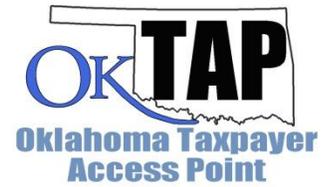
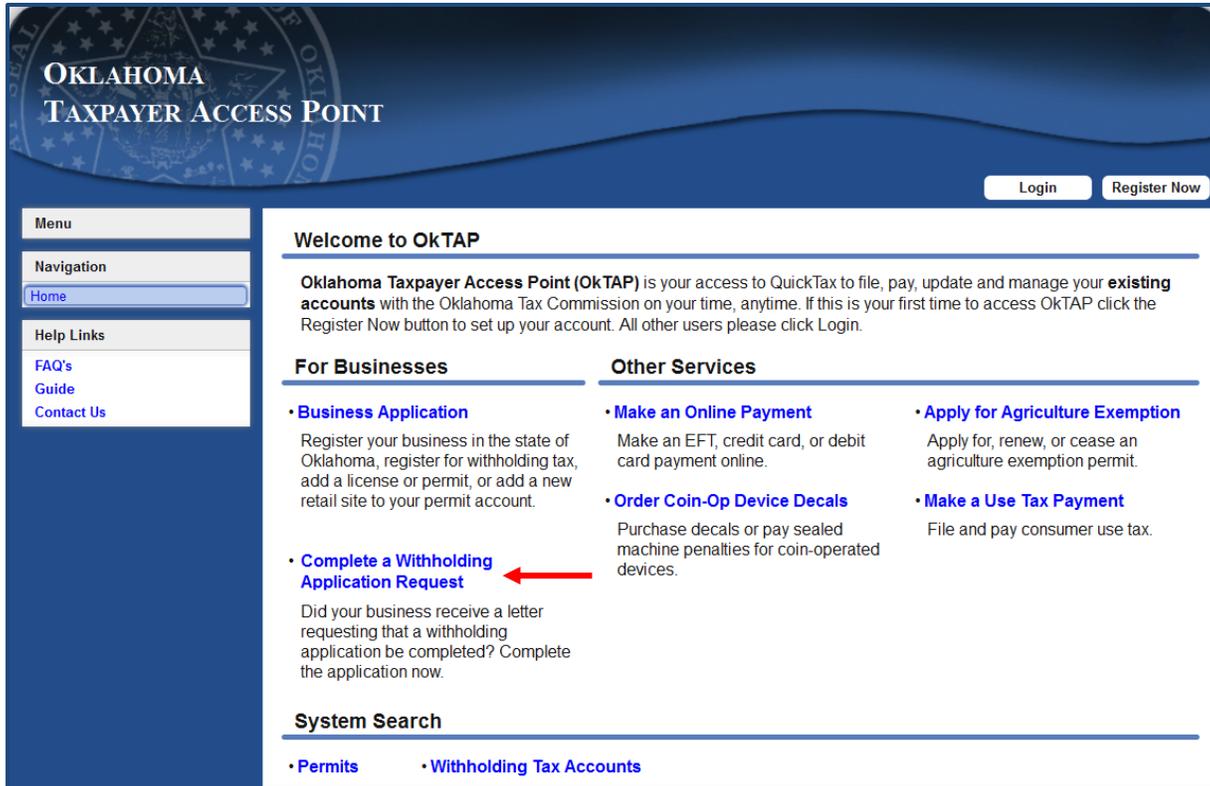


# COMPLETE A WITHHOLDING APPLICATION REQUEST

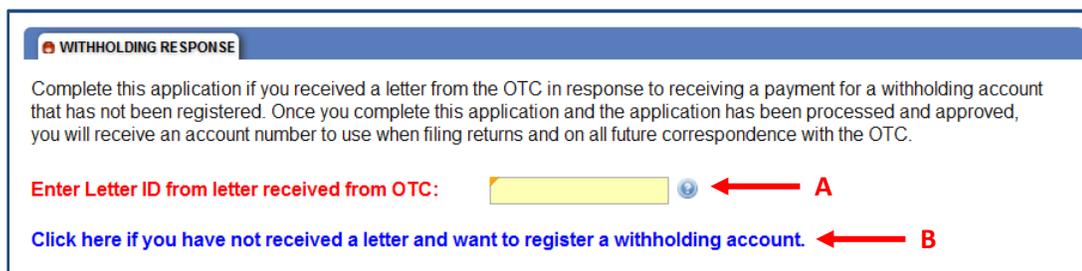


Did your business receive a letter that you complete an Online Withholding Registration? Complete the application now.

1. Click the **Complete a Withholding Application Request** link under the For Businesses column on the OKTAP home page.



2. Enter the Letter ID into the **Enter Letter ID from letter received from OTC** field (A). The Letter ID is located at the top right of your OTC letter. If you did not receive a letter, click the blue link (B) at the bottom of the page to begin the withholding registration process.



## Part 1 of 4 – Enter Account Information

Once a valid Letter ID is entered, the **Part 1 of 4 – Enter Account Information** link will appear on the screen.

1. **Click** this link to open the **Account Information** window.

The screenshot shows a web page titled "WITHHOLDING RESPONSE". It contains instructions for completing the application and a text input field for the Letter ID, which contains "L2007462912". Below this is a link: "Click here if you have not received a letter and want to register a withholding account." The main heading is "Oklahoma Withholding Tax Application". Below that, it says "You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties." and includes a link "How to get an FEIN". At the bottom, there is a link "Part 1 of 4 - Enter Account Information" with a green arrow pointing right and a red arrow pointing left towards it.

2. Select the type of withholding account you want to register, select the ownership type of your business and check the box if you are an out of state entity.
3. Click the **OK** button to save the information.

The screenshot shows a dialog box titled "Account Information". It contains the following fields and options:  
- "What type of withholding account do you wish to register?" with a yellow dropdown menu.  
- "Are you a: (Choose one of the following)" with three radio buttons: "Sole Proprietor" (yellow), "Business" (yellow), and "Government Entity" (yellow).  
- "Are you an out of state entity?" with a green checkbox and a blue question mark icon.  
At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

### Navigation Tips:

- **Green** fields indicate that the field is **optional**, **yellow** fields indicate that the field is **required**, and **red** fields indicate that the field **requires correction**.
- Most boxes are equipped with a question mark icon that will offer further explanation. Click on the blue **question mark** icon for help.
- Information boxes contain drop-down menus, radio buttons, and check boxes, as well as text fields in which you will type information. Read the information carefully and select the appropriate answer. When all fields are completed, click the **OK** button at the bottom to close the Information box and move on to the next section.

## Part 2 of 4 – Business Contact Information

1. Click the **Part 2 of 4 – Enter Contact Information** link.

**Oklahoma Wage Withholding Tax Application**

You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties. [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**

**Account Type:** Withholding - Wage      **Out of State?** No  
**Business Type:** Business

➡ **Part 2 of 4 - Enter Contact Information** ←

2. Complete all required contact information fields and click the **OK** button to save the information.

**Contact Information**

**Business Contact Information**

Are you a payroll company?

Business contact type:

Business contact name:

Contact email address:

Re-enter the email address:

Business phone number:  Ext.

Business fax number:

## Part 3 of 4 – Enter Ownership Information

1. Click the **Part 3 of 4 – Enter Ownership Information** link

**Oklahoma Wage Withholding Tax Application**

You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties. [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**

**Account Type:** Withholding - Wage      **Out of State?** No  
**Business Type:** Business

**Part 2 of 4 - Enter Contact Information**

**Business Phone:** (405) 555-5555  
**Name:** SAMPLE TAXPAYER      **Email Address:** sample@taxpayer.com

➡ **Part 3 of 4 - Enter Ownership Information** ←

2. Complete the required fields and click the **OK** button to save the information.

**Ownership Type**

**Ownership Information**

How is this business owned?

Federal Employer Identification Number (FEIN):

Name of Partnership, Corporation, or Limited Liability Company:

Trade Name or Doing Business As:

**OK** **Cancel**

3. Click the **Enter mailing address** link.

**Oklahoma Wage Withholding Tax Application**

You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties. [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**  
Account Type: Withholding - Wage      Out of State? No  
Business Type: Business

**Part 2 of 4 - Enter Contact Information**  
Business Phone: (405) 555-5555  
Name: SAMPLE TAXPAYER      Email Address: sample@taxpayer.com

**Part 3 of 4 - Enter Ownership Information**  
How is this business owned? Corporation  
FEIN: \*\*-\*\*\*1234  
Name of Individual, Partnership, Corporation or Limited Liability Company:  
SAMPLE TAXPAYER  
Trade Name: SAMPLE TAXPAYER

➔ [Enter mailing address](#) ←

4. Enter your mailing address and click the **Click here to verify your mailing address** link to check the address you entered with USPS information.

**Mailing Address**

Want your application processed faster?  
Find your Zip+4 from the [USPS Website](#).

Street:

Unit:  City:

State:  Zip:  County:

Country: USA

Attention:

[Click here to verify your mailing address](#)      Verification Required

**OK** **Cancel**

- The address you entered will be verified. Click the **Select** link for the "Verified" address that most closely matches your address. If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

**Address Search** ✕

Country:  Search

Street:

Street 2:

Unit Type:  Unit:  City:

State:  Zip:  County:

Attention:

Click the **Select** link for the "Verified" address, containing the Zip+4, that most closely matches your address.  
If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

---

**SELECT ADDRESS**

<a href="#">Select</a>	As Entered	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194
<a href="#">Select</a>	Verified	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194-0001

- Click the **OK** button to save the address information.
- If the physical address is the same as the mailing address, select the **Same as mailing address** check box to auto-fill this section of the application. If the physical address is different from the mailing address, click the **Enter physical** link (B) and enter and verify the physical address like you did for the mailing address.
- Click the **Search for your principle products or services code (NAICS)** link (C).

**Oklahoma Wage Withholding Tax Application**

You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties. [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**  
 Account Type: Withholding - Wage      Out of State? No  
 Business Type: Business

**Part 2 of 4 - Enter Contact Information**  
 Business Phone: (405) 555-5555  
 Name: SAMPLE TAXPAYER      Email Address: sample@taxpayer.com

**Part 3 of 4 - Enter Ownership Information**  
 How is this business owned? Corporation  
 FEIN: \*\*-\*\*\*1234  
 Name of Individual, Partnership, Corporation or Limited Liability Company:  
 SAMPLE TAXPAYER  
 Trade Name: SAMPLE TAXPAYER

**Enter mailing address**  
 Street: 2501 N LINCOLN BLVD  
 City: OKLAHOMA CITY      State: OK      Zip: 73194      Country: USA

**B** → **Enter physical**

Same as mailing address  ← **A**

Street: 2501 N LINCOLN BLVD  
 City: OKLAHOMA CITY      State: OK      Zip: 73194      Country: USA

→ **Search for your principle products or services code (NAICS)** ← **C**

- 9. Search for your NAICS code by entering keywords into the **Keyword** field (A) or by clicking the **Click here to view a list of the most common codes** link (B).
- 10. Click the **Code** link (C) to select the appropriate NAICS code.

- 11. If your business type is Business or Government Entity, click the **Enter officer/responsible party information** link. If you are a Sole Proprietor, you will not see this link.

- 12. Complete the required information for the owner/officer. To add additional owners/officers, click the **Add a Record** link (A) at the top and bottom left of the window.
- 13. Click the **OK** button (B) to save the owner/officer information.

Owners and Officers

Record 1

Record 1 Add a Record

--To add additional responsible parties click Add a Record above--

Title Officer Start Date Officer End Date

SSN Using an ITIN?

First Name M.I.

Last Name

Officer Mailing Address

Street

City State

Zip Code Country USA

--Do NOT click OK until ALL responsible parties have been added--

Delete this Record Add a Record

OK Cancel

- 14. Complete the Wage Withholding Tax questions.

Oklahoma Wage Withholding Tax Application

You will need a Federal Employers Identification Number (FEIN) and the SSN of any responsible parties. [How to get an FEIN](#)

**Part 1 of 4 - Enter Account Information**

Account Type: Withholding - Wage Out of State?: No

Business Type: Business

**Part 2 of 4 - Enter Contact Information**

Business Phone: (405) 555-5555

Name: SAMPLE TAXPAYER Email Address: sample@taxpayer.com

**Part 3 of 4 - Enter Ownership Information**

How is this business owned? Corporation

FEIN: \*\*.\*\*\*1234

Name of Individual, Partnership, Corporation or Limited Liability Company: SAMPLE TAXPAYER

Trade Name: SAMPLE TAXPAYER

**Enter mailing address**

Street: 2501 N LINCOLN BLVD

City: OKLAHOMA CITY State: OK Zip: 73194 Country: USA

**Enter physical**

Same as mailing address

Street: 2501 N LINCOLN BLVD

City: OKLAHOMA CITY State: OK Zip: 73194 Country: USA

**Search for your principle products or services code (NAICS)** [Change NAICS](#)

NAICS 2007: 445299 -- All Other Specialty Food Stores CAN

**Name(s) of Corporate Officer or Responsible** [View or change officer/responsible party information](#)

Number of owners/officers entered: 1 [Add additional responsible parties](#)

**Wage Withholding Tax**

Do you now or do you intend to withhold Oklahoma Income Tax from employees?

Date you will begin/began withholding Oklahoma Income Tax:

Do you expect to withhold more than \$500 per quarter? Yes  No

Are you required to make federal withholding tax deposits more frequently than once a month? Yes  No

## Part 4 of 4 – Electronic Signature

1. Read the disclaimer and then click the **I agree to this** check box to electronically sign the application.

### Part 4 of 4 - Electronic Signature

I, the undersigned applicant or authorized representative, declare under the penalties of perjury I have examined this application and attachments and, to the best of my knowledge, the facts set forth are true and correct, and the requirements hereunder will be carried out in accordance with the laws of the State of Oklahoma and the rules and regulations of the Oklahoma Tax Commission. I further acknowledge and agree that withholding taxes are trust funds for the State of Oklahoma and any use of these trust funds other than timely remittance to the State of Oklahoma is embezzlement and can result in criminal prosecution.

 I agree to this  

2. Finish by clicking the **Submit** button at the top of the page.

The confirmation screen indicates that you have successfully submitted your withholding application. Make a note of your confirmation number for future reference.

### CONFIRMATION

Thank you for registering electronically.

Application Date: **September 18, 2013**

Confirmation Number: **1-089-372-160**

**Please do not attempt to file your taxes until you have received an account number and filing instructions.**

Processing applications can take up to 5 business days. We will send an email with an attachment containing your account number upon approval of the application. If you do not receive the email with your account number within 5 business days contact us at (405) 521-3160.

We will require the confirmation number to locate your application, so [please print this page](#).

Sincerely,  
Oklahoma Tax Commission  
Taxpayer Assistance Division