos	760	510-5850
Santa Ana	714	558-4059
Santa Rosa	707	576-2100
Stockton	209	948-7720
Suisun City	707	428-2041
Torrance	310	516-4300
Van Nuys	818	904-2300
Ventura	805	677-2700
West Covina	626	480-7200

Business Located**Out-of-State****916-227-6600**

How Do I Apply for My Seller's Permit?

Step 1: Complete Your Application

Complete the application on page 5. If your business is an ongoing operation check permit type "Regular." If your business will operate at the location(s) for 90 days or less, check "Temporary." Please provide all the information requested on the application. If you do not this will delay the issuance of your permit. Refer to the "Tips" on page 4. If you need assistance, please call your local Board office or the Information Center, 800-400-7115.

Note: If your business is located outside California, complete form BOE-403-B, *Registration Information for Out-of-State Account*. Visit our website at www.boe.ca.gov, call the Out-of-State Office at (916) 227-6600, or the Information Center at 800-400-7115, to request a copy by mail or by fax (select the automated fax-back option).

Step 2: Send Your Application for Processing

Send or take your application to the district office nearest your place of business. If you plan to apply in person, contact the local office to find out when they are open. Note: A permit is required before you begin making sales. Advise the Board if you have an urgent need for a permit.

Step 3: After Your Application Is Approved

If your application is complete you should receive your permit in about two weeks. Based on the information on your application, the Board will provide you with regulations, forms and other publications that may help you with your business. Or, you may choose to view and download information from our website at www.boe.ca.gov. You will also be informed of when to file tax returns: monthly, quarterly, fiscal or calendar yearly. You will also start receiving tax returns for reporting and paying the taxes due on your sales and purchases. If you do not receive a return, download one from our website, or call the district office.

Post your permit at your place of business in a location easily seen by your customers.

Tips for Filling Out Your Application

Item 1: Permit Type

Check whether you are applying for a **regular** or **temporary** permit. You may apply for a temporary permit if you intend to make sales for a period of 90 days or less. Otherwise, you must apply for a regular permit.

Items 2–8: Business Identification Information

Check your type of ownership and provide all of the information requested. Partnerships should provide a copy of their written partnership agreement, if one exists. If it is filed with us at the time you apply for a permit and it specifies that all business assets are held in the name of the partnership, we will attempt to collect any delinquent tax liability from the partnership's assets before we attempt to collect from the partners' personal assets.

Items 9–35: Ownership Information

Indicate whether those listed are owners, partners, etc., and enter their driver license or California Identification Card number and, except in the case of corporate officers, their social security number. Also, provide a reference for each person, who does not live with that person. This information will be kept in strict confidence. If mailing your application, you must provide a photocopy of your driver license or California Identification Card.

Items 36–46, 65: Type of Business and Business Locations

Check whether the business is a retailer, wholesaler, etc., and whether the business is full time or part time. Describe the types of items you will sell. Avoid using broad descriptions, such as "general merchandise." Instead, list specific examples such as sports equipment or garden supplies. Indicate the number of selling locations, the address and telephone number of the business, and the landlord's name, address, and telephone number. If there are multiple selling locations, additional addresses can be listed on the reverse side (Item 65). Tax returns and other materials will be sent to the business address unless a different mailing address is specified (Item 42).

Items 47–48: Projected Monthly Sales

Indicate your projected monthly gross and taxable sales. If unsure, provide an estimate. Your projection helps to determine how often you will need to file a return. If your actual sales vary, we may adjust your filing frequency.

Items 49–54: Related Program Information

Provide your Alcoholic Beverage Control license number, if applicable. Indicate if you will be selling new tires, consumer electronics, or tobacco products. We will contact you to determine if you need to register for any of these other programs.

Items 55–64: Related Party Information

Identify the person maintaining your records, your bank, and if you accept credit cards, your merchant card account. Also, identify major California-based suppliers and the products that you purchase from them.

Items 66–73: Ownership and Organizational Changes

If you are purchasing a business, or changing from one type of business organization to another, provide the previous owner's name and seller's permit number. If you are purchasing a business, you should request a tax clearance in advance to assure that you won't have to pay any taxes owed by the previous owner.

Items 74–78: Temporary Permit Event Information

Applicants for a temporary permit must complete each item in this section.

Certification

Each owner, co-owner, partner, or corporate officer must sign the application.

55. NAME OF PERSON MAINTAINING YOUR RECORDS	56. ADDRESS (street, city, state, zip code)	57. TELEPHONE NUMBER
58. NAME OF BANK OR OTHER FINANCIAL INSTITUTION (note whether business or personal)	59. BANK BRANCH LOCATION	
60. NAME OF MERCHANT CREDIT CARD PROCESSOR (if you accept credit cards)	61. MERCHANT CARD ACCOUNT NUMBER	
62. NAMES OF MAJOR CALIFORNIA-BASED SUPPLIERS	63. ADDRESSES (street, city, state, zip code)	64. PRODUCTS PURCHASED

ADDITIONAL SELLING LOCATIONS (List All Other Selling Locations)

65. PHYSICAL LOCATION OR STREET ADDRESS (attach separate list, if required)

OWNERSHIP AND ORGANIZATIONAL CHANGES (Do Not Complete for Temporary Permits)

66. Are you buying an existing business? Yes No If yes, complete items 69 through 73.

67. Are you changing from one type of business organization to another (for example, from a sole owner to a corporation or from a partnership to a limited liability company, etc.)? Yes No If yes, complete items 69 and 70.

68. Other Ownership Changes (please describe): _____

69. FORMER OWNER'S NAME	70. SELLER'S PERMIT NUMBER
71. PURCHASE PRICE \$	72. VALUE OF FIXTURES & EQUIPMENT \$

73. IF AN ESCROW COMPANY IS REQUESTING A TAX CLEARANCE ON YOUR BEHALF, PLEASE LIST THEIR NAME, ADDRESS, TELEPHONE NUMBER AND THE ESCROW NUMBER

TEMPORARY PERMIT EVENT INFORMATION

74. PERIOD OF SALES FROM: ___/___/___ THROUGH: ___/___/___	75. ESTIMATED EVENT SALES \$	76. SPACE RENTAL COST (if any) \$	77. ADMISSION CHARGED? <input type="checkbox"/> Yes <input type="checkbox"/> No
78. ORGANIZER OR PROMOTER OF EVENT (if any)	79. ADDRESS (street, city, state, zip code)		80. TELEPHONE NUMBER ()

81. ADDRESS OF EVENT (If more than one, use line 65, above. Attach separate list, if required.)

CERTIFICATION

All Corporate Officers, LLC Managing Members, Partners, or Owners must sign below.

I am duly authorized to sign the application and certify that the statements made are correct to the best of my knowledge and belief. I also represent and acknowledge that the applicant will be engaged in or conduct businesses as a seller of tangible personal property.

NAME (typed or printed)	SIGNATURE 	DATE
NAME (typed or printed)	SIGNATURE 	DATE
NAME (typed or printed)	SIGNATURE 	DATE

FOR BOARD USE ONLY

<p>SECURITY REVIEW</p> <p><input type="checkbox"/> BOE-598 (\$ _____) or <input type="checkbox"/> BOE-1009</p> <p>REQUIRED BY _____ APPROVED BY _____</p>	<p>FORMS</p> <p><input type="checkbox"/> BOE-8 <input type="checkbox"/> BOE-400-Y <input type="checkbox"/> BOE-162 <input type="checkbox"/> BOE-519 <input type="checkbox"/> BOE-467 <input type="checkbox"/> BOE-1241-D</p> <p>REGULATIONS</p> <p><input type="checkbox"/> REG. 1668 <input type="checkbox"/> REG. 1698 <input type="checkbox"/> REG. 1700 <input type="checkbox"/> _____</p>	<p>PUBLICATIONS</p> <p><input type="checkbox"/> PUB 73 <input type="checkbox"/> PUB DE 44</p> <hr/> <p>RETURNS</p> <hr/>
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Where Can I Get Help?

No doubt you will have questions about how the Sales and Use Tax Law applies to your business operations. For assistance, you may take advantage of the resources listed below.

INTERNET

www.boe.ca.gov

You can log onto our website for additional information. For example, you can find out what the tax rate is in a particular county, or you can download numerous publications — such as laws, regulations, pamphlets, and policy manuals — that will help you understand how the law applies to your business. You can also verify sellers' permit numbers online, read about upcoming Taxpayers' Bill of Rights hearings, and obtain information on Board field office addresses and telephone numbers.

Another good resource — especially for starting businesses — is the California Tax Information Center at www.taxes.ca.gov.

CLASSES

You may enroll in a basic sales and use tax class offered by some local Board offices. You should call ahead to find out when your local office conducts classes for beginning sellers.

WRITTEN TAX ADVICE

It is best to get tax advice from the Board in writing. You may be relieved of tax, penalty, or interest charges if we determine you did not correctly report tax because you reasonably relied on our written advice regarding a transaction.

For this relief to apply, your request for advice must be in writing, identify the taxpayer to whom the advice applies, and fully describe the facts and circumstances of the transaction.

Send your request for written advice to:
State Board of Equalization; Audit and Information Section, MIC:44; P.O. Box 942879, Sacramento, CA 94279-0044.

INFORMATION CENTER

1-800-400-7115

FOR TDD ASSISTANCE

From TDD phones: 800-735-2929

From voice phones: 800-735-2922

Customer service representatives are available from 8 a.m. through 5 p.m., Monday-Friday, excluding state holidays.

Fax-Back Service. To order fax copies of selected forms and notices, call 800-400-7115 and choose the fax-back option. You can call at any time for this service.

Translator Services. We can provide bilingual services for persons who need assistance in a language other than English.

TAXPAYERS' RIGHTS ADVOCATE OFFICE

If you would like to know more about your rights as a taxpayer or if you are unable to resolve an issue with the Board, please contact the Taxpayers' Rights Advocate office for help. Call 916-324-2798 (or toll-free, 888-324-2798). Their fax number is 916-323-3319.

If you prefer, you can write to: State Board of Equalization; Taxpayers' Rights Advocate, MIC:70; P.O. Box 942879; Sacramento, CA 94279-0070.

To request a copy of publication 70, *The California Taxpayers' Bill of Rights*, call the Information Center or visit our Internet site.

FIELD OFFICES

See page 3.

Sales and Use Tax Privacy Notice

Information Provided to the Board of Equalization

We ask you for information so that we can administer the state's sales and use tax laws (Revenue and Taxation Code sections 6001-7176, 7200-7226, 7251-7279.6, 7285-7288.6). We will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all of the information we request, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]).

What happens if I don't provide the information?

If your application is incomplete, we may not issue your seller's permit or use tax certificate. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you don't provide other information we request or that is required by law, or if you give us fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you don't provide information we request to support your exemptions, credits, exclusions, or adjustments, we may not allow them. You may end up owing more tax or receiving a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, we may share information regarding your account with certain government agencies. We may also share certain information with companies authorized to represent local governments.

Under some circumstances we may release to the public the information printed on your permit, account start and closeout dates, and names of business owners or partners. When you sell a business, we can give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, we can release information regarding your account to anyone you designate.

We may disclose information to the proper officials of the following agencies, among others:

- United States government agencies: U.S. Attorney's Office; Bureau of Alcohol, Tobacco and Firearms; Depts. of Agriculture, Defense, and Justice; Federal Bureau of Investigation; General Accounting Office; Internal Revenue Service; Interstate Commerce Commission

- State of California government agencies and officials: Air Resources Board; Dept. of Alcoholic Beverage Control; Auctioneer Commission; Dept. of Motor Vehicles, Employment Development Department; Energy Commission; Exposition and Fairs; Dept. of Food and Agriculture; Board of Forestry; Forest Products Commission; Franchise Tax Board; Dept. of Health Services; Highway Patrol; Dept. of Housing and Community Development; California Parent Locator Service
- State agencies outside of California for tax enforcement purposes
- City attorneys and city prosecutors; county district attorneys, police and sheriff departments.

Can I review my records?

Yes. Please contact your closest Board office (see the white pages of your phone book). If you need more information, you may contact our Disclosure Officer in Sacramento by calling 916-445-2918. You may also want to obtain publication 58-A, *How To Inspect and Correct Your Records*. You may order a copy from our Information Center: 800-400-7115 or download it from the Internet: www.boe.ca.gov (look under "Forms and Publications").

Who is responsible for maintaining my records?

The deputy director of the Sales and Use Tax Department, whom you may contact by calling 916-445-6464 or writing at the address shown.

Deputy Director, Sales and Use Tax Department MIC:43
450 N Street
Sacramento, CA 95814

COMBINED 1% STATE AND LOCAL TAX ALLOCATION FOR TEMPORARY SALES LOCATIONS AND CERTAIN AUCTIONEERS

DUE ON OR BEFORE	
[FOID]	YOUR ACCOUNT NO.

NOTICE

TEMPORARY SALES LOCATIONS - The Sales and Use Tax Law requires a Seller's Permit for each sales location. If you do not have a permit for a temporary sales location, you must complete the Temporary Sales Location(s) portion of this form prior to making sales. This allows your Seller's Permit to include those temporary locations. You must file this form with your sales tax return to comply with the law.

AUCTIONEERS - Auction events at temporary sales locations which result in taxable sales totaling \$500,000 or more must be reported on this form and filed with your sales tax return.

See instructions on reverse. Make a copy of this form for your records.

TEMPORARY SALE LOCATION(S) (Column A)	WILL THIS LOCATION BE USED AGAIN? (Column B)	TAXABLE TRANSACTION (Column C)	BOARD USE ONLY			1% COMBINED STATE AND LOCAL TAX (Column D)	
			Co. Jur.	Add-on	In-Lieu		
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
NAME	<input type="checkbox"/> Yes <input type="checkbox"/> No	.00				.00	
STREET ADDRESS							SPACE/BOOTH #
CITY							ZIP
TOTAL AMOUNT OF 1% COMBINED STATE AND LOCAL TAX FOR TEMPORARY SALES LOCATIONS						.00	

**INSTRUCTIONS
COMBINED 1% STATE AND LOCAL TAX ALLOCATIONS
FOR TEMPORARY SALES LOCATIONS**

GENERAL

When you make sales at locations which are not registered as your permanent sales location or you are an auctioneer with taxable sales of \$500,000 or more at a single auction event, you are required to report those sales so that the local municipalities receive their correct share of the 1% Combined State and Local Sales and Use Tax.

TEMPORARY SALES AND AUCTION LOCATIONS (Column A)

Name - Enter the name of the location, such as Cal-Expo, Pomona Fairplex, etc., street address, city, zip code of the temporary sales location.

The event operator or local business license office may be able to provide accurate information. If you are unable to provide an address, list the street name and a major cross street or description, such as Star Route 2, one mile north of the intersection of Elm Street and Oak Avenue.

WILL THIS LOCATION BE USED AGAIN?

(Column B)

If you make sales at the same temporary sales location at least once each year, check the "yes" box.

TAXABLE TRANSACTIONS

(Column C)

Enter the amount of taxable transactions for each temporary location included in line 12 of your sales tax return (line 11 of the Sales & Use Tax Return Short Form, BOE-401-EZ).

BOARD USE ONLY

Do not make any entries in this column.

1% COMBINED STATE AND LOCAL TAX

(Column D)

Multiply the amount in the Taxable Transactions column by .01 and place the result in this column.

**IF YOU HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION,
PLEASE CONTACT OUR INFORMATION CENTER AT 800-400-7115.**