

**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 column of the OKTAP home page.
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.
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.

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

7. Enter your contact information.
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.

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.
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.

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

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.
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.

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.
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.  

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

![Oklahoma Business Registration Application](image)

<table>
<thead>
<tr>
<th>License or Permit Type</th>
<th>Number of Locations</th>
<th>Basic Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sales Tax Permit (Retail)</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>2. Number of Additional Sales Tax Permit Locations</td>
<td>0</td>
<td>$10.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Retail Manufacturer for Low Point Beer (Brew Pub) License</td>
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<td>$650.00</td>
<td>$650.00</td>
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<tr>
<td>4. Retail Dealer for Low Point Beer (3.2) License Fees</td>
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<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>5. Bottle and Can License (Off-Premise Consumption)</td>
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<td>$350.00</td>
<td>$350.00</td>
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<tr>
<td>6. Tobacco Retailer</td>
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<td>$30.00</td>
</tr>
<tr>
<td>7. Coin-Operated Device Distributor Permit</td>
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<td>$200.00</td>
<td>$200.00</td>
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<tr>
<td>8. Franchise Tax Registered Agent Fee</td>
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<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Total Amount Due:** $20.00

*This application will be submitted after payment is made.*
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.