

BUSINESS APPLICATION



Register your business in the state of Oklahoma, register for withholding tax, add a license or permit, or add a new retail site to your permit account using the **Business Application** link on the OkTAP home page.

1. Click the **Business Application** link under the For Businesses colum of the OKTAP home page.

OKLAHOMA TAXPAYER ACCESS POINT

Login Register Now

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Navigation

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Welcome to OkTAP

Oklahoma Taxpayer Access Point (OkTAP) is your access to QuickTax to file, pay, update and manage your **existing accounts** with the Oklahoma Tax Commission on your time, anytime. If this is your first time to access OkTAP click the Register Now button to set up your account. All other users please click Login.

For Businesses	Other Services
<ul style="list-style-type: none">• Business Application ← Register your business in the state of Oklahoma, register for withholding tax, add a license or permit, or add a new retail site to your permit account.• Complete a Withholding Application Request Did your business receive a letter requesting that a withholding application be completed? Complete the application now.	<ul style="list-style-type: none">• Make an Online Payment Make an EFT, credit card, or debit card payment online.• Order Coin-Op Device Decals Purchase decals or pay sealed machine penalties for coin-operated devices.• Apply for Agriculture Exemption Apply for, renew, or cease an agriculture exemption permit.• Make a Use Tax Payment File and pay consumer use tax.

System Search

- **Permits**
- **Withholding Tax Accounts**

2. Read the introduction carefully. Note the **Registration Tips** box (A) on the left of the screen.
3. Click the **I understand** check box (B) at the bottom of the screen to indicated that your understand all the instructions.
4. Click the **Continue** arrow (C) to begin the application.

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Oklahoma Business Registration Application

The processing of your electronic application takes a minimum of 5 days. Do not use this system if you need your permit sooner. For faster service you may apply in person at our [Oklahoma City](#) or [Tulsa office](#).

Please review each section of the registration form. Your application must be electronically signed and the correct fee amount must be submitted before your registration can be processed.

If you have any questions concerning Oklahoma business licensing or registration requirements, please contact the Taxpayer Assistance Division at **(405) 521-3160**. We also recommend attending a business tax workshop sponsored by the Oklahoma Tax Commission. For more information about business tax workshops, visit the OTC website at www.tax.ok.gov.

Notice Regarding Records and Record Keeping
As a business owner/operator in the State of Oklahoma, you are required to keep records of your business transactions and operations.

The Oklahoma Tax Commission has specific rules for keeping records. Specifically for sales tax refer to Rule 710:65-3-30 through 710:65-3-33. For withholding tax, refer to Rule 710:90-1-11. Rules can be viewed and/or downloaded from the OTC website at www.tax.ok.gov.

Specific Instructions for Registration
All sections which apply to your business must be completed.

When completing the application, additional information is available by clicking the question mark icon. Required fields are marked in yellow and fields in error will be marked in red. This information must be provided and resolved before moving to the next step.

You will be required to enter a valid email address to complete your registration.

If you will need a copy of this application, you must screen print each page as you complete it. You will not be given the opportunity to print the entire application at the

NOTE: Payment for registration and license fees must be made electronically before this application can be processed.

(Important Note: A convenience fee of \$3.95 will be added to Visa and MasterCard DEBIT transactions. For all other credit and debit card transactions, a convenience fee of 2.5% will be added.)

I understand ← **B**

[Click here to register your business name with the Secretary of State](#)
[Click here to apply for your FEIN](#)

C → **Continue**

Registration Tips

- [Contact Us](#)
- [Business Tax Workshops](#)
- [OTC Rules](#)

Field Color Guide

- Optional
- Required
- Calculated
- Needs Correction

5. Select your business type.

Navigation Tips:

- Note that the status of each step is indicated in the top right corner of the screen (A).
- Once the status changes to **Complete**, you will be able to move on to the next step by clicking the **Continue** arrow (B).
- Click the **Question Mark** icon (C) throughout the application for help on the specific part of the application.

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Oklahoma Business Registration Application

Enter Your Identification Details  ← C INCOMPLETE ← A

Are you a: Sole Proprietor Business Government

B → Continue

6. Enter identification number and click the **Continue** arrow.

Previous Identification Next

Oklahoma Business Registration Application

Enter Your Identification Details  COMPLETE

Are you a: Sole Proprietor Business Government

Enter your identification number:

ID Type: Federal Employer ID Are you a contractor? Check if "Yes"

FEIN: 12-3456789

Continue

Navigation Tips:

- Each section in the application has an **Instructions** link with complete instructions.
- The information you enter throughout the application will determine later parts of the application. For example, if you entered an identification number already associated with a business with the Oklahoma Tax Commission, you will be presented with different options for **Section 1 – Reason for This Application**.

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Section 1 - Reason for This Application [Section 1 Instructions](#) INCOMPLETE

- Register a New Business
- Register for Withholding Tax Only

New Business

Previous Page A Next

Oklahoma Business Registration Application

Section 1 - Reason for This Application [Section 1 Instructions](#) INCOMPLETE

- Add a New License or Permit
- Register for Withholding Tax Only
- Add a Site to an Existing Retailer Permit (SLP) Account

Registered Business

Continue

7. Enter your contact information.

Section 2 - Contact Information [Section 2 Instructions](#)

- Contact Type
- First Name
- Last Name
- Email Address
- Re-enter Email
- Business Phone Ext Business Fax

8. Complete the required fields. After you enter the mailing address, click the **Click here to verify your mailing address** link to check the address you entered with USPS information.

Section 3 - Business Type [Section 3 Instructions](#)

- Are you an out-of-state business?
- This business is a:
- Secretary of State Filing Number
- Federal Employer's Identification Number (FEIN)
- Name of Partnership, Corporation, or Limited Liability Company

• Mailing Address

Attention

Street

Unit Type Unit City

State Zip Code County

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

• Names of Partners/Responsible Corporate Officers/Managing Member(s)

[Click here to add/edit your officer/responsible party information](#) **Required**

Number of Partners/Officers/Members entered: 0

Continue

9. The address 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 USA [Search](#)

Street 2501 N LINCOLN BLVD

Street 2

Unit Type Unit City OKLAHOMA CITY

State OKLAHOMA Zip 73194-0000 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

Select	As Entered	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194
Select	Verified	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194-0001

10.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.

• Names of Partners/Responsible Corporate Officers/Managing Member(s) ⓘ

→ [Click here to add/edit your officer/responsible party information](#) Required

Number of Partners/Officers/Members entered: 0

Continue

11.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.
12.Click the **OK** button (B) to save the owner/officer information.

Owners and Officers

Record 1

Record 1 Add a Record **A**

Owners/Officers ⓘ

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

Title [dropdown] Officer Start Date [calendar] Officer End Date [calendar]

SSN [text] Using an ITIN? [checkbox]

First Name [text] M.I. [text]

Last Name [text]

Officer Mailing Address

Street [text]

City [text] State [dropdown]

Zip Code [text] Country USA [dropdown]

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

Delete this Record Add a Record **A**

B → OK Cancel

13. Select **Yes** or **No** for the first question for **Section 4 – Withholding Tax**. If you select **Yes**, enter the withholding tax information.

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Section 4 - Withholding Tax [Section 4 Instructions](#) INCOMPLETE

- Do you now or do you intend to withhold Oklahoma Income Tax from employees?
- What type of withholding account do you wish to register? Wage Royalty Pass-Through
- (a) Do you expect to withhold more than \$500 per quarter?
- (b) Are you required to make federal withholding tax deposits more frequently than once a month?
- (c) If "wage", date you will begin/began withholding Oklahoma Income Tax:
- (d) If "royalty", date you will begin/began withholding for nonresident royalty interest:
- (e) If "pass-through", date you will begin/began withholding for pass-through members:
- What FEIN will you use to report withholding tax? Same as on page 2
If different from page 2, this FEIN must be registered for Withholding in Oklahoma.

14. Complete the required fields. If the physical location of your business is the same as your mailing address, click the **Same as Mailing Address** check box. If the physical address is different from the mailing address, enter and verify the physical address like you did for the mailing address.

Section 5 - Physical Location and Classification Information

[Section 5 Instructions](#)

- Trade Name of Business (DBA)
- (a) Physical Location of Business Same as Mailing Address (Do not use a post office box or rural route number)
- Attention
- Street
- Unit Type Unit City
- State Zip Code County
- [Click here to verify your location address](#)
- (b) Is the physical location of the business inside the city limits?
- Location Phone Ext Location Fax
- Location E-Mail
- Are all the sales and/or deliveries made inside the city limits of the city listed above?
- Are all the sales and/or deliveries made inside the county limits of the county listed above?

- 15. Select the check boxes that apply to your business.
- 16. Click the **Click here to enter your principal products or services for this location** link to enter your NAICS code.

Principal type of business (check all that apply)

- Retailer
- Wholesaler
- Scrap Metal
- Service with Itemized Invoices
- Service without Itemized Invoices
- Other
- Vending Machines (Decals)
- Coin-Operated Device Distributor

[Click here to enter your principal products or services for this location](#)

Activity Code: Required

Please check the box(es) if you sell (retail)

- Tires
- Prepaid Wireless Service
- Cigarette
- Tobacco Products
- Coin Operated Machines

Mixed Beverage

- Mixed Beverage
- Beer and Wine
- Caterer and Mixed Beverage
- Caterer

Retailer Beer

- Brew Pub
- Off Premise
- Bottle and Can Only License (On-Premise Consumption)
Locations: [Click here to add / edit dispensing locations](#)
- Draught, Bottle and Can License (On-Premise Consumption)
Locations: [Click here to add / edit dispensing locations](#)

Is this a home based business?

Continue

- 17. 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).
- 18. Click the **Code** link (C) to select the appropriate NAICS code.

Web Codes

Industry Code Lookup

To search for your industry code, type your primary products or services in the **Keyword** box and press **Enter**. Click the **Details** link to view the title, description, and primary activity the industry code describes. **To select your code, click on the Code link to the left of the title.**

SEARCH COMMON CODES - PAGE 1 COMMON CODES - PAGE 2 COMMON CODES - PAGE 3

Activity Code Search

Type: NAICS 2007

Keyword: ← **A**

← **B** [Click here to view a list of the most common codes](#)

RESULTS Filter

1 - 15 of 24 1 2

Code		
237110	Water and Sewer Line and Related Structures Construction CAN	Details
237120	Oil and Gas Pipeline and Related Structures Construction CAN	Details
237130	Power and Communication Line and Related Structures Construction CAN	Details
237310	Highway, Street, and Bridge Construction CAN	Details
237990	Other Heavy and Civil Engineering Construction CAN	Details

← **C** [Code](#)

- 19. Select **Yes** or **No** for the first question for **Section 5 – Continued** from the drop-down menu. If you select **Yes**, provide information on the previous business at your location.
- 20. Complete the required fields for **Section 6 – Sales and Use Tax**.

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Section 5 - Continued [Section 5 Instructions](#) INCOMPLETE

Previous Business at Location

- Was there a previous business at this location?
- Please provide the following information:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Owner's Permit	Name	Phone
<input type="text"/>		
Physical Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip
- Are you using tangible items owned by the previous business owner? (i.e. fixtures and/or equipment; items for resale - this does not include real property)
- Did you pay sales tax on the tangible items purchased for use from the previous business owner?

Section 6 - Sales and Use Tax [Section 6 Instructions](#)

If you currently hold or have previously held an Oklahoma Sales Tax Permit and/or Oklahoma Use Tax Permit, please list number(s):

Sales Tax: <input type="text"/>	Use Tax: <input type="text"/>
Sales Tax: <input type="text"/>	Use Tax: <input type="text"/>

- Date of first sales subject to sales and/or use tax in Oklahoma
- Estimated date of first sales subject to mixed beverage gross receipts tax
- Do you make purchases from outside Oklahoma that are for your company's consumption or use in Oklahoma, and are not for resale on which tax is owed?

Continue

- 21. Read the signature language and enter your first and last name and title and click the **Electronic Signature** check box.

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Signature:

A sole owner, general partner, responsible corporate officer, member, or authorized representative must sign this application.

I, the undersigned applicant or authorized representative, or if a corporation, a responsible corporate officer for the reporting and remitting of taxes, declare under the penalties of perjury that I have examined this application and attachments and to the best of my knowledge the facts set forth are true and correct, and that 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 sales, withholding and motor fuel taxes are trust funds for the State of Oklahoma and that any use of these trust funds other than the timely remittance to the State of Oklahoma is embezzlement and can result in criminal prosecution.

First and Last Name <input type="text"/>	Electronic Signature <input type="checkbox"/>
Title <input type="text"/>	Date 19-Sep-2013

Mandatory inclusion of Social Security and/or Federal Employer Identification Number is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Tax Commission. The Oklahoma Tax Commission is not required to give actual notice of changes in any state tax law.

Continue

22.If your application requires a payment of a fee, you will be directed to a payment summary screen. Click the **Pay Now** button to continue.

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Oklahoma Business Registration Application

Oklahoma Business Registration License and Fees

Click the **Pay Now** button to proceed to OK.Gov to make your payment.

FEIN: 12-3456789
Name: SAMPLE TAXPAYER

License or Permit Type	Number of Locations	Basic Fee	Total
<input checked="" type="checkbox"/> 1. Sales Tax Permit (Retail)	<input type="text" value="1"/>	\$20.00	\$ <input type="text" value="20.00"/>
<input type="checkbox"/> 2. Number of Additional Sales Tax Permit Locations	<input type="text" value="0"/>	\$10.00	\$ <input type="text" value="0.00"/>
			STS Subtotal \$ <input type="text" value="20.00"/>
<input type="checkbox"/> 3. Retail Manufacturer for Low Point Beer (Brew Pub) License	<input type="text" value="0"/>	\$650.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> 4. Retail Dealer for Low Point Beer (3.2) License Fees			
<input type="checkbox"/> Draught, Bottle and Can License (On-Premise Consumption)	<input type="text" value="0"/>	\$500.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> Bottle and Can Only License (On-Premise Consumption)	<input type="text" value="0"/>	\$350.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> Off Premise	<input type="text" value="0"/>	\$230.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> 5. Cigarette Retailer	<input type="text" value="0"/>	\$30.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> 6. Tobacco Retailer	<input type="text" value="0"/>	\$30.00	\$ <input type="text" value="0.00"/>
			SLP Subtotal \$ <input type="text" value="0.00"/>
<input type="checkbox"/> 7. Coin-Operated Device Distributor Permit	<input type="text" value="0"/>	\$200.00	\$ <input type="text" value="0.00"/>
<input type="checkbox"/> 8. Franchise Tax Registered Agent Fee		\$100.00	\$ <input type="text" value="0.00"/>
			TOTAL AMOUNT DUE \$ <input type="text" value="20.00"/>

This application will be submitted after payment is made.

Pay Now

23. You will be redirected to the OK.Gov Common Checkout where you will enter credit card or banking information and submit your payment.

Once the payment is submitted on the Common Checkout, you will be directed back to the confirmation page in OkTAP. Make a note of your confirmation number for future reference.

CONFIRMATION

[Click here](#) to print this confirmation page for your records.

Thank you for registering electronically.

Application Date: **September 19, 2013**
Confirmation Number: **0-704-806-912**

Keep record of the confirmation number as you will need it for any inquiries about your application.

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

Registered Accounts

- Sales Tax

Processing application can take up to 5 days if the information you provided is sufficient. The need for further information will delay processing. 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 10 business days contact the Oklahoma Tax Commission at **(405) 521-3160**.

Sincerely,

Oklahoma Tax Commission
Taxpayer Assistance Division