**Attachment 9**

**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>

1. Click on the "Revenue Help" link on the keyboard **or** at the bottom of the page.



1. The vendor should then click on the "Submit a request" link.
2. In the drop down menu select “Tennessee Tax Law” .



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



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



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



1. Type in your name and phone number.



1. 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.