Form BTR-101

Application for Wisconsin Business Tax Registration

- Apply online at tap.revenue.wi.gov/btr for quicker service.
- Complete this application for a Wisconsin tax permit. Use BLACK ink.
- Allow 15 business days for processing of paper applications; two business days for online applications.

Part A. Reason for Application – All applicants (check one)

☐ First time registering for a tax permit.
☐ Already registered. Adding a permit. Enter your Wisconsin Tax Number X X X - ________ ________ ________ - X X
☐ Adding additional sales location. If you are already registered and have no changes to Part C, complete Schedule 1 only.

Part B. Tax Permit(s) – All applicants (check all that apply)

☐ Wisconsin Withholding Tax – Required for employers withholding WI income tax
☐ Seller’s Permit – Required for retailers making taxable retail sales from a WI location
☐ Use Tax Certificate – Required for out-of-state retailers required or electing to collect use tax
☐ Consumer’s Use Tax Certificate – Required for purchasers with regular use tax, no sales tax
☐ Other Business Taxes – Check if you answered Yes in Part E

Fees – A $20 fee applies to the first tax permit only.
There is no charge for additional tax permits for this business.

Note – There is no fee for a consumer’s use tax certificate.

Part C. Business Information – All applicants

Legal name (Sole proprietors enter your last, first, MI) FEIN SSN (Required for sole proprietors)
Mailing address Business activity (NAICS) code WI DFI # (see instructions)
City State Zip County
Contact person Telephone Email

Part D. Business Type – All applicants (check one)

☐ Sole Proprietorship
☐ Corporation → ☐ C corp ☐ S corp ☐ QSub
☐ Partnership → ☐ General ☐ Limited (LP)
☐ Limited Liability Partnership (LLP)
☐ Limited Liability Company (LLC) → LLC classification for federal income tax → ☐ Corporation ☐ Partnership
☐ Disregarded entity (LLC activity reported on owner’s income tax return). Enter owner below.

Legal name of owner Owner SSN or, if owner is a business, enter FEIN

☐ Governmental Unit → ☐ Federal ☐ State ☐ Local
☐ Nonprofit Organization
☐ Other (e.g., trusts, estates)
**Part E. Business Location Information – All applicants**

<table>
<thead>
<tr>
<th>Trade name (DBA) if different from legal name</th>
<th>County</th>
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<th>Business location address (no PO Box)</th>
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If yes, enter your start date (mm dd yyyy)

**At this location will you** (check yes to all that apply):

- Sell certain food and beverages, automobile rentals, or lodging in Milwaukee County, including any part of the Village of Bayside or the City of Milwaukee (see Pub 410)? If yes, check all that apply.
  - Food and Beverages
  - Automobile Rentals
  - Lodging
  - Lodging in the City of Milwaukee
  
  Yes

- Primarily provide short term rentals of vehicles without drivers?
  
  Yes

- Provide limousine service?
  
  Yes

- Perform dry cleaning services?
  
  Yes

- Sell dry cleaning products?
  
  Yes

- Sell phone cards for prepaid wireless plans, voice communication services with an assigned telephone number or prepaid wireless telecommunication plans?
  
  Yes

- Sell items as a retailer subject to the premier resort area tax (see Pub 403)? If yes, check area(s).
  
  Yes

**Village:**  
Lake Delton  
Sister Bay  
Stockholm  
**City:**  
Bayfield  
Eagle River  
Rhinelander  
Wisconsin Dells

**Part F. Sales and Use Tax – Sales and use tax applicants**

**Enter Your Start Date**  
First date you will make taxable sales or purchases.

Estimate monthly sales, leases, rentals or purchases subject to Wisconsin sales or use taxes (check one):

- $ 1 - $900/month
- $ 901 - $7,200/month
- $ 7,201 - $21,500/month
- Over $21,500/month

If your income year does not end on December 31, enter the date your fiscal year ends.

Nonprofit organization. Indicate the date(s) of your taxable temporary event.

From:  
To:

Will your business operate in WI all 12 months?  
Yes  
No  
If No, check the months it will operate in WI.

Jan  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep  
Oct  
Nov  
Dec

**Part G. Withholding Tax – Withholding tax applicants (FEIN required in Part C)**

**Enter Your Start Date**  
First date you will make taxable sales or purchases.

Estimate monthly Wisconsin income tax withheld from employees (check one):

- $ 1 - $25/month
- $ 26 - $199/month
- $ 200 - $1,666/month
- Over $1,666/month

Will your business operate all 12 months?  
Yes  
No  
If No, check the months it will operate.

Jan  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep  
Oct  
Nov  
Dec

Check if you hold no other Wisconsin tax permit and are:

- An out-of-state employer not engaged in business in Wisconsin
- An agricultural employer with farm labor only
- A household employer with domestic employees only

If your withholding tax reports are prepared by a payroll service, complete the following:

Name of payroll service  
FEIN  
Phone number (   )
Part H. Business Owners, Partners, Members or Corporate Officers – All applicants

List all. If more space is needed, please attach additional pages.

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City  State  Zip  County

If a partner, check one → Limited  General

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Part I. Financial Institution – All applicants

Name and address of financial institution where you have your bank account.

<table>
<thead>
<tr>
<th>Name of financial institution</th>
<th>Bank routing number</th>
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<table>
<thead>
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I declare under penalties of law that I have examined this information and to the best of my knowledge and belief, it is true, correct, and complete.

<table>
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<tr>
<th>Name of person who prepared this application (please print)</th>
<th>Title</th>
<th>Date</th>
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Signature  Business telephone number  Email

( )  ( )  ( )

See Part B to determine whether you owe a $20 fee.

- Make check payable to: Wisconsin Department of Revenue
- Mail application and payment (if required) to:
  Wisconsin Department of Revenue
  PO Box 8902
  Madison WI 53708-8902
Form

BTR-101

Schedule 1 – Additional Sales Location for Seller’s Permit

Complete a schedule for each additional sales location with taxable sales.

<table>
<thead>
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<th>Legal name (Sole proprietors enter your last, first, MI)</th>
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Enter your Wisconsin Tax Number  

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- Provide limousine service?
- Perform dry cleaning services?
- Sell dry cleaning products?
- Sell phone cards for prepaid wireless plans, voice communication services with an assigned telephone number or prepaid wireless telecommunication plans?
- Sell items as a retailer subject to the premier resort area tax (see Pub 403)? If yes, check area(s)

Village: Lake Delton  Sister Bay  Stockholm
City: Bayfield  Eagle River  Rhinelander  Wisconsin Dells

Enter Your Start Date

I declare under penalties of law that I have examined this information and to the best of my knowledge and belief, it is true, correct, and complete.

Name of person who prepared this application (please print)  Title  Date

Signature  Business telephone number  Email

Mail to:
Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902