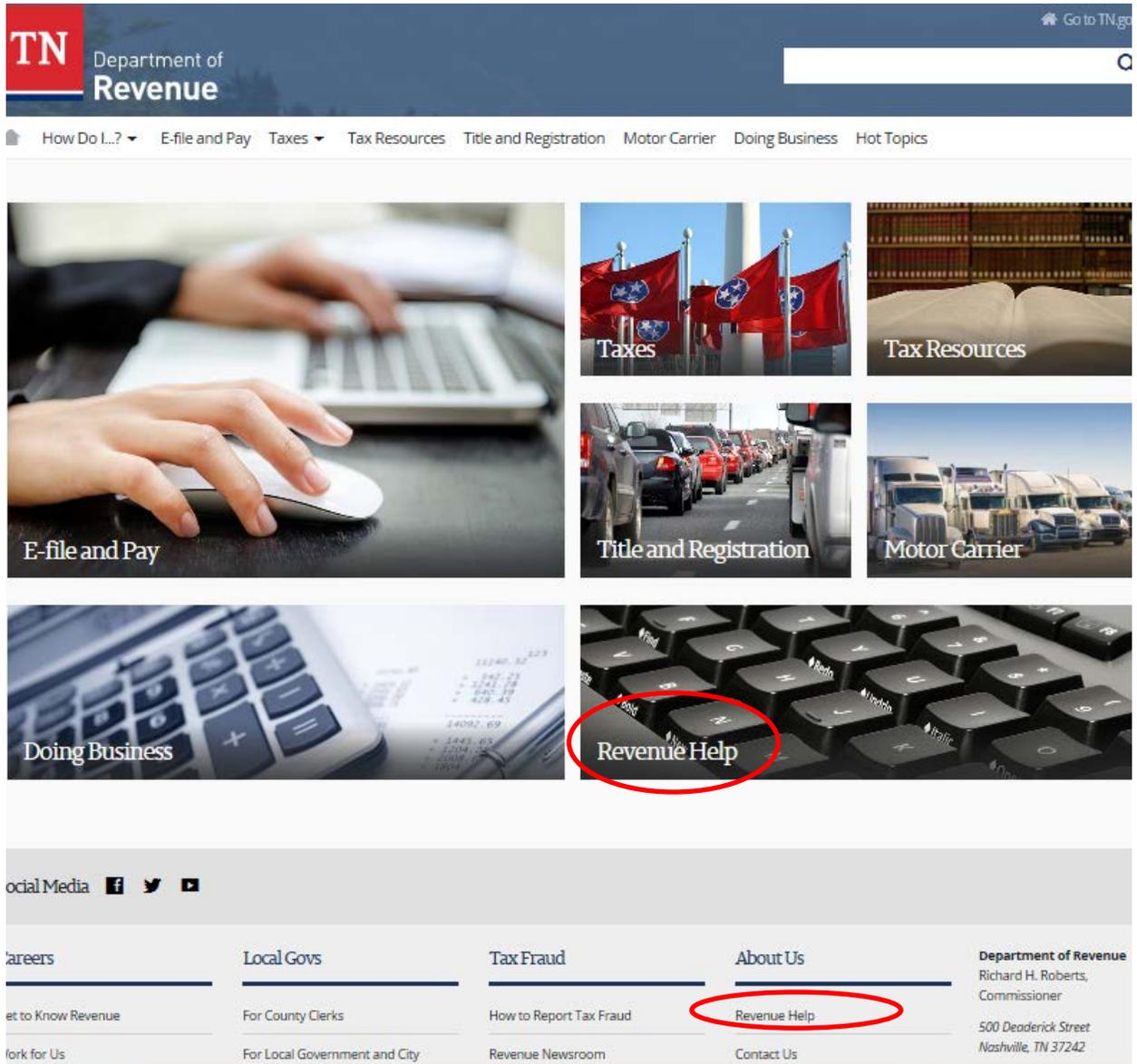


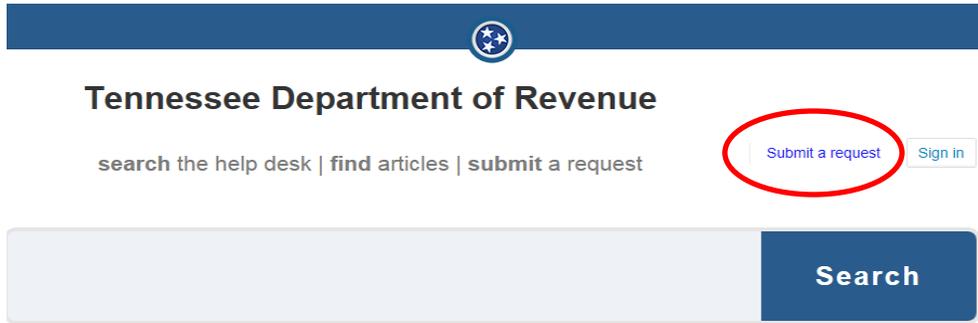
Registration for Sales and Use Tax in Tennessee

Job Aid for Vendors

1. Enter the link into your browser or click on the link below.
<http://www.tn.gov/revenue>
2. Click on the "Revenue Help" link on the keyboard or at the bottom of the page.



3. The vendor should then click on the "Submit a request" link.



4. In the drop down menu select "Tennessee Tax Law" .

Submit a request

Please choose from the forms below to submit your request. We look forward to assisting you!

By clicking submit, I certify that I am an authorized representative for any tax account for which I am submitting questions.

Tennessee Tax Law ▼

5. Complete each field that has an asterisk (*) with your information.

Your email address *

Subject *

Description *

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Name *

Phone Number *

Tax Type

Attachments

 [Add file](#) or drop files here

Submit

6. In the subject field enter Vendor Sales and Use Tax.

Subject *

7. Answer the questions below. Copy and paste the questions with your response in the description field.
 - a. As an out-of-state vendor, what are you selling or providing to a Tennessee entity?
 - b. Do you have any employees in Tennessee?
 - c. Do you have a business location in Tennessee?
 - d. Do you have sales reps that enter Tennessee?
 - e. How is your product delivered to a Tennessee customer? (common carrier or company vehicles, electronically, or by tangible method)
 - f. If installation is required, who installs the product?

Description*

Do you have sales reps that enter Tennessee? Yes

How is your product delivered to a Tennessee customer? (common carrier or company vehicles, electronically, or by tangible method)

If installation is required, who installs the product? By Freight

Please enter the details of your request. A member of our support staff will respond as soon as possible.

8. Type in your name and phone number.

Name*

Phone Number*

9. Click the Submit button.

Once these questions are answered, the Tennessee Department of Revenue will contact you via e-mail within 24 hours and determine if your business needs to register for a Sales and Use Tax account or if you are exempt from such registration.