



Tennessee
State Government

New Business Workshop

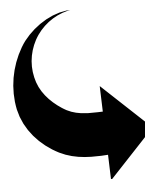
TN Dept. of Revenue

October 2025



Thanks for joining us!

- **Please check your audio settings. See below for resources in case you experience audio or other technical difficulties:**
 - Try leaving and then re-entering the event, then contact WebEx Support
<https://help.webex.com/contact/>
- **A participant guide and video for this workshop will be available at www.tn.gov/revenue > *Taxpayer Education* > *New Business Workshops***



- **Today's workshop will be from 8:30 – 11:30 am (CST) with at least one break.**
- **Links and tax manual pages in this presentation are subject to change.**

Workshop Overview



For New Businesses

New Business Checklist



Licenses Permits and More!

What	Where	Required for
Business License	County/City Clerks office	Most businesses with few exceptions (more info later!)
Charter/Business Registration	TN Secretary of State	Partnerships, corporations, LLCs, business trusts
Federal Employee Identification Number	Internal Revenue Service (IRS)	Partnerships, corporations, LLCs, business trusts AND all businesses with employees regardless of structure
Unemployment Insurance	TN Dept. of Labor & Workforce Development	All businesses with employees/payroll
Professional License	TN Dept. of Commerce & Insurance	Certain professions (contractors, cosmetologists, insurance agents, etc.)
Alcohol License	TABC	Sales of alcoholic beverages for consumption on the premises
Tax Accounts	TN Dept. of Revenue	Most businesses with few exceptions (more info later!)

External Resources

- **TN Department of Economic & Community Development (ECD) Smart Start Guide:**
<https://www.tn.gov/content/dam/tn/e cd/documents/bero/TNSmartStartupGuide.pdf>
 - Smart Start Portal: <https://www.tnsmartstart.com/>
- **Tennessee Small Business Development Center(TSBDC):**
<https://www.tsbdc.org/>
- **SCORE Association:** www.SCORE.org
- **Small Business Administration:** www.sba.gov

Next Steps: Tax Accounts!

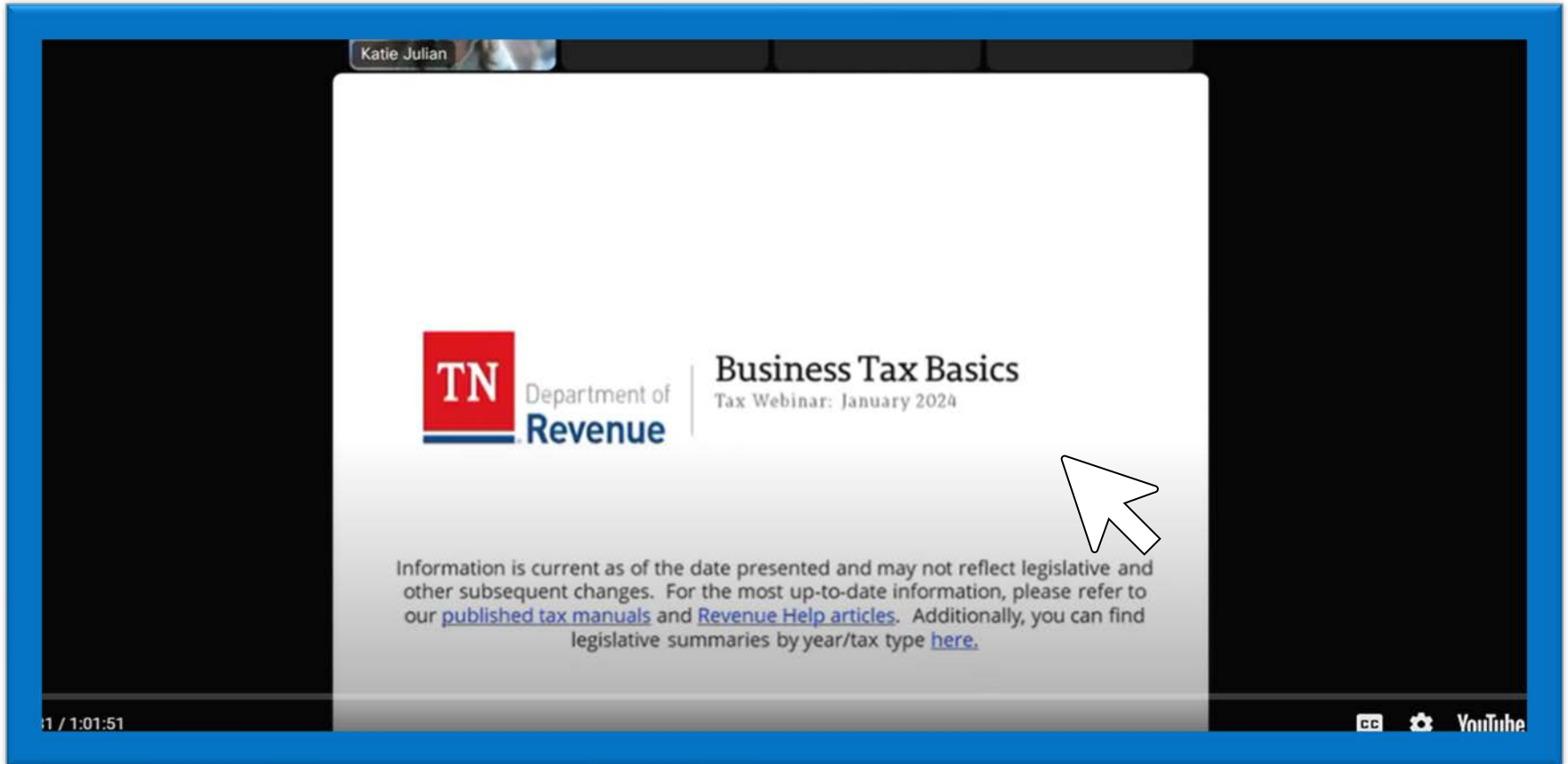
- Decide which tax types are applicable to your business
- Know what resources are available to you
- Ensure that you have access to all tax accounts on TNTAP



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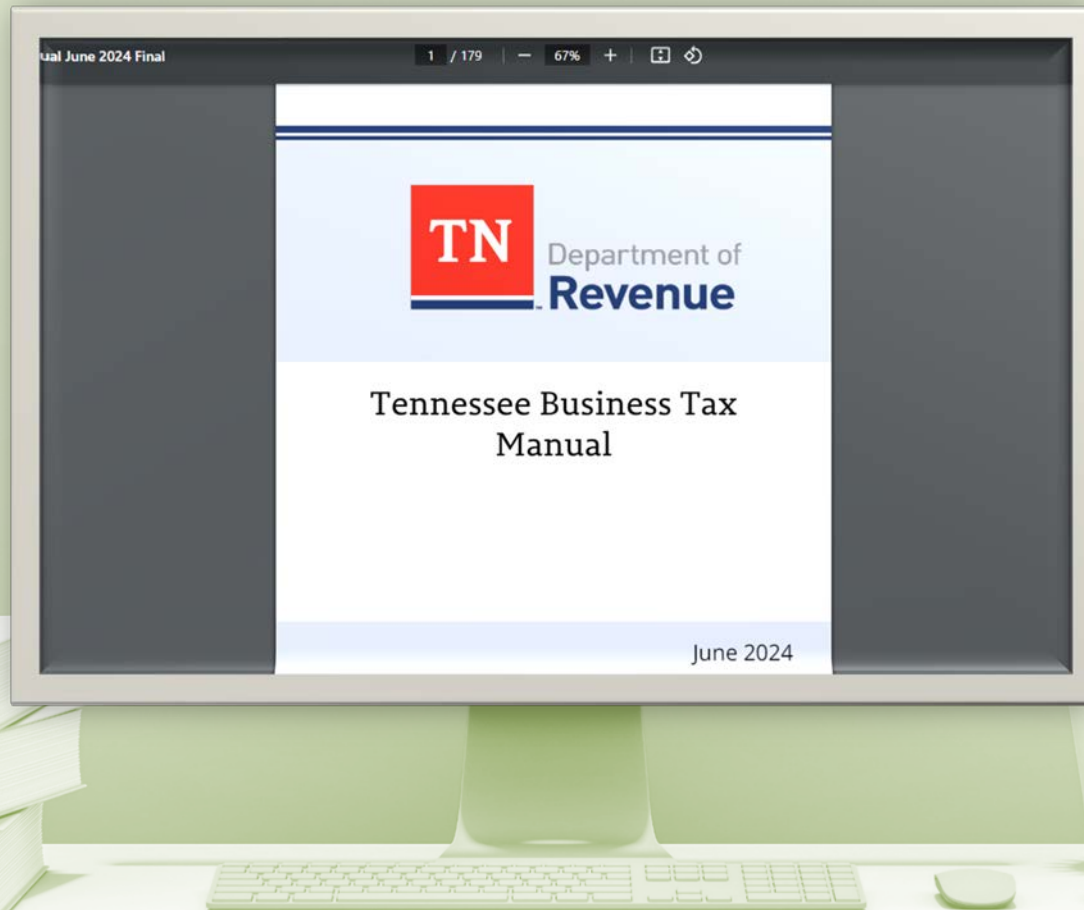
Business Tax

Webinar



[Webinar PDF Link: Business Tax Basics](#)

Business Tax Manual



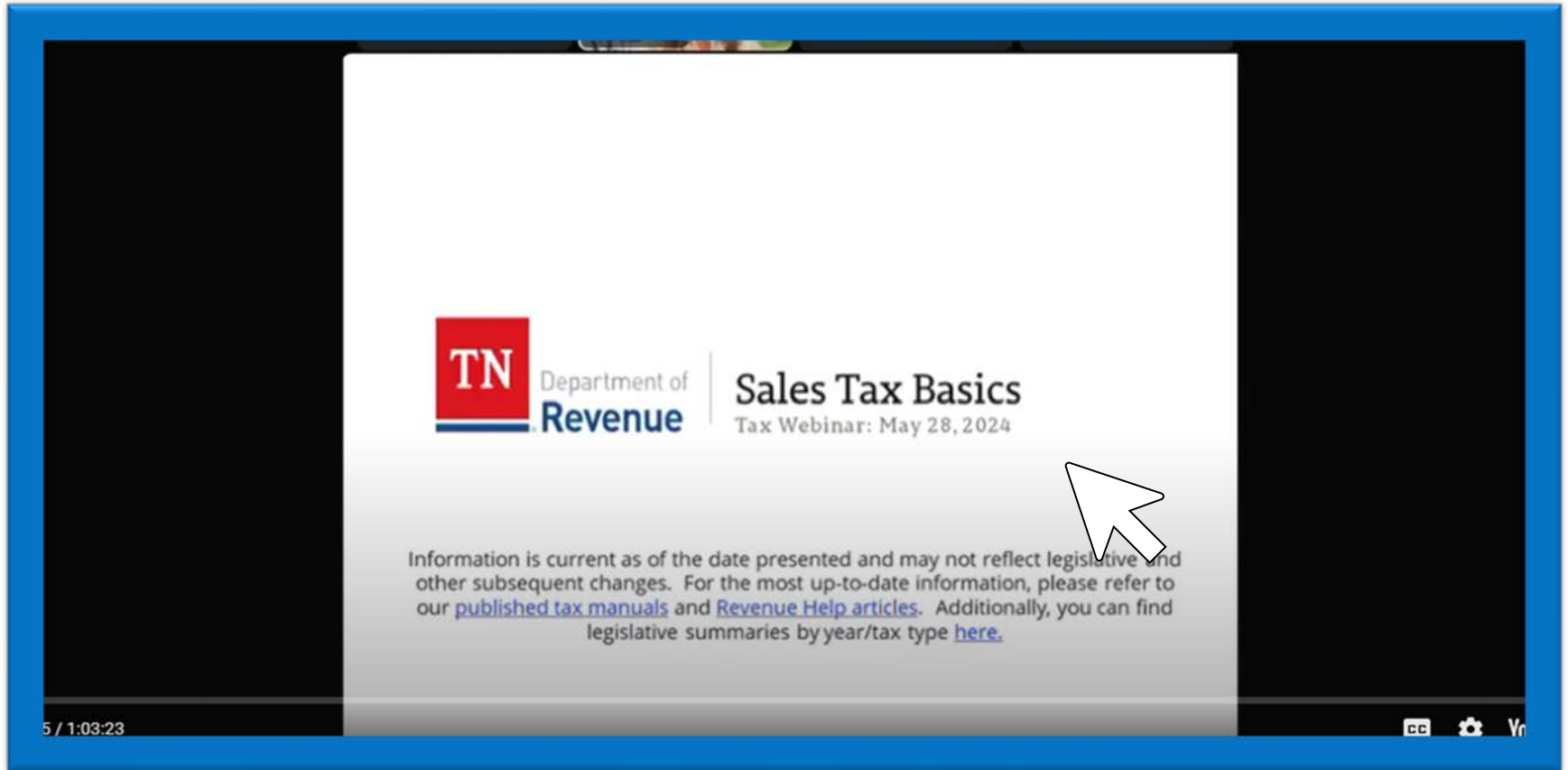
[Business Tax Manual](#)



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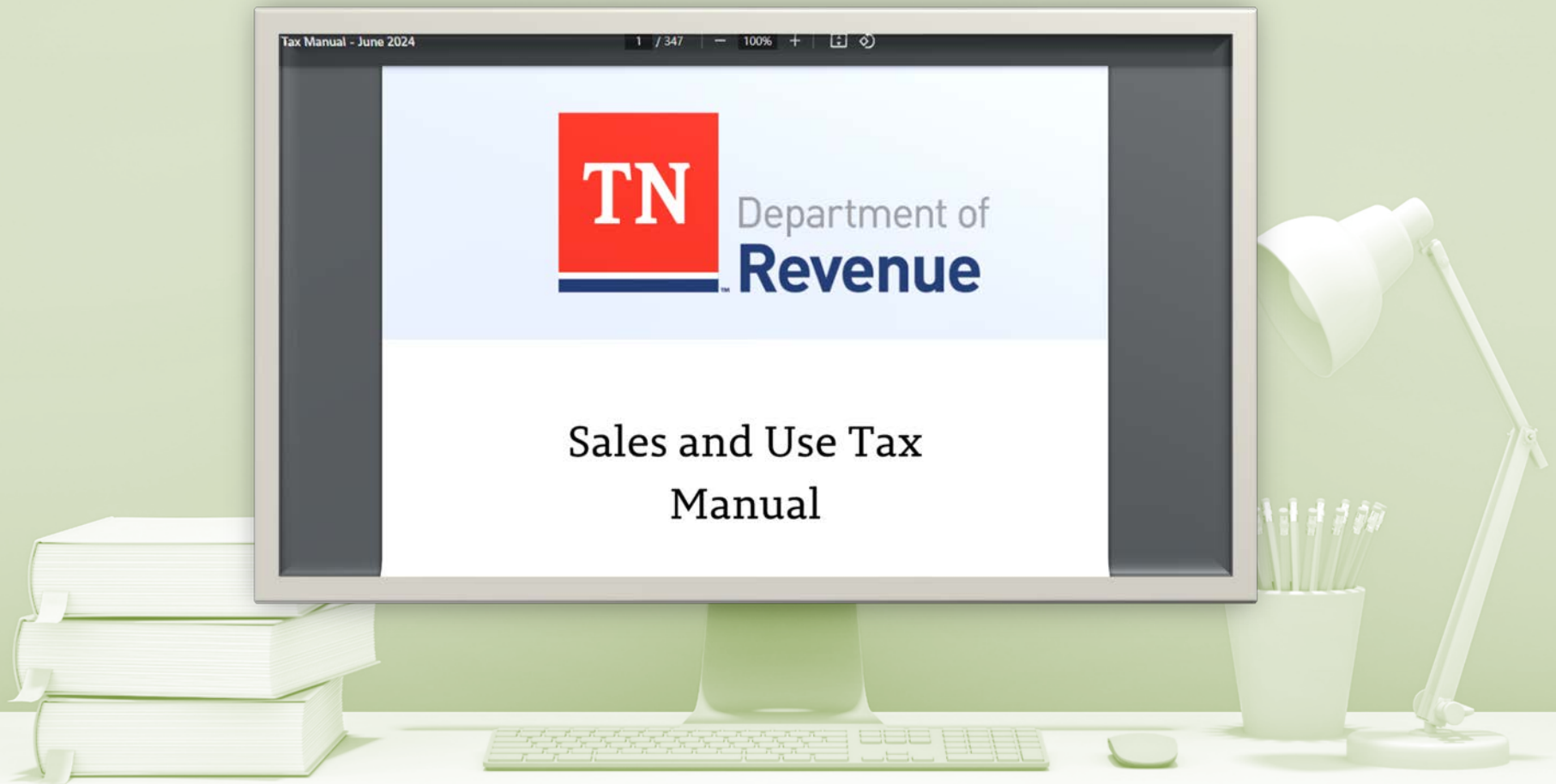
Sales Tax

Webinar – Sales Tax Basics



[Webinar PDF Link: Sales Tax Basics](#)

Sales Tax Manual



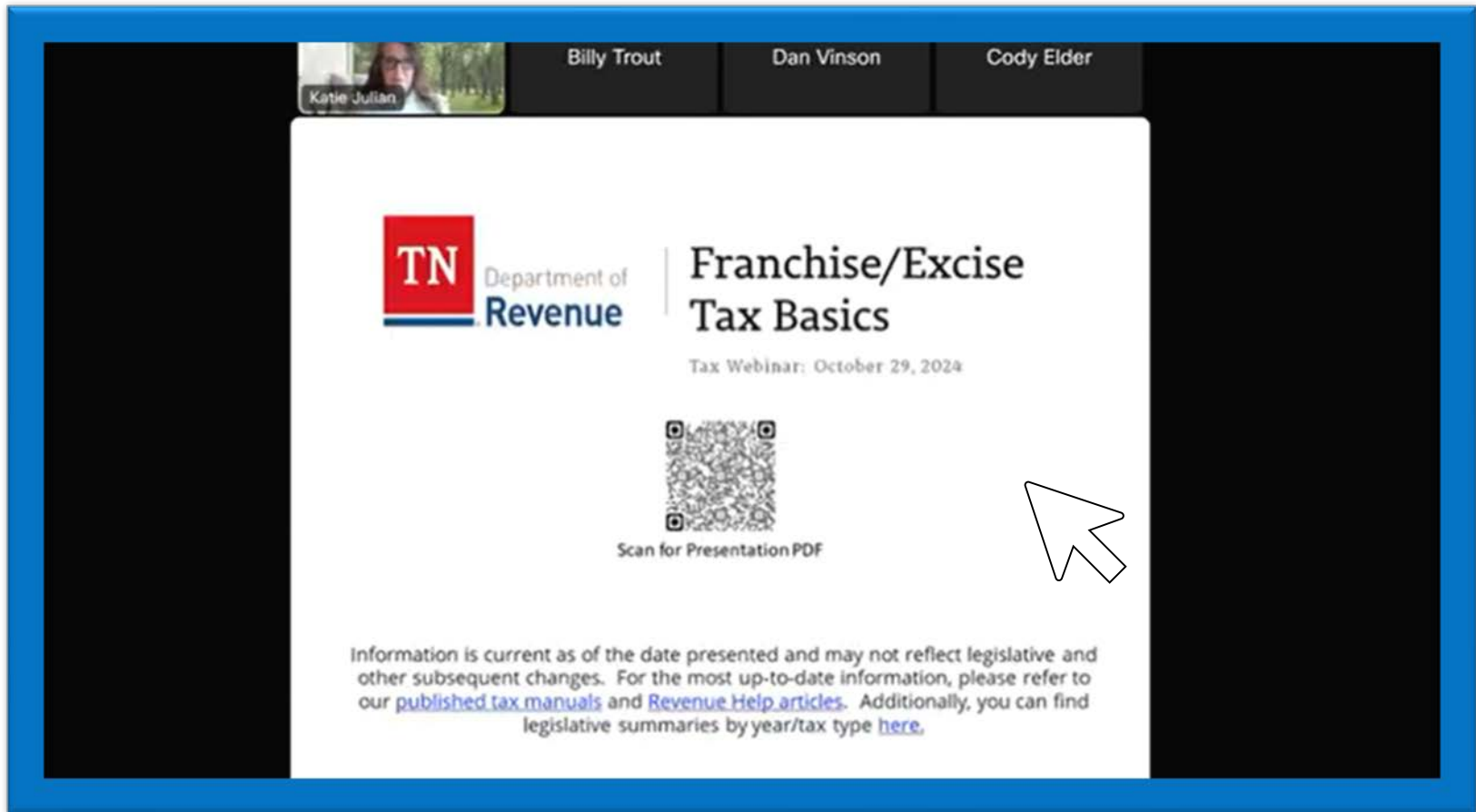
[Sales & Use Tax Manual](#)



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Other Taxes

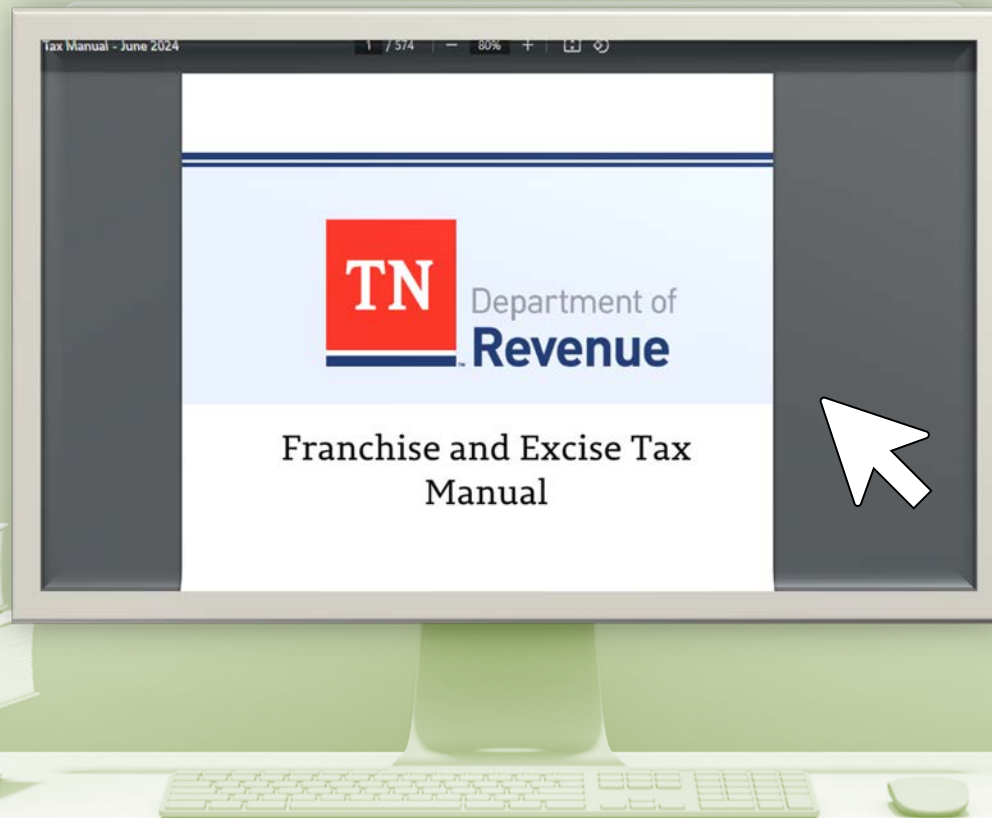
Webinar – F&E Tax Basics



The screenshot shows a webinar interface with a blue border. At the top, there are three small video feeds of speakers: Katie Julian, Billy Trout, and Dan Vinson. To the right of Dan Vinson is the name Cody Elder. The main content area is white and features the TN Department of Revenue logo on the left. To the right of the logo, the title 'Franchise/Excise Tax Basics' is displayed in a large, bold font. Below the title, it says 'Tax Webinar: October 29, 2024'. In the center of the slide is a QR code with the text 'Scan for Presentation PDF' underneath it. A white mouse cursor arrow is pointing at the QR code. At the bottom of the slide, there is a disclaimer: 'Information is current as of the date presented and may not reflect legislative and other subsequent changes. For the most up-to-date information, please refer to our [published tax manuals](#) and [Revenue Help articles](#). Additionally, you can find legislative summaries by year/tax type [here](#).'

[Webinar PDF Link: F&E Tax Basics](#)

Franchise/Excise Tax Manual



<https://www.tn.gov/revenue/tax-resources/legal-resources/tax-manuals/franchise-excise-tax.html>

OTHER TAX ACCOUNTS – General Information

- Did you know that Tennessee has over two dozen different state taxes and fees? Other major taxes include liquor by the drink, tire fee, motor fuel, and tobacco taxes.
- Link: [Tax Webpages](#)
- Link: [Tax Manuals](#)
- Link: [Webinar Video Library](#)
- Link: [RevenueHelp Tax FAQ's](#)

GENERAL TAX ACCOUNT INFORMATION

- Delinquencies
 - Penalties and interest apply to any deficient/delinquent payments.
 - A penalty of 5% of the unpaid amount is added for each month (or partial month) that a payment is delinquent or deficient, up to a maximum of 25%.
 - Interest is computed at the [current rate of interest](#).
- Collections will be made on any taxes not filed/paid.
- If taxes are overpaid, refunds or credits can be issued.



Webinar: [Tax Compliance & the Collection Process](#)

What You Need to Do to Close Your Business

YOU MUST NOTIFY US WITH ANY BUSINESS OWNERSHIP CHANGES OR CLOSURE

- Licenses/permits must be surrendered.
- If a taxpayer has posted a bond of any type, the bond must remain posted until all outstanding liabilities are settled.
- A taxpayer that has a resale certificate must notify its suppliers in writing that its certificate is no longer valid.
- All closures require that businesses file final tax returns and remit taxes for which they are registered.

WEBINAR LINK: [CLOSING A BUSINESS](#)



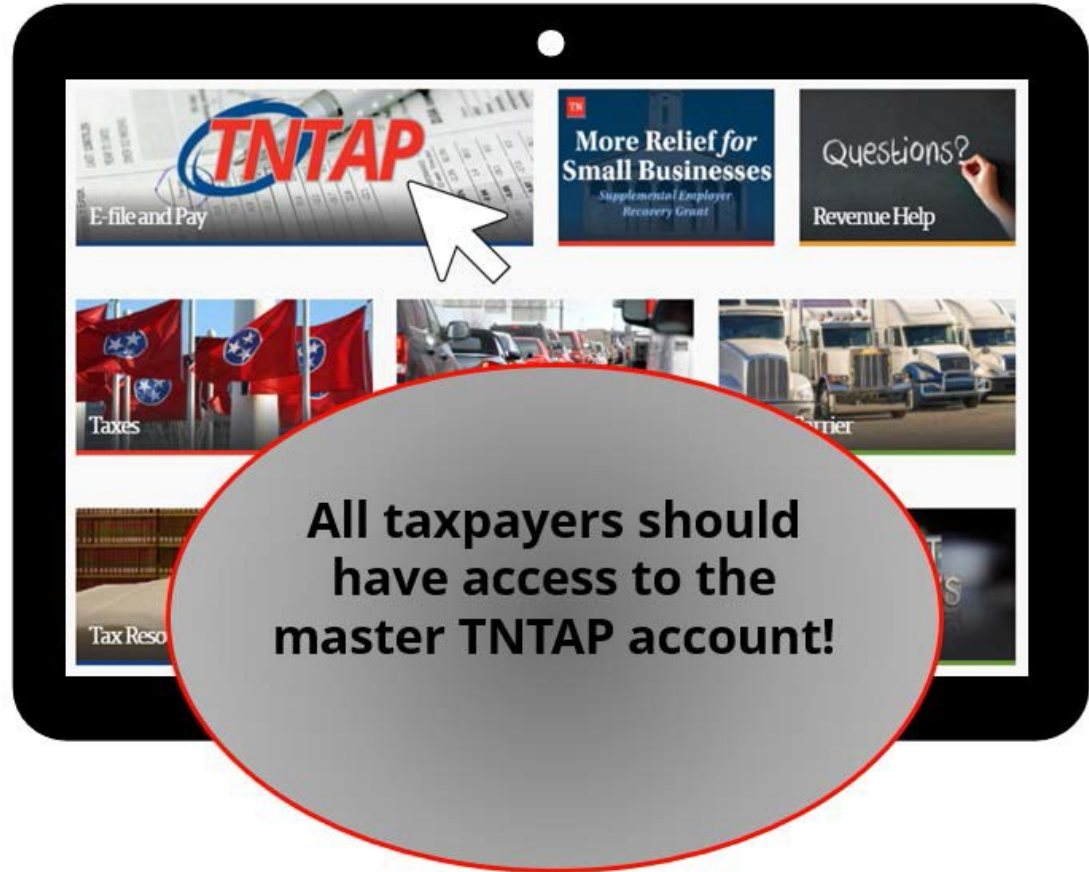
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Resources

RESOURCES - TNTAP

- ✓ Register for tax accounts
- ✓ Electronic filing for all Tennessee tax accounts
- ✓ Schedule payments in advance
- ✓ Automatic correction of common errors
- ✓ Amend returns
- ✓ Access returns, certificates, and letters
- ✓ Much more!

 www.tn.gov/revenue > TNTAP



RESOURCES – RevenueHelp/TNTAP

[TN.gov/revenue](https://www.tn.gov/revenue) > Revenue Help

Tennessee Taxpayer Access Point (TNTAP)

General TNTAP How-to Videos

About TNTAP

TNTAP Login

TNTAP Registration

TNTAP Payments

TNTAP Tax Returns

How-to Videos: Licensed Distributor Reports

- ★ [Creating a TNTAP logon](#)
- ★ [TNTAP: Filing a Sales Tax Return](#)
- ★ [TNTAP: Filing a Business Tax Return](#)
- [Logging into TNTAP](#)
- [Gain Access to Another Account](#)
- [TNTAP: Gaining Access as a Third Party](#)

RESOURCES – TNTAP Assistant



🏠 TNTAP



TNTAP Assistant

I am able to guide you through TNTAP as well as answer some common questions.

How can I help you today?

real person

Send us a [message](#) or give us a [call](#) to speak with a live representative.

Send A Message

Link for Revenue contact page

TNTAP Assistant's answer doesn't make sense.

Type your message...



RESOURCES – TNTAP Home Page/Summary

 TNTAP



JIM JONES CORP

--*0351

500 DEADERICK ST
NASHVILLE TN 37242-0001

Welcome, First Last

You last logged in on Saturday, January 16, 2021 10:30:42 AM

[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter



Business Tax

JIM JONES CORP
10624 GENLOU RD
CHESTERFIELD VA 23832-7272

Account

Balance
\$0.00

- > [Make a Payment](#)
- > [View/File Returns](#)
- > [Additional Actions/Licenses](#)

Franchise and Excise Tax

JIM JONES CORP
10624 GENLOU RD
CHESTERFIELD VA 23832-7272

Account

Balance
\$0.00

- > [Make a Payment](#)
- > [View/File Returns](#)
- > [Additional Actions](#)

TN

Tennessee
State Government

RESOURCES – TNTAP Action Center

[Favorites](#) [Summary](#) [Action Center](#) ³ [Settings](#) [More...](#)

Filter

JIM JONES CORP

-*0351

500 DEADERICK ST
NASHVILLE TN 37242-0001

You have 7 unread messages

Messages sent to you may contain important information about your accounts.

[View Messages](#)

Sales and Use Tax

JIM JONES CORP

 RD
CHESTERFIELD VA 23832-7272

\$15.00 balance due

You have a balance due. Penalty and/or interest may be applied if this balance remains outstanding.

[Make a Payment](#)

Sales and Use Return for 30-Apr-2021 needs to be filed

A return needs to be filed. Returns filed late may be subject to a penalty.

[File Return](#)

RESOURCES – TNTAP, More...

TNTAP

[Work with Someone Else](#)

JIM JONES CORP
**.*0351
500 DEADERICK ST
NASHVILLE TN 37242-0001

Welcome, First Last
You last logged in on Saturday, Jun 19, 2021 10:30:42 AM
[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More..](#)

What are you looking for?

Manage Accounts
Manage accounts and locations.

- > Register New Account
- > Register New Location
- > Gain Access to An Account
- > Look Up Tax Account Numbers

Payments
Manage payments for this customer.

- > Request a Payment Plan
- > Cancel a Payment Plan

Additional Services
Additional Services

- > **Print Certificate**
- > Request a Customer Refund
- > Submit Power of Attorney
- > Principal Surety Bond Form
- > Bond Rider Form
- > Obtain a Franchise/Excise Tax Clearance
- > Apply or Renew F&E Tax Exemption

Access
Manage users who have access to this customer.

- > View Access
- > Manage Access

Names & Addresses
View or update names and addresses associated to this customer.

- > Manage Names & Addresses

Letters
View letters I've received from the agency.

- > **View Letters**

Submissions

Revenue Help

FOLLOW/CONTACT US!

Facebook:
[@TennesseeDepartmentofRevenue](https://www.facebook.com/TennesseeDepartmentofRevenue)

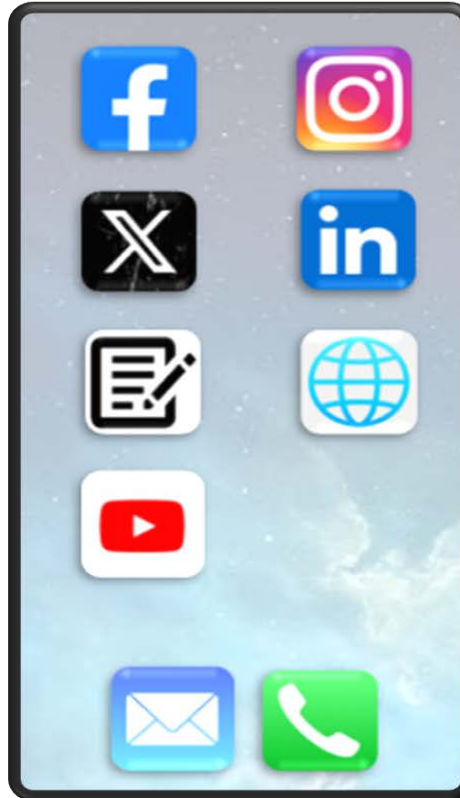
Twitter/X:
[@TNDeptofRevenue](https://twitter.com/TNDeptofRevenue)

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YouTube:
[@TDOR2013](https://www.youtube.com/@TDOR2013)

Email Us:

Revenue.Support@tn.gov



Instagram:
[@TNRevenue](https://www.instagram.com/TNRevenue)

LinkedIn:
[@TennesseeDepartmentofRevenue](https://www.linkedin.com/company/TennesseeDepartmentofRevenue)

On the Web:
www.tn.gov/revenue

Call the Tax Help Line:

615.253.0600

SUPPORT STAFF AVAILABLE TO ASSIST YOU M-F 8am – 4:30pm

[All Dept. of Revenue Contact Numbers and Office Locations](#)



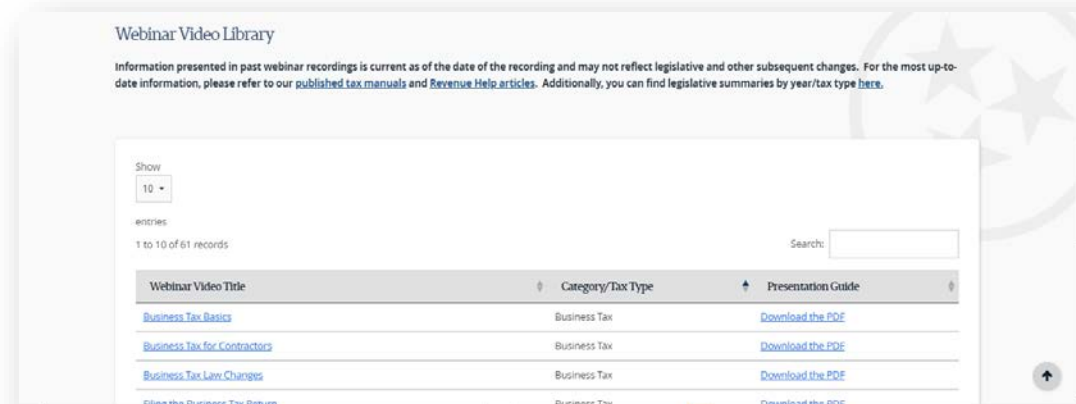
Upcoming Webinars

10/28/2025 - Filing the F&E Tax Return

11/25/2025 - Refunds and Penalty Waivers

12/30/2025 - Books, Records and Statute of Limitations

Check out our [Webinar Video Library](#)!



Questions



Thanks!



**PLEASE TAKE A MOMENT
TO COMPLETE A BRIEF
SURVEY UPON EXITING!**

IMPORTANT: In order to receive CPE credit for attending, you must answer yes to question 4 of the post-event survey.