



ADDRESS MAIL TO:
BUSINESS TAX SECTION
PO BOX 8949
MADISON WI 53708-8949

YOUR PRIVILEGES AND OBLIGATIONS AS A SELLER

We are pleased to welcome you as a Wisconsin sales tax registrant. The sales and use tax law operates only through the cooperation of the thousands of registered retailers who hold Seller's Permits. We look forward to your cooperation, and wish you every success in your business.

PRIVILEGES OF A REGISTERED SELLER

1. Registered Seller

As the holder of a Seller's Permit, you are authorized to sell, at retail, tangible personal property or taxable services in Wisconsin. A separate Seller's Permit is issued for each location of a business with multiple locations. The permit also includes a wallet copy to carry with you.

2. Purchase for Resale

You may purchase tangible personal property, which you intend to resell in the regular course of your business, without paying sales tax by giving your supplier a Wisconsin Sales and Use Tax Exemption Certificate (Form S-211) signed by you that shows your Tax Account Number. Tangible personal property that will not be resold cannot be purchased without tax unless another exemption applies.

OBLIGATIONS OF A REGISTERED SELLER

1. Filing Returns

If you hold a seller's permit, you must file a return for each "reporting period", even if no tax is due for that period. Your reporting period will be either early-monthly, monthly, quarterly, or annually, as determined by the Department of Revenue. For example, if your reporting period is monthly, you must file a return for each month of the year, regardless if any tax is due for the month.

Electronic filing has been mandated for all sales and use tax registrants. Information regarding this requirement will be included in this mailing.

A return filed electronically is considered timely if filed on or before the due date. However, if the tax is paid electronically, it must be completed prior to 4:00 pm (CST) on the due date. A mailed return or payment voucher is considered timely if: the return/voucher is mailed in a properly addressed envelope with the postage duly prepaid, the envelope containing the return/voucher is postmarked on or before the due date, and the department receives the return/voucher within 5 days of the due date.

A one month extension to file may be granted if you request it in writing (letter, fax, e-mail, or My Tax Account). Your request for extension must be submitted on or before the due date of the return. The department may grant an additional month from the original due date of the return to file the return. The department will notify you if the extension is granted. However, if the tax is not paid by the original due date, the tax will be subject to 1% interest per month during the extension period and 1.5% interest per month thereafter. You will not lose the retailer's discount if you pay the total tax due within the extension period.

2. Notifying Us of Changes in Ownership, Address, or Discontinuance of Business

Inform us immediately of any change in ownership of your business such as incorporation or change in partners. It is also important that you notify us of any change of name, address, ownership, or other account change information. You may send the information to the department at the address listed above. If your business operates at more than one location, enter the location to be changed. Please return your Seller's Permit to the Wisconsin Department of Revenue if you discontinue or sell your business.

3. Successor's Liability

Under sales and use tax law, the purchaser of a business or stock of goods may become liable for the unpaid sales and use taxes of the predecessor. In order to protect your interests, make a written request for a Sales Tax Clearance Certificate from the department. The letter requesting the certificate must include the complete real name and business name of the seller, address of the buyer and seller, date of sale, and the Tax Account Numbers of the buyer and seller, if available. The purchaser should withhold a sufficient amount from the purchase price to cover any possible sales and use tax liability.

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4. Keeping Adequate Records

Your records must separately show taxable and exempt sales. Records include the normal books of account maintained by a prudent businessperson, together with all exemption certificates, bills, receipts, invoices, cash register tapes, and other papers substantiating the correctness of your returns. These records are subject to examination by our auditors.

5. Security Deposit

The law authorizes this department to require any person to deposit security, not in excess of \$15,000, before a permit is issued or any time thereafter. Failure to deposit the required security will result in the department refusing to issue a Seller's Permit or revoking a Seller's Permit that has been issued. You will be notified by the department if security is required.

COUNTY SALES AND USE TAX LIABILITY

A 0.5% county sales tax is imposed on the taxable receipts from retail sales or rentals of tangible personal property or taxable services in counties that have adopted the 0.5% County Sales and Use Tax. The county sales tax applies if the sale or rental has "situs" in a taxable county. There are 62 counties with tax effective the first day of the month and year shown after each county name –

Adams (01/94)	Douglas (04/91)	Juneau (04/92)	Oneida (04/87)	Sawyer (04/87)
Ashland (04/88)	Dunn (04/86)	Kenosha (04/91)	Ozaukee (04/91)	Shawano (04/90)
Barron (04/86)	Eau Claire (01/99)	La Crosse (04/90)	Pepin (04/91)	Taylor (07/99)
Bayfield (04/91)	Florence (07/06)	Lafayette (04/01)	Pierce (04/88)	Trempealeau (10/95)
Buffalo (04/87)	Fond du Lac (04-10)	Langlade (04/88)	Polk (04/88)	Vernon (01/97)
Burnett (04/89)	Forest (04/95)	Lincoln (04/87)	Portage (04/89)	Vilas (04/88)
Chippewa (04/91)	Grant (04/02)	Marathon (04/87)	Price (01/93)	Walworth (04/87)
Clark (01-09)	Green (01/03)	Marinette (10/01)	Richland (04/89)	Washburn (04/91)
Columbia (04/89)	Green Lake (07/99)	Marquette (04/89)	Rock (04/07)	Washington (01/99)
Crawford (04/91)	Iowa (04/87)	Milwaukee (04/91)	Rusk (04/87)	Waupaca (04/89)
Dane (04/91)	Iron (04/91)	Monroe (04/90)	St. Croix (04/87)	Waushara (04/90)
Dodge (04/94)	Jackson (04/87)	Oconto (07/94)	Sauk (04/92)	Wood (01/04)
Door (04/88)	Jefferson (04/91)			

We will notify you if any other counties adopt (or repeal) the county tax. Refer to the publication entitled *Sales and Use Tax Report* for news regarding county sales and use tax. (See information below.)

STADIUM SALES AND USE TAX LIABILITY

A 0.1% baseball stadium sales tax is imposed on the taxable receipts from retail sales or rentals of tangible personal property or taxable services in Milwaukee, Ozaukee, Racine, Washington and Waukesha counties. The baseball stadium sales tax applies if the sale or rental has "situs" in the baseball stadium district.

A 0.5% football stadium sales tax is imposed on the taxable receipts from retail sales or rentals of tangible personal property or taxable services in Brown County. The football stadium sales tax applies if the sale or rental has "situs" in Brown County.

PREMIER RESORT AREA TAX

Persons selling tangible personal property or taxable services in the Village of Lake Delton, the City of Wisconsin Dells, the City of Bayfield, or the City of Eagle River are subject to either a 0.5% or 1% premier resort area tax on such sales if the persons are classified in the Standard Industrial Classification manual (1987 Edition) under certain tourist-related industry numbers. For more information, obtain Publication 403, "Premier Resort Area Taxes," from any Department of Revenue office.

BRACKET SYSTEM

The bracket system may be used by retailers in computing the amount of tax which may be collected from a retailer's customers. Retail sales tax brackets are available for the 5%, 5.1%, 5.5%, 5.6%, 6%, and 6.5% rates to allow a retailer to separately state and pass the tax on to their customer. These brackets are contained in Publication 229, entitled "Brackets for Collecting Wisconsin Sales or Use Tax on Retail Sales."

If you do not separately itemize the tax for your customers, but instead include the tax in your sales price, a Bracket System Chart or similar notification that sales tax is included must be posted in a conspicuous place in your establishment.

Publication 229 or Bracket System Charts are available at the address on the reverse side or by calling (608) 266-2776.

ASK QUESTIONS WHEN YOU ARE NOT SURE

Many questions about sales and use tax can be answered by referring to Publication 201, "Wisconsin Sales and Use Tax Information."

It is recommended that you read the "Sales and Use Tax Reports." These reports are intended to inform you of changes in the sales and use tax law and other sales and use tax matters. To obtain e-mail alerts of new Sales and Use Tax Reports and other important new tax information, sign up for the Department of Revenue's sales and use tax Electronic Mailing List at <http://www.revenue.wi.gov/html/lists.html>.

Be sure to indicate your Tax Account Number in all correspondence with this department.