

# Business License Compliance Package

Created on: 8/29/2006

## Your Request 1

This package has been prepared based on the information you provided as detailed below:

### Contact Information

John Doe  
Manager  
Acme Ice Cream  
414-987-3210  
john.doe@acmeicecream.com

### Business Address

123 Main Street  
Suite 233  
Milwaukee, WI 53202  
County:

### Area(s) Doing Business In

Within Milwaukee

### Employees

1

### Business Entity

Sole Proprietor

### Business Activity

Sell ice cream from an ice cream truck.

### Products Sold

Ice cream, frozen yogurt, sugar candy, candy bars.

### Your Request

Please provide me with the licenses I need to run my business in Milwaukee.

## Package Contents 2

This package begins with a discussion of the licensing requirements you have to meet in order to operate your business, followed by the actual license and/or permit applications (if applicable).

Every application is preceded with a cover sheet containing the licensing authority's contact information (name, address, telephone number, etc.) as well as instructions on how to file your application.

### This package contains 2 applications (listed below):



#### Application For Business Tax Registration (Wisconsin )

This application also includes the following document(s)

- Business Registration: Application For Registration Instructions And Fees



#### Ice Cream Peddler License Application (Milwaukee, WI)

This application also includes the following document(s)

- Food Establishment Permit: Instructions For Ice Cream Peddler License Application

Prepared By:



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Business License Compliance Package :: 8/29/2006 5:02:33PM

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### Your Request

All the information you submitted to us online is clearly organized on the Package cover page.

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### Package Contents

Each Package is uniquely assembled to answer your specific request. The table of contents lists the licenses & permits, along with any associated documents, contained in this Package.

## Our Findings

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### Package Scope

This report outlines the license and permit requirements for the specific business activity you are engaged in at your business location. The business address you provided us shows that your business is located in the City of Milwaukee, WI.

### Overview of Licenses & Permits Required

In order for you to operate your business, the following licenses and/or permits are required:

**State Level:** Due to the nature of your business, one State Level form is required for you to operate your business. The following is a detailed list of what is required:

1. Application For Business Tax Registration

**County Level:** Due to the nature of your business, no County Level forms are required for you to operate your business.

**Local Level:** Due to the nature of your business, one Local Level form is required for you to operate your business. Since your business is located in the City of Milwaukee, WI, you are required to obtain the following to operate your Mobile Ice Cream business:

1. Ice Cream Peddler License Application

Prepared By:



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### **Our Findings**

This introduction is an overview of our findings. It lists the licenses & permits you will need to operate your business. It also lists any additional information that may be relevant to your case.

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## Business Registration: Application For Business Tax Registration

(Wisconsin)

### Issuing Authority Information

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#### Contact Information

If you have questions regarding this application please contact the issuing authority using the information provided below.

#### Wisconsin Department of Revenue

P.O. Box 8902

Madison, WI 53708-8902

Phone: (608)266-2776

Email: sales10@dor.state.wi.us

Website: <http://www.dor.state.wi.us/>

#### Mailing Address

Mail the application to the mailing address provided below, unless otherwise noted on the form.

#### Wisconsin Department of Revenue

N/A

### Fee Information

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This application requires you to pay a fee to the licensing authority. The fee should be submitted with the application. The fee varies and is based on the following:

-Type of Registration

#### Payee

If paying by check, make check payable to: **Wisconsin Department of Revenue**

### Additional Documents

The following documents have also been included to assist you with this application:

- Application For Registration Instructions And Fees

### Additional Helpful Information

6

#### General Notes

#### Information pertaining to filing this form

N/A

Prepared By:



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#### Application Form Cover Page

Each application form is preceded by its own cover page. This page contains important information you will need when applying for your license or permit.

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#### Additional Information

Any other information that may be important when applying for this license or permit is listed here.

5

#### Issuing Authority Information

This section contains the contact information for the Authority that issues the application. Use this information when filing your application or if you need additional information.

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#### Fee Information

Fee information, such as the application fee amount, the ability to pay at a later date, or information pertaining to what the fee is based on, is listed here.

# Application for Business Tax Registration

Allow 15 business days for processing and mailing of your registration certificate.

Complete form using **BLACK INK**.

Wisconsin Department of Revenue  
 PO Box 8902, Madison WI 53708-8902  
 (608) 266-2776, TDD (608) 267-1049  
 FAX (608) 267-1030

► **Part A Reason for Registration** (check the box that applies)

- New Business
- Registering Additional Tax Types BTR Tax Account # \_\_\_\_\_
- Additional Business Locations → NOTE: If you are currently registered and have no changes to Part C, please complete Schedule 1 only.

► **Part B Type of Registration** (check the box for each tax type you are applying for)

Regardless of the number of tax types you are requesting, there is only <b>one \$20 BTR fee due</b> .	Is this tax type subject to the BTR Fee? (See "Exceptions to the BTR fee" on page 1 of the general instructions.)	Parts of this application that must be completed.
<input type="checkbox"/> Wisconsin employer identification number	Yes	Part C, D, F, G, & H
<input type="checkbox"/> Seller's permit <input type="checkbox"/> Local exposition tax	Yes	Part C, D, E, G, & H
<input type="checkbox"/> Consumer's use tax certificate	No	Part C, D, E, G, & H
<input type="checkbox"/> Use tax certificate	Yes	Part C, D, E, G, & H
<input type="checkbox"/> Alcohol Beverage	Yes* <small>*Except for medicinal alcohol and sacramental wine permits</small>	Part C
<input type="checkbox"/> Retail Alcohol Beverage	Yes	Part C
<input type="checkbox"/> Cigarette and Tobacco Products	Yes	Part C
<input type="checkbox"/> Dry Cleaning Facility	No	Part C, D, G, & H

► **Part C Business Information**

1 Type of Ownership (check one)

- Sole Proprietorship
- Partnership. Indicate type →  General  Limited  Limited liability partnership (LLP)
- S Corporation  C Corporation → Date of Incorporation     /    /     (mo/day/yr) → State of Incorporation
- Limited liability company (LLC). Date registered     /    /     → State of Registration
- Taxed as a corporation  Taxed as a partnership
- Disregarded as an entity separate from its owner (single member LLC only)
- Nonprofit organization
- Governmental unit (check appropriate box)
- Federal  WI state agency  Local  County
- Other state agency      (list)  Tribal  Other (describe)
- Other (describe)

2 Enter 6-digit Business Code (NAICS)                               (see instructions)

3 Legal name (sole proprietors / salespersons enter your last name, first, MI)	4 Federal employer identification # (FEIN)	5 Social security number (required for sole proprietorship or salespersons)
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6 Business location (street address – cannot be a PO Box)			
City	State	Zip code	County

7 Contact person	Telephone number	FAX number
	( )	( )

Legal name (sole proprietors / salespersons enter your last name, first, MI)

► **Part D Business Location Information** – Complete a Schedule 1 for each additional business location.

1 Trade name of business

Mailing address (street or PO Box – include apartment, suite, or lot number)

City

State

Zip code

County

2 Enter 6-digit Business Code (NAICS) \_\_\_\_\_ (see instructions)

**Specialty Taxes and Fees (refer to pages 4 and 5 of the instructions)**

3 **Local Exposition Tax** If you will be making sales in municipalities located wholly or partially in Milwaukee County, including any part of the Village of Bayside or the City of Milwaukee, indicate if you will be making taxable sales of any of the following:

- Food and beverages
- Automobile rentals
- Lodging
- Lodging within the City of Milwaukee

Date first taxable sales will be made \_\_\_\_\_ (mo/day/yr)

4  Yes  No Is this location primarily engaged in the short term rental of vehicles without drivers? If Yes, Beginning Date \_\_\_\_\_

5  Yes  No Do you provide limousine service? If Yes, Beginning Date → \_\_\_\_\_ (mo/day/yr)

6  Yes  No Do you sell tangible personal property or provide taxable services subject to the premier resort area tax? If Yes, indicate where:  Village of Lake Delton  City of Wisconsin Dells  City of Bayfield

7  Yes  No Is this location a dry cleaning facility? If Yes, Beginning Date → \_\_\_\_\_ (mo/day/yr)

8  Yes  No Do you sell dry cleaning solvents? If Yes, Beginning Date → \_\_\_\_\_ (mo/day/yr)

**Note:** If you have answered yes to any of the above, you will receive additional information regarding those registrations.

► **Part E Sales/Use Tax (Date Required \_\_\_\_\_ (mo/day/yr))**

1 Estimated monthly sales, leases, or rentals subject to Wisconsin sales or use tax (total for all business locations)  
 \$1 - \$450/month  \$451 - \$3,600/month  \$3,601 - \$21,500/month  over \$21,500/month

Estimated monthly purchases subject to Wisconsin use tax  
 \$1 - \$450/month  \$451 - \$3,600/month  \$3,601 - \$21,500/month  over \$21,500/month

2  Yes  No Will business be operated all 12 months?  
If **No**, check boxes for months of operation:  Jan  Feb  Mar  Apr  May  Jun  
 Jul  Aug  Sep  Oct  Nov  Dec

3  Non-profit organization Indicate the date(s) of your taxable event. From: \_\_\_\_\_ To: \_\_\_\_\_

► **Part F Withholding Tax (Date Required \_\_\_\_\_ (mo/day/yr))**

1 Check box if you are (see instructions):  
 An out-of-state employer with no other tax connection to Wisconsin,  
 An agricultural employer with farm labor only, or  
 A household employer with domestic employees only.

If you have checked one of the above boxes and you are only applying for a Wisconsin employer identification number, the BTR fee is not due with this application. However, if you are also applying for another tax type covered by the BTR provisions, the fee is still due.

2 Estimated amount of Wisconsin income tax to be withheld each month from employees.  
 \$1 - \$25/month  \$26 - \$199/month  \$200 - \$1,666/month  over \$1,666/month

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

Name	EIN	Phone number ( )	
Address	City	State	Zip code

Legal name (sole proprietors / salespersons enter your last name, first, MI)

**► Part G Ownership Disclosure** List all owners, partners, corporate officers or members  
*(If more space is needed, please attach additional pages.)*

► Name	Title		Social security number / FEIN	
Home address	City	State	Zip code	County
Home telephone ( )	If you are a partner, check type <input type="checkbox"/> Limited <input type="checkbox"/> General Partner			

► Name	Title		Social security number / FEIN	
Home address	City	State	Zip code	County
Home telephone ( )	If you are a partner, check type <input type="checkbox"/> Limited <input type="checkbox"/> General Partner			

► Name	Title		Social security number / FEIN	
Home address	City	State	Zip code	County
Home telephone ( )	If you are a partner, check type <input type="checkbox"/> Limited <input type="checkbox"/> General Partner			

► Name	Title		Social security number / FEIN	
Home address	City	State	Zip code	County
Home telephone ( )	If you are a partner, check type <input type="checkbox"/> Limited <input type="checkbox"/> General Partner			

► Name	Title		Social security number / FEIN	
Home address	City	State	Zip code	County
Home telephone ( )	If you are a partner, check type <input type="checkbox"/> Limited <input type="checkbox"/> General Partner			

**► Part H Financial Information**

Name and address of financial institution through which you will maintain your business checking account.

Name		Account #		
Street Address	City	State	Zip code	

*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 <i>(please print)</i>	Title	Date
Signature	Business telephone number ( )	Business FAX number ( )

## Schedule 1 – Additional Business Locations for Sales or Excise Tax Permits

Legal name (sole proprietors enter your last name, first, MI)	Federal employer identification # (FEIN)	Social security number (required for sole proprietorship)
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<b>1</b> Trade name of business	Acct. #
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Business location (street address – cannot be a PO Box)

City	State	Zip code	County
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Check the box for each tax type you are applying for at this location.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Seller's permit      | <input type="checkbox"/> Alcohol Beverage        | <input type="checkbox"/> Cigarette and Tobacco Products |
| <input type="checkbox"/> Local exposition tax | <input type="checkbox"/> Retail Alcohol Beverage |   |

**2** Enter 6-digit Business Code (NAICS) \_\_\_\_\_ (see instructions)

**Specialty Taxes and Fees (refer to pages 4 and 5 of the instructions):**

**3 Local Exposition Tax** If you will be making sales in municipalities located wholly or partially in Milwaukee County, including any part of the Village of Bayside or the City of Milwaukee, indicate if you will be making taxable sales of any of the following:

- |   |   |                                  |   |
|---|---|----------------------------------|---|
| <input type="checkbox"/> Food and beverages | <input type="checkbox"/> Automobile rentals | <input type="checkbox"/> Lodging | <input type="checkbox"/> Lodging within the City of Milwaukee |
|---|---|----------------------------------|---|

Date first taxable sales will be made \_\_\_\_\_  
(mo/day/yr)

**4**  Yes  No Is this location primarily engaged in the short term rental of vehicles without drivers? If Yes, Beginning Date

**5**  Yes  No Do you provide limousine service? If Yes, Beginning Date → \_\_\_\_\_  
(mo/day/yr)

**6**  Yes  No Do you sell tangible personal property or provide taxable services subject to the premier resort area tax? If Yes, indicate where:  Village of Lake Delton  City of Wisconsin Dells  City of Bayfield

**7**  Yes  No Is this location a dry cleaning facility? If Yes, Beginning Date → \_\_\_\_\_  
(mo/day/yr)

**8**  Yes  No Do you sell dry cleaning solvents? If Yes, Beginning Date → \_\_\_\_\_  
(mo/day/yr)

**Note:** If you have answered yes to any of the above, you will receive additional information regarding those registrations.

**Sales and Use Tax: (Date Required \_\_\_\_\_)**  
(mo/day/yr)

**9** Estimated monthly sales, leases, or rentals subject to Wisconsin sales or use tax (total for all business locations)  
 \$1 - \$450/month     \$451 - \$3,600/month     \$3,601 - \$21,500/month     over \$21,500/month

Estimated monthly purchases subject to Wisconsin use tax  
 \$1 - \$450/month     \$451 - \$3,600/month     \$3,601 - \$21,500/month     over \$21,500/month

**10**  Yes  No Will business be operated all 12 months?  
 If **No**, check boxes for months of operation:  Jan  Feb  Mar  Apr  May  Jun  
 Jul  Aug  Sep  Oct  Nov  Dec

**11**  Non-profit organization    Indicate the date(s) of your taxable event. From: \_\_\_\_\_ To: \_\_\_\_\_

*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 (    )	Business FAX number (    )

## Application for Registration Instructions

### Who must obtain a Registration Certificate?

Businesses applying for any of the following tax types must obtain a Registration Certificate:

- Wisconsin employer identification number
- Seller's permit
- Use tax certificate
- Consumer's use tax certificate
- Local exposition tax
- Alcohol Beverage
- Retail Alcohol Beverage
- Cigarette and Tobacco Products

NOTE: A seller's permit or use tax certificate will not be issued to businesses that do not make retail sales, leases, or rentals of tangible personal property or taxable services in Wisconsin (for example, wholesalers or manufacturers).

### Must I pay a fee to obtain a Registration Certificate?

A \$20 Business Tax Registration (BTR) fee applies to all businesses that apply for any of the tax types listed above, with the exceptions explained below.

In addition, businesses applying for certain alcohol beverage permits and all retail alcohol beverage permits will be subject to a supplemental BTR fee per location as follows:

Permit Type	Supplemental BTR Fee
Wisconsin Liquor Wholesaler . . . . .	\$1,000
Wisconsin Liquor Manufacturer . . . . .	\$1,000
Wisconsin Liquor Rectifier . . . . .	\$1,000
Out-of-State Liquor Shipper . . . . .	\$500
Public Warehouse . . . . .	\$200
Wisconsin Winery . . . . .	\$200
Sports Club . . . . .	\$600
Airport Public Facility . . . . .	\$600
Vessels . . . . .	varies

### Exceptions to the BTR Fee

A BTR fee is not due with this application if:

- a. You held an active permit or certificate on December 31, 1995, issued by the department that is covered by the BTR provisions, for this entity.

- b. You are only applying for a consumer's use tax certificate or for local exposition tax purposes.
- c. You paid the \$20 BTR fee with a previous application for a registration certificate for this entity.
- d. You are only applying for a Wisconsin employer identification number and you are:
  1. An out-of-state employer with no other tax connection (for example; sales, use, income) to the State of Wisconsin,
  2. An agricultural employer with farm labor only, or
  3. A household employer with domestic employees (for example; maids, nannies, in-home caregivers, etc.) only.
- e. You are only applying for a medicinal alcohol or sacramental wine permit.
- f. Federal governmental agencies are exempt from paying the fee. However, all state and local agencies are subject to the fee.

### Must I renew my Registration Certificate?

The initial \$20 BTR fee covers a period of two years. At the end of that period, a \$10 BTR renewal fee, and supplemental fee if required, will be due. The renewal fee applies to all businesses holding permits or certificates subject to the BTR provisions, unless an exemption applies. The department will send a renewal fee notice along with an updated certificate, at the end of the two-year period.

**CAUTION**

**Successor's Liability When Buying a Business**

The purchaser of a business (the successor) may be liable for any unpaid sales and use taxes of the seller. The purchaser should withhold a sufficient amount from the purchase price for any unpaid sales and use taxes of the seller.

Prior to purchasing the business, the purchaser may write to the Department of Revenue, PO Box 8901, Madison, WI 53708-8901, to request a "Sales and Use Tax Clearance Certificate." The certificate will indicate that all Wisconsin state, county, and stadium sales and use tax, local exposition district tax, and the state rental vehicle fee liabilities of the seller for that business have been paid.



## Business Tax Registration

All applicants must complete Parts A, B, and C of the Application for Business Tax Registration. Note, if you are only adding additional business locations and have no changes in Part C, you need only complete Schedule 1.

If you are applying for one of the following tax types, you will be sent additional registration materials:

- Alcohol Beverage
- Retail Alcohol Beverage
- Cigarette and Tobacco Products

Mail the completed application along with the \$20 BTR fee, and supplemental fees (if applicable) to the Wisconsin Department of Revenue, PO Box 8902, Madison, WI 53708-8902.

**NOTE:** If you applied for a seller's permit or use tax certificate and do not receive it before opening your business, you are still allowed to make retail sales, leases, or rentals of tangible personal property or taxable services. However, you are liable for the taxes and for keeping the proper records from the date of opening the business. Also, taxes owed are still due by the due date, regardless of whether you have received your permit or return.

**Complete form using BLACK INK**

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### PART A – Reason for Registration

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Check only one box.

**New Business** Check this box if you are registering a new business. Do not check this box if you already have a registration and are adding another location or tax type.

**Registering Additional Tax Types** Check this box if the business is currently registered for one or more tax types and you are registering for an additional tax type. Fill in your tax account number.

**Additional Business Locations** If you are currently registered but are adding another business location, you need to check this box and only need to complete Schedule 1. **NOTE:** This schedule should only be used if you are applying for additional sales, or excise tax locations.

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### PART B – Type of Registration

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Check the tax types for which you are applying. Regardless of the number of tax types you are applying for, send in only one \$20 fee. For example, if you are applying for a Seller's Permit and a Wisconsin Employer Identification Number, you would only owe one \$20 BTR fee.

**Wisconsin Employer Identification Number** A Wisconsin employer identification number is required for:

- Employers who pay wages subject to withholding of Wisconsin income tax.
- Other persons with a withholding requirement (for example, third-party payers of sick pay plan benefits or payers of pension benefits when the recipient requests in writing that Wisconsin income tax be withheld).

Only one Wisconsin employer identification number will be issued to an applicant for withholding tax purposes, regardless of the number of business locations.

**Seller's Permit** A seller's permit is required for every individual, partnership, corporation, or other organization making retail sales, leases, or rentals of tangible personal property or taxable services in Wisconsin, unless all sales are exempt from sales or use tax.

**NOTE:** Wholesalers, manufacturers and other businesses not making direct retail sales will not be issued a permit.

**Local Exposition Tax** Retailers making sales in municipalities located wholly or partially in Milwaukee County are required to register and collect local exposition taxes if (1) they sell food or beverages, (2) they have a location primarily engaged in the rental of automobiles for periods of 30 days or less, or (3) they rent lodging for a continuous period of less than one month.

**Consumer's Use Tax Certificate** A consumer's use tax certificate is required for every business that regularly purchases or leases taxable property or services for storage, use, or consumption in Wisconsin upon which a sales or use tax was not paid. This certificate is not required if a business already holds a seller's permit or use tax certificate.

**Use Tax Certificate** A use tax certificate is required for every out-of-state retailer engaged in business in Wisconsin, not required to hold a seller's permit, that makes retail sales, leases, or rentals of tangible personal property or provides taxable services in Wisconsin.

**Alcohol Beverage Permit** An alcohol beverage permit is required by every business that will:

- Manufacture (ferment or distill), rectify, blend, bottle or store alcohol beverages in Wisconsin.
- Sell alcohol beverages at wholesale, including shipping or invoicing products.
- Import alcohol beverages into Wisconsin through U.S. Customs.
- Solicit orders for or engage in the sale of liquor products for future delivery.

**Retail Alcohol Beverage Permit** A retail alcohol beverage permit is required for the operation of the following:

- Airport and Public Facility
- Sports Club
- Vessel

**Cigarette/Tobacco Products Permits** A cigarette and/or tobacco products permit is required by every business that will:

- Manufacture cigarettes or tobacco products in Wisconsin.
- Sell cigarettes or tobacco products in Wisconsin as a distributor, jobber, vending machine operator or multiple retailer.
- Operate a warehouse in Wisconsin for the storage of cigarettes for another person.
- Solicit orders for or engage in the sale of cigarette/tobacco products for future delivery.

**Dry Cleaning Facility** A dry cleaning facility is required to pay a fee on their gross receipts from dry cleaning. See instructions for Part D, line 7, for additional information.

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## PART C – BUSINESS INFORMATION

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### Line 1. Type of Ownership

Check the box indicating the type of entity your business will operate under.

- A **Sole Proprietorship** is an individual who owns an unincorporated business and is not in partnership with others.
- A **partnership** is an association of two or more owners that will operate the business as co-owners.

A **general partnership** is a partnership where all partners are general partners.

A **limited partnership** is a partnership having one or more general partners and one or more limited partners.

A **limited liability partnership (LLP)** is a partnership in which each partner's liability is limited to his or her percentage of ownership.

- A **tax-option (S) corporation** is a corporation which has elected to be treated as an S corporation under subchapter S of the Internal Revenue Code. On the lines provided, fill in the date and state of incorporation.

- A **C corporation** is a corporation which has not elected to be treated as a tax-option (S) corporation for Wisconsin purposes. On the lines provided, fill in the date and state of incorporation.
- A **limited liability company (LLC)** is an association organized to afford each of its members limited liability with respect to the liabilities of the association.

On the line provided, fill in the date registered with the Wisconsin Department of Financial Institutions (if applicable).

You must indicate if the LLC will be taxed as a corporation, partnership, or disregarded as an entity separate from its owner.

NOTE: A single member LLC is disregarded as an entity separate from its owner (unless it chooses to be classified as a corporation). As such, a new registration is not required if the owner is already registered. For example John W. James, DBA Busy Bee Restaurant, would now be John W. James, DBA Busy Bee Restaurant LLC.

- A **nonprofit organization** is an unincorporated association, not organized for profit, where no part of the net earnings inures to the benefit of any shareholder or individual.
- A **governmental unit** should check the appropriate box. If you are an agency of a state other than Wisconsin, indicate that state. County and other local governmental units in states other than Wisconsin should check the "other" governmental box.
- **Other** organization types not previously listed, should check this box and indicate your organization type on the line provided.

### Line 2. NAICS Code

Enter your 6-digit North American Industry Classification System (NAICS) code that best describes your primary business activity on the lines provided. If you are uncertain of your NAICS code, you can refer to the list that appears on pages 7 and 8 of the Instructions.

### Line 3. Legal Name of the Organization

Fill in the legal name of the organization for which the permit or certificate will apply. For example, if John W. James (a sole proprietor) operates the Busy Bee Restaurant, fill in "James, John W." on line 3. If the business will be operated as a partnership, corporation, limited liability company or any of the other organizational types, fill in the full legal name of the organization on line 3.

### Line 4. Federal Employer Identification Number (FEIN)

Fill in your FEIN, if you have one. If you have applied for a FEIN, but haven't received it, fill in "applied for." Call the department at (608) 266-2776 or write to the department when you receive your number. If you are not required to have a FEIN, write in "N/A" for not applicable.

## Business Tax Registration

You may request an application for a federal employer identification number (Form SS-4) by calling the Internal Revenue Service at 1-800-829-3676 or visit their web site at [www.irs.gov](http://www.irs.gov).

### Line 5. Social Security Number (SSN)

If you are a sole proprietor, fill in your social security number.

### Line 6. Business Address

Fill in the address for the business. Do not list a post office box number.

### Line 7. Contact Person

Fill in the name, telephone number, and FAX number of the person the department should contact with questions about this account.

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## PART D – Business Location Information

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**Complete a separate Schedule 1 for each additional business location.**

### Line 1. Trade Name and Mailing Address of Business

Fill in the trade or business name. For example, if John W. James operates the Busy Bee Restaurant, fill in Busy Bee Restaurant on line 1.

If the business operates under multiple business names, fill in the name of the principal business.

Tax forms and notices that may include confidential information will be mailed to the address listed here.

### Line 2. NAICS Code

Enter your 6-digit North American Industry Classification System (NAICS) code that best describes your business activity at this location on the lines provided. If you are uncertain of your NAICS code, you can refer to the list that appears on pages 7 and 8 of the Instructions.

### Line 3. Local Exposition Tax

Check the box(es) that apply:

- Check the Food and Beverages box if your taxable sales of food and beverages will exceed \$2,000 in a calendar year.
- Check the Automobile Rentals box if you have a location primarily engaged in the rental of automobiles for periods of 30 days or less.
- Check the Lodging box if you rent lodging for a continuous period of less than one month.
- Check the Lodging within the City of Milwaukee box if you rent lodging for a continuous period of less than one month.

Fill in the date you will begin making taxable sales in the local exposition tax district.

If you check one or more of the boxes, you will be sent additional information regarding how to report and pay the local exposition tax.

### Line 4. Rental Vehicle

There is a fee imposed on the rental of the following, by establishments (business locations) primarily engaged in the short-term rental of vehicles without drivers, for a period of 30 days or less: Type 1 automobiles, station wagons, mobile homes, motor homes, and camping trailers.

If you answer "Yes" to this question, you will be sent additional information regarding how to report and pay the rental vehicle fee.

### Line 5. Limousine Service

If you answer "Yes" to this question, you will be sent additional information regarding how to report and pay the limousine fee.

### Line 6. Premier Resort Area Tax

If you make retail sales, leases, or rentals of tangible personal property or taxable services that are subject to the Wisconsin state sales tax, you are also subject to the premier resort area tax if all of the following conditions are met:

1. You are "engaged in business" in a premier resort area,
2. Your sale or rental has a "situs" in that premier resort area, and
3. Your primary business activity is one of the following:
  - Variety stores
  - Miscellaneous general merchandise stores
  - Candy, nut, and confectionary stores
  - Dairy product stores
  - Retail bakeries
  - Gasoline service stations
  - Eating places
  - Drinking places
  - Drug stores and proprietary stores
  - Liquor stores
  - Sporting goods stores and bicycle shops
  - Camera and photographic supply stores
  - Gift, novelty, and souvenir shops
  - Hotels and Motels
  - Sporting and recreational camps
  - Recreational vehicle parks and campsites
  - Racing, including track operation
  - Public golf courses
  - Coin-operated amusement devices
  - Amusement parks
  - Amusement and recreational services, not elsewhere classified

For a comprehensive description of the above business activities, please go to the department's web site at <http://www.dor.state.wi.us/faqs/premier.html> or telephone (608) 266-2776.

Check the applicable box(es).

If you answer “Yes” to this question, you will be sent additional information regarding how to report and pay the premier resort area tax.

### Line 7. Dry Cleaner Facility Fee

Dry cleaning facilities are required to pay a fee on their gross receipts from dry cleaning.

A dry cleaning facility means a facility that dry cleans apparel or household fabrics for the general public.

EXCEPTION: A dry cleaning facility does not include:

1. Coin-operated facilities.
2. Facilities located on U.S. military installations.
3. Industrial laundries.
4. Commercial laundries.
5. Linen supply facilities.
6. Facilities located at a prison or other penal institution.
7. Facilities located at a nonprofit hospital or at a nonprofit health care institution.
8. Facilities located on property owned by the U.S. government or by the State of Wisconsin.
9. Formal wear rental firms.

If you answer “Yes” to this question, you will be sent additional information regarding how to report and pay the dry cleaning facility fee.

### Line 8. Dry Cleaning Solvent Fee

A dry cleaning solvent fee is imposed on persons who sell dry cleaning solvents to dry cleaning facilities. A dry cleaning solvent is defined as a chlorine-based or hydrocarbon-based product that is used as a primary cleaning agent in dry cleaning facilities.

If you answer “Yes” to this question, you will be sent additional information regarding how to report and pay the dry cleaning solvent fee.

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## PART E – Sales/Use Tax

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Fill in the date you will begin making taxable sales, leases, or rentals or taxable purchases in Wisconsin.

### Line 1. Estimated Monthly Sales and Purchases

Check the boxes for the estimate of monthly sales, leases, or rentals subject to Wisconsin sales tax, and monthly purchases subject to Wisconsin use tax. This estimate should include sales and purchases for **all** Wisconsin locations. This is only an estimate. It will only be used to establish your initial sales and use tax reporting frequency. Failure to check a box will delay the processing of your application.

NOTE: The department will not issue a permit or certificate if you do not have sales or purchases subject to Wisconsin sales or use tax. Businesses that are strictly wholesalers or manufacturers will not be issued a permit.

### Line 2. Seasonal Business

If your business is seasonal (that is, you only operate during certain months) check the “No” box and check boxes for the months that your business will be open.

NOTE: All seasonal businesses will file monthly.

### Line 3. Nonprofit Organizations

If you are a nonprofit organization that is applying for a seller's permit for the purpose of making taxable sales at a temporary event involving entertainment and your sales otherwise qualify for the occasional sales exemption, except for the involvement of entertainment, please check the non-profit organization box, and fill in the month and day that your event will start on the month open line and the month and day that your event will end on the month closed line.

“Entertainment” means entertainment provided at an admission event by all persons or groups who are paid in the aggregate more than \$300 per event by all persons for performing, for reimbursement of expenses or for prize money.

Your seller's permit will be issued effective on the start date of your event and will be inactivated effective on the end date of your event. This will allow you to claim the occasional sales exemption on your other sales throughout the year.

You must contact the department for each event involving entertainment at which you make taxable sales. We will reactivate your seller's permit for the dates of the event and provide you with a Wisconsin Sales and Use Tax Return (Form ST-12).

Publication 206, *Sales Tax Exemption for Nonprofit Organizations*, explains the standards for determining whether sales by nonprofit organizations qualify for the occasional sales exemption. Publication 206 is available from any Wisconsin Department of Revenue office or from our web site: [www.dor.state.wi.us](http://www.dor.state.wi.us).



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**PART F – Withholding Tax**

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Fill in the date when the first payroll will be paid to employees.

**Line 1. Withholding Exception to the BTR Fee**

Check the box if you are applying for a Wisconsin employer identification number and you are:

1. An out-of-state employer with no other tax connection (for example; sales, use, income) with the State of Wisconsin,
2. An agricultural employer with farm labor only, or
3. A household employer with domestic employees (for example; maids, nannies, in-home caregivers, etc.) only.

The BTR fee is not due with this application if you are **only** applying for a Wisconsin employer identification number and have checked one of these boxes. However, if you are applying for another permit covered by the BTR provisions, the fee is due.

**Line 2. Amount Withheld**

Check the box for the estimated amount of Wisconsin income tax that will be withheld each month from your employees. This is only an estimate. It will only be used to establish your initial withholding tax reporting frequency. Failure to check a box will delay the processing of your application.

Fill in the date when the first payroll will be paid to employees.

**Line 3. Payroll Service Reporting**

If your withholding tax reports are prepared by a payroll service, please provide the requested information about that payroll service.

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**PART G – Ownership Disclosure**

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Provide all requested information for all owners, partners, officers or members associated with this business.

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**PART H – Financial Information**

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List the name, address, and account number where your business checking account is located.

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**Schedule 1 Additional Business Locations**

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Only retailers or excise tax applicants having more than one business location from which they are making taxable sales, leases, or rentals need to complete Schedule 1.

Provide the requested information for each additional business location from which you will be making taxable sales, leases, or rentals. If you have more than one additional location, photocopy Schedule 1 and complete a copy for each location.

Schedule 1 only needs to be signed if it is being sent in separately.

Select the North American Industry Classification System (NAICS) code that best describes your primary business activity.

**Accommodations, Food Services, & Drinking Places**

**Accommodations**

- 721110 Hotels (except casino hotels) & Motels
- 721120 Casino Hotels
- 721191 Bed & Breakfast Inns
- 721199 All Other Traveler Accommodation
- 721211 RV Parks & Campgrounds
- 721214 Recreational & Vacation Camps (except campgrounds)
- 721310 Rooming & Boarding Houses

**Food Services & Drinking Places**

- 722110 Full Service Restaurants
- 722210 Limited Service Eating Places
- 722213 Retail Bakeries
- 722300 Special Food Services (including food service contractors, caterers and mobile food services)
- 722410 Drinking Places (alcoholic beverages)

**Administrative & Support Services**

- 561210 Facilities Support Services
- 561300 Employment Services
- 561410 Document Preparation Services
- 561430 Business Service Centers (including private mail centers & copy shops)
- 561440 Collection Agencies
- 561450 Credit Bureaus
- 561490 Other Business Support Services (including repossession services, court reporting & stenography)

**Agricultural, Forestry, Hunting, & Fishing**

- 111100 Oilseed & Grain Farming
- 111210 Vegetable & Melon Farming
- 111300 Fruit & Nut Tree Farming
- 111400 Greenhouse, Nursery & Floriculture Production
- 111900 Other Crop Farming
- 112111 Beef Cattle Ranching & Farming
- 112112 Cattle Feedlots
- 112120 Dairy Cattle & Milk Production
- 112210 Hog & Pig Farming
- 112300 Poultry & Egg Production
- 112400 Sheep & Goat Farming
- 112510 Animal Aquaculture (including shellfish, finfish farms & hatcheries)
- 112900 Other Animal Production
- 113310 Logging
- 114110 Fishing
- 114210 Hunting & Trapping
- 115210 Support Activities for Animal Production

**Arts, Entertainment & Recreation**

**Performing Arts, Spectator Sports & Related Industries**

- 711100 Performing Arts Companies
- 711210 Spectator Sports (including sports clubs, except racetracks)
- 711212 Racetracks
- 711300 Promoters of Performing Arts, Sports & Similar Events
- 711510 Independent Artists, Writers & Performers
- 712100 Museum, Historical Sites & Similar Institutions

**Amusement, Gambling, Recreation Industries**

- 713100 Amusement Parks & Arcades
- 713200 Gambling Industries
- 713910 Golf Courses & Country Clubs
- 713920 Skiing Facilities
- 713940 Physical Fitness Facilities
- 713950 Bowling Centers
- 713990 Other Amusement & Recreational Industries

**Construction Activities**

- 233110 Land Subdivision & Land Development
- 233200 Residential Business Construction
- 233300 Nonresidential Business Construction
- 234100 Highway, Street, Bridge & Tunnel Construction
- 234900 Other Heavy Construction

**Specialty Trade Contractors**

- 235110 Plumbing, Heating & Air Conditioning Contractors
- 235210 Painting & Wall Covering Contractors
- 235310 Electrical Contractors
- 235400 Masonry, Drywall, Insulation & Tile Contractors
- 235500 Carpentry & Floor Contractors
- 235610 Roofing, Siding & Sheet Metal Contractors
- 235710 Concrete Contractors
- 235810 Water Well Drilling Contractors
- 235900 Other Special Trade Contractors

**Educational Facilities**

- 611100 Elementary & Secondary Schools
- 611300 Colleges & Universities
- 611500 Vocational Schools
- 611600 Other School & Educational Services

**Finance & Insurance**

**Credit Intermediation & Related Activities**

- 522110 Commercial Banking
- 522130 Credit Unions
- 522210 Credit Card Issuing
- 522220 Sales Financing
- 522291 Consumer Lending
- 522292 Real Estate Credit (including mortgage bankers & originators)
- 522298 All Other Nondepository Credit Intermediation

**Securities, Commodities, & Other Financial Investment Activities**

- 523110 Investment Banking & Securities Dealing
- 523120 Securities Brokerage
- 523140 Commodity Contracts Brokerage
- 523210 Securities & Commodity Exchanges
- 523900 Other Financial Investment Activities (including portfolio management & investment advice)
- 525990 Other Financial Vehicles
- 551111 Offices of Bank Holding Companies
- 551112 Offices of Other Holding Companies
- 561110 Office Administrative Services

**Insurance Agents, Brokers, & Related Activities**

- 524140 Direct Life, Health, & Medical Insurance & Reinsurance Carriers
- 524150 Direct Insurance Carriers (except life, health & medical)
- 524210 Insurance Agencies & Brokerages
- 524290 Other Insurance Related Activities
- 525100 Insurance & Employee Benefit Funds
- 525920 Trusts, Estates & Agency Accounts

**Health Care & Social Assistance**

**Health Care Services**

- 621111 Offices of Physicians
- 621210 Offices of Dentists
- 621310 Offices of Chiropractors
- 621320 Offices of Optometrists
- 621330 Offices of Mental Health Practitioners (except physicians)
- 621340 Offices of Physical, Occupational & Speech Therapists & Audiologists
- 621391 Offices of Podiatrists
- 621399 Offices of All Other Miscellaneous Health Practitioners
- 621492 Kidney Dialysis Centers
- 621493 Freestanding Ambulatory Surgical & Emergency Centers

- 621498 All Other Outpatient Care Centers
- 621510 Medical & Diagnostic Laboratories
- 621610 Home Health Care Services
- 621900 Other Ambulatory Health Care Services (including ambulance services & blood & organ banks)

**Hospitals, Nursing & Residential Care Facilities**

- 622000 Hospitals
- 623000 Nursing Homes & Residential Care Facilities

**Social Assistance**

- 621410 Family Planning Centers
- 621420 Outpatient Mental Health & Substance Abuse Centers
- 624100 Individual & Family Services
- 624200 Community Food, Housing, Emergency & Other Relief Services
- 624310 Vocational Rehabilitation Services
- 624410 Child Care Services

**Information**

- 514100 Information Services (including news syndicates, libraries & on-line information services)

**Publishing**

- 511110 Newspaper Publishers
- 511120 Periodical Publishers
- 511130 Book Publishers
- 511140 Database & Directory Publishers
- 511190 Other Publishers
- 511210 Software Publishers

**Motion Picture, Video, & Sound Industries**

- 512100 Motion Picture & Video Industries (except video rental)
- 512200 Sound Recording Industries

**Broadcasting & Telecommunications**

- 513100 Radio & Television Broadcasting
- 513200 Cable Network & Program Distribution
- 513300 Telecommunications (including paging, cellular, satellite & other telecommunications)

**Manufacturing**

**Food Manufacturing**

- 311110 Animal Food Mfg
- 311200 Oilseed & Grain Milling
- 311300 Sugar & Confectionery Product Mfg
- 311400 Fruit & Vegetable Preserving & Specially Food Mfg
- 311500 Dairy Product Mfg
- 311610 Animal Slaughtering & Processing
- 311800 Bakeries & Tortilla Mfg
- 311900 Other Food Mfg (including coffee, tea, flavorings & seasonings)

**Beverage & Tobacco Manufacturing**

- 312110 Soft Drink & Ice Mfg
- 312120 Breweries
- 312130 Wineries
- 312140 Distillers
- 312200 Tobacco Mfg

**Textile, Leather, & Footwear Manufacturing**

- 313000 Textile Mills
- 315990 Apparel, Accessories & Other Related Mfg
- 316110 Leather & Hide Tanning & Finishing
- 316210 Footwear Mfg (including rubber & plastics)
- 316990 Other Leather & Allied Product Mfg

**Raw Materials Manufacturing**

- 321110 Sawmills & Wood Preservation
- 321210 Veneer, Plywood & Engineered Wood Product Mfg
- 321900 Other Wood Product Mfg
- 322100 Pulp, Paper & Paperboard Mills
- 322200 Converted Paper Product Mfg
- 323100 Printing & Related Support Activities
- 324110 Petroleum Refineries (including integrated)

**Chemical Manufacturing**

- 325100 Basic Chemical Mfg
- 325200 Resin, Synthetic Rubber, Artificial & Synthetic Fibers, & Filaments Mfg
- 325300 Pesticide, Fertilizer & Other Agricultural Chemical Mfg
- 325410 Pharmaceutical & Medicine Mfg
- 325900 Other Chemical Product & Preparation Manufacturing

**Nonmetallic Mineral Product Manufacturing**

- 324120 Asphalt Paving, Roofing & Saturated Materials Mfg
- 325500 Paint, Coating & Adhesive Mfg
- 325600 Soap, Cleaning Compound & Toilet Preparation Mfg
- 326100 Plastic Product Mfg
- 326200 Rubber Product Mfg
- 327100 Clay Product & Refractory Mfg
- 327210 Glass & Glass Product Mfg
- 327300 Cement & Concrete Product Mfg
- 327400 Lime & Gypsum Product Mfg
- 327900 Other Nonmetallic Mineral Product Manufacturing

**Metallic Product Manufacturing**

- 331110 Iron & Steel Mills & Ferroalloy Mfg
- 331310 Alumina & Aluminum Production & Processing
- 331400 Nonferrous Metal Production & Processing (except aluminum)
- 331500 Foundries
- 332110 Forging & Stamping
- 332210 Cutlery & Handtool Mfg
- 332300 Architectural & Structural Metals Mfg
- 332400 Boiler, Tank & Shipping Container Mfg
- 332900 Other Fabricated Metal Product Manufacturing

**Mechanical, Machinery, & Industrial Manufacturing**

- 332510 Hardware Mfg
- 332810 Coating, Engraving, Heat Treating & Allied Activities
- 333100 Agricultural, Construction & Mining Machinery Mfg
- 333200 Industrial Machinery Mfg
- 333410 Ventilation, Heating, Air Conditioning & Commercial Refrigeration Equipment Mfg
- 333510 Metalworking Machinery Mfg
- 333610 Engine, Turbine & Power Transmission Equipment Mfg
- 333900 Other General Purpose Machinery Mfg
- 337000 Furniture & Related Product Mfg
- 339110 Medical Equipment & Supplies Mfg

**Computer & Communications Manufacturing**

- 334110 Computer & Peripheral Equipment Mfg
- 334200 Communications Equipment Mfg
- 334310 Audio & Video Equipment Mfg
- 334410 Semiconductor & Other Electronic Component Mfg
- 334500 Navigational, Measuring, Electromedical & Control Instrument Mfg
- 334610 Manufacturing, Reproducing Magnetic & Optical Media Mfg
- 335100 Electric Lighting Equipment Manufacturing
- 335200 Household Appliance Mfg
- 335310 Electrical Equipment Mfg
- 335900 Other Electric Equipment & Component Manufacturing

**Transportation Manufacturing**

- 336100 Motor Vehicle Mfg
- 336210 Motor Vehicle Body & Trailer Mfg
- 336300 Motor Vehicle Parts Mfg
- 336510 Railroad Rolling Stock Mfg
- 336610 Ship & Boat Building
- 336990 Other Transportation Equipment Mfg
- 339900 Other Miscellaneous Manufacturing

## Mining

- 212110 Coal Mining
- 212200 Metal Ore Mining
- 212320 Sand, Gravel, Clay, Ceramic & Refractory Minerals Mining & Quarrying

## Other Services

### Personal Services

- 812111 Barber Shops
- 812112 Beauty Shops
- 812113 Nail Salons
- 812190 Other Personal Care Services (including diet, weight reducing centers & tanning salons)
- 812310 Coin-Operated Laundry & Dry Cleaners
- 812320 Dry Cleaning & Laundry Services (except coin-operated)
- 812990 All Other Personal Services

### Business Services

- 221320 Sanitary Services
- 488410 Motor Vehicle Towing
- 493100 Warehousing & Storage (except lessors of miniwarehouses & self-storage units)
- 514210 Data Processing Services
- 541920 Photographic Services
- 541930 Translation & Interpretation Services
- 541940 Veterinary Services
- 561500 Travel Arrangement & Reservation Services
- 561600 Investigation & Security Services
- 561710 Exterminating & Pest Control Services
- 561720 Janitorial Services
- 561730 Landscaping Services
- 561740 Carpet & Upholstery Cleaning Services
- 561790 Other Services to Buildings & Dwellings
- 561900 Other Support Services (including packaging & labeling services, & convention & trade show org)
- 562000 Waste Management & Remediation Services
- 812210 Funeral Homes & Funeral Services
- 812220 Cemeteries & Crematories
- 812330 Linen & Uniform Supply
- 812910 Pet Care Services (except veterinary services)
- 812920 Photofinishing
- 812930 Parking Lots & Garages

### Repair & Maintenance Services

- 811110 Automotive Mechanical, Electric Repair & Maintenance
- 811120 Automotive Body, Paint, Interior & Glass Repair
- 811190 Other Automotive Repair & Maintenance (including oil change & lubrication shops, car washes)
- 811210 Electronic & Precision Equipment Repair & Maintenance
- 811310 Commercial & Industrial Machinery & Equipment Repair & Maintenance
- 811410 Home & Garden Equipment & Home Appliance Repair & Maintenance
- 811420 Reupholstery & Furniture Repair
- 811430 Footwear & Leather Goods Repair
- 811490 Other Personal & Household Goods Repair & Maintenance

## Professional, Scientific, & Technical Services

### Professional Services

- 541110 Offices of Lawyers
- 541190 Other Legal Services
- 541211 Offices of Certified Public Accountants
- 541213 Tax Preparation Services
- 541214 Payroll Services

## Architectural, Engineering, & Related Services

- 541310 Architectural Services
- 541320 Landscape Architecture Services
- 541330 Engineering Services
- 541340 Drafting Services
- 541350 Building Inspection Services
- 541360 Geophysical Surveying & Mapping Services
- 541370 Surveying & Mapping Services (except geophysical)
- 541380 Testing Laboratories

### Computer System Services

- 541511 Custom Computer Programming Services
- 541512 Computer System Design Services
- 541519 Other Computer Related Services

### Scientific & Other Services

- 541400 Specialized Design Services (including interior, industrial, graphic & fashion designs)
- 541600 Management, Scientific & Technical Consulting Services
- 541700 Scientific Research & Development Services
- 541800 Advertising & Related Services
- 541910 Marketing Research & Public Opinion Polling
- 541990 All Other Professional, Scientific & Technical Services

## Real Estate

- 531110 Lessors of Residential Buildings & Dwellings
- 531120 Lessors of Nonresidential Buildings (except miniwarehouses)
- 531130 Lessors of Miniwarehouses & Self-Storage Units
- 531190 Lessors of Other Real Estate Property
- 531210 Offices of Real Agents & Brokers
- 531310 Real Estate Property Managers
- 531320 Offices of Real Estate Appraisers

## Rental & Leasing Services

- 532100 Automotive Rental & Leasing
- 532210 Consumer Electronics & Appliance Rental
- 532220 Formal Wear & Costume Rental
- 532230 Video Tape & Disc Rental
- 532290 Other Consumer Goods Rental
- 532310 General Rental Centers
- 532400 Commercial & Industrial Machinery & Equipment Rental & Leasing

## Religious, Civic/Social, Political, & Governmental Organizations

- 813100 Religious Organizations
- 813400 Civic & Social Organizations
- 813910 Business Associations
- 813920 Professional Organizations
- 813930 Labor Organizations
- 813940 Political Organizations
- 813990 Other Membership Organizations
- 921000 Executive, Legislative, & General Governmental Agencies
- 922000 Justice, Public Order & Safety Departments

## Retail Trade

### Automotive & Other Motor Vehicles

- 441110 New Car Dealers
- 441120 Used Car Dealers
- 441210 Recreational Vehicle Dealers
- 441221 Motorcycle Dealers
- 441222 Boat Dealers
- 441229 All Other Motor Vehicle Dealers
- 441300 Automotive Parts, Accessories & Tire Stores

### Clothing & Accessories Stores

- 448110 Men's Clothing Stores
- 448120 Women's Clothing Stores
- 448130 Children & Infants Clothing Stores
- 448140 Family Clothing Stores

- 448150 Clothing Accessories Stores
- 448190 Other Clothing Stores
- 448210 Shoe Stores
- 448310 Jewelry Stores

### Electronic & Appliance Stores

- 443111 Household Appliance Stores
- 443112 Radio, Television & Other Electronic Stores
- 443420 Computer & Software Stores
- 443130 Camera & Photographic Supply Stores

### Food & Beverage Stores

- 445110 Supermarkets and Other Grocery Stores (except convenience)
- 445120 Convenience Stores
- 445210 Meat Markets
- 445220 Fish & Seafood Markets
- 445230 Fruit & Vegetable Markets
- 445291 Baked Goods Stores
- 445292 Confectionery & Nut Stores
- 445299 All Other Specialty Food Stores
- 445310 Beer, Wine & Liquor Stores

### Furniture & Home Furnishings Stores

- 442110 Furniture Stores
- 442210 Floor Covering Stores
- 442291 Window Treatment Stores
- 442299 All Other Home Furnishings Stores
- 444110 Home Centers
- 444120 Paint & Wallpaper Stores
- 444130 Hardware Stores
- 444190 Other Building Material Stores
- 444200 Lawn & Garden Equipment & Supplies Stores

### Gasoline Stations

- 447100 Gasoline Stations (including convenience stores with gasoline)

### Health & Personal Care Stores

- 446110 Pharmacies & Drug Stores
- 446120 Cosmetics, Beauty Supplies & Perfume Shops
- 446130 Optical Goods Stores
- 446190 Other Health & Personal Care Stores

### Sporting Goods, Hobby, Book, & Music Stores

- 451110 Sporting Goods Stores
- 451120 Hobby, Toy & Game Shops
- 451130 Sewing, Needlework & Piece Goods Stores
- 451140 Musical Instrument & Supplies Stores
- 451211 Book Stores

### General Merchandise Stores

- 452110 Department Stores
- 452990 Other General Merchandise Stores
- 453310 Used Merchandise Stores

### Other Store Retailers

- 448320 Luggage & Leather Goods Stores
- 451212 News Dealers & Newsstands
- 451220 Prerecorded Tape, Compact Disc & Record Stores
- 453110 Florists
- 453210 Office Supplies & Stationery Stores
- 453220 Gift, Novelty & Souvenir Stores
- 453910 Pet & Pet Supply Stores
- 453930 Manufactured Mobile Home Dealers
- 453990 All Other Miscellaneous Stores (including tobacco, candle & trophy)

### Nonstore Retailers

- 453920 Art Dealers (includes craft show & flea market attendees)
- 454110 Electronic Shopping & Mail Order Houses
- 454210 Vending Machine Operators
- 454390 Other Direct Selling Establishments (including door to door sales & party plan merchandisers)

## Transportation

- 481000 Air Transportation
- 482110 Rail Transportation
- 483000 Water Transportation
- 484110 General Freight Trucking (local)
- 484120 General freight trucking (long distance)
- 485110 Urban Transit Systems
- 485210 Interurban & Rural Bus Transportation
- 485310 Taxi Service
- 485320 Limousine Service
- 485410 School & Employee Bus Transportation
- 485510 Charter Bus Industry
- 485990 Other Transit & Ground Passenger Transportation
- 487000 Scenic & Sightseeing Transportation
- 488510 Freight Transportation Arrangement
- 492110 Couriers
- 492210 Local Messengers & Delivery Services

## Utilities & Other Fuel Dealers

- 221100 Electric Power Generation, Transmission & Distribution
- 221210 Natural Gas Distribution
- 221300 Combined Utility Services
- 221310 Water Supply
- 454311 Heating Oil Dealers
- 454312 Liquefied Petroleum Gas Dealers (bottled gas)
- 454319 Other Fuel Dealers

## Wholesale Trade

### Durable Goods

- 421100 Motor Vehicle, Motor Vehicle Parts & Supplies Wholesalers
- 421200 Furniture & Home Furnishings Wholesalers
- 421300 Lumber & Other Construction Materials Wholesalers
- 421400 Professional & Commercial Equipment & Supplies Wholesalers
- 421500 Metal and Mineral (except Petroleum) Wholesalers
- 421600 Electrical Goods Wholesalers
- 421700 Hardware, Plumbing & Heating Equipment & Supplies Wholesalers
- 421800 Machinery, Equipment & Supplies Wholesalers
- 421910 Sporting & Recreational Goods & Supplies Wholesalers
- 421920 Toy & Hobby Goods & Supplies Wholesalers
- 421930 Recyclable Materials Wholesalers
- 421940 Jewelry, Watch, Precious Stones & Precious Metals Wholesalers
- 421990 Other Miscellaneous Durable Goods Wholesalers

### Nondurable Goods

- 422100 Paper & Paper Product Wholesalers
- 422210 Drugs & Druggists' Sundries Wholesalers
- 422300 Apparel, Piece Goods & Notions Wholesalers
- 422400 Grocery & Related Products Wholesalers
- 422500 Farm Product Raw Materials Wholesalers
- 422600 Chemical & Allied Product Wholesalers
- 422700 Petroleum & Petroleum Product Wholesalers
- 422800 Beer, Wine & Distilled Alcoholic Beverage Wholesalers
- 422910 Farm Supplies Wholesalers
- 422920 Book, Periodical & Newspaper Wholesalers
- 422930 Flower, Nursery Stock & Florists Supplies Wholesalers
- 422940 Tobacco & Tobacco Product Wholesalers
- 422950 Paint, Varnish & Supplies Wholesalers
- 422990 Other Miscellaneous Nondurable Goods Wholesalers



4

## Food Establishment Permit: Ice Cream Peddler License Application (Milwaukee, WI)

5

### Issuing Authority Information

#### Contact Information

If you have questions regarding this application please contact the issuing authority using the information provided below.

#### Milwaukee Health Department

841 N. Broadway  
Room 304  
Milwaukee, WI 53202  
Phone: (414)286-3674  
Website:  
<http://www.city.milwaukee.gov/display/router.asp?docid=313>

#### Mailing Address

Mail the application to the mailing address provided below, unless otherwise noted on the form.

#### Milwaukee Health Department

841 N. Broadway  
Room 304  
Milwaukee, WI 53202

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### Fee Information

This application requires you to pay a fee to the licensing authority. The fee should be submitted with the application. The flat fee for this application is \$50.00.

#### Payee

If paying by check, make check payable to: **Milwaukee Health Department**

### Additional Documents

The following documents have also been included to assist you with this application:

- Instructions For Ice Cream Peddler License Application

6

### Additional Helpful Information

#### General Notes

#### Information pertaining to filing this form

The application has to be filed in person.  
The application has to be filed in person.

Prepared By:



**Business Licenses**  
Licensing Simplified™

[www.businesslicenses.com](http://www.businesslicenses.com)

4

#### Application Form Cover Page

Each application form is preceded by its own cover page. This page contains important information you will need when applying for your license or permit.

6

#### Additional Information

Any other information that may be important when applying for this license or permit is listed here.

5

#### Issuing Authority Information

This section contains the contact information for the Authority that issues the application. Use this information when filing your application or if you need additional information.

7

#### Fee Information

Fee information, such as the application fee amount, the ability to pay at a later date, or information pertaining to what the fee is based on, is listed here.



## ICE CREAM PEDDLER LICENSE APPLICATION

**PLEASE PRINT CLEARLY**

RENEWAL? (Y/N): \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

LAST

FIRST

MIDDLE INITIAL

DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

*(Include city, state, and zip code)*

MAILING ADDRESS IF DIFFERENT THAN ABOVE \_\_\_\_\_

*(Include city, state, and zip code)*

HOME TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

*(Include area code and number)*

*(Include area code and number)*

NAME OF THE BUSINESS FOR WHOM YOU ARE WORKING: \_\_\_\_\_

PEDDLER PERMIT NUMBER OF THE ABOVE BUSINESS: \_\_\_\_\_

I, the undersigned, understand the following: My Ice Cream Peddler License application will be reviewed by the Milwaukee Police Department. Licenses shall be granted in accordance with Milwaukee Code of Ordinances, Section 74- 2. In the event an application for a new or renewed license is denied, the applicant may appeal the denial to the Administrative Review Appeals Board. In the event of license denial or withdrawal of the application by the applicant, the application fee shall not be refunded.

SIGNATURE OF APPLICANT: \_\_\_\_\_

*This box is for Health Department use only.*

TYPE OF LICENSE AND REQUIRED FEE  New license  Renewal  Other \_\_\_\_\_

ICE CREAM PEDDLER LICENSE \$50.....\$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_

LIC YEAR: \_\_\_\_\_

CHECK NO: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

LIC NO: \_\_\_\_\_

ESTAB NO: \_\_\_\_\_

DATE LIC ISSD: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_

ISSUE DATE \_\_\_\_\_ EXPIRATION \_\_\_\_\_ STATE OF ORIGIN \_\_\_\_\_

OTHER PHOTO ID # \_\_\_\_\_

ID TYPE \_\_\_\_\_ EXPIRATION \_\_\_\_\_ STATE OF ORIGIN \_\_\_\_\_

FINGER PRINTS ARE ON FILE: YES \_\_\_\_\_ NO \_\_\_\_\_ Number: A - \_\_\_\_\_

DATE OF BACKGROUND CHECK: \_\_\_\_\_

POLICE ATTACHMENT: YES \_\_\_\_\_ (See reverse side) NO \_\_\_\_\_

LICENSE RELEASE DATE: \_\_\_\_\_ RELEASED BY: \_\_\_\_\_

LICENSE DENIAL DATE: \_\_\_\_\_

APPEAL PENDING: YES \_\_\_\_\_ NO \_\_\_\_\_ RESULTS OF APPEAL: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

# ICE CREAM PEDDLER LICENSE INFORMATION

City of Milwaukee Health Department  
Consumer Environmental Health Division

No person shall operate or act as an ice cream peddler within the city without first having obtained an Ice Cream Peddler License. The Ice Cream Peddler License is in addition to the required food Peddler Permit.

**DEFINITIONS:** "Ice cream peddler" means any person who physically operates an ice cream vending vehicle or any person who physically conducts ice cream vending from such a vehicle or from a carried container. "Ice cream vending vehicle" means a vehicle from which the retail sale of ice cream or similar frozen confections for human consumption is conducted. An ice cream vending vehicle may be pushed, peddled, pulled or motorized.

**LICENSE YEAR:** July 1<sup>st</sup> of one year through June 30<sup>th</sup> of the following year.

**APPLICATION:** Complete, sign and submit application in person at the City of Milwaukee Health Department, 841 N. Broadway, Room 304, Milwaukee, WI 53202. **A photo ID (i.e. Driver's License) must be presented at time of application.** After filing the application, applicants that do not already have fingerprints on file with the Milwaukee Police Department (MPD), will need to go to the Police Administration Building, 951 N. James Lovell Street (7<sup>th</sup> Street), Room 305, between the hours of 6:00 a.m. and 6:00 p.m. to be fingerprinted.

**LICENSE FEE:** \$50.00 **Must be submitted with application.** Checks are to be made payable to the Milwaukee Health Department. (Duplicate license fee \$6.00.)

**INVESTIGATION:** All applications will be forwarded to the Milwaukee Police Department for review and criminal background check in accordance with the ice cream peddler requirements-Milwaukee Code of Ordinances, Chapter 74-2 ([www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)). Per the ordinance, this license will only be granted to an applicant who has not been required to register as a sex offender as defined by the Wisconsin Statutes; or who has not been convicted of violating sections of Wis. Stats 940, 944 and 948 (if the victim was a minor); or who has not been convicted of operating a vehicle under the influence of an intoxicant or other drug in the past three years.

**DENIAL/REVOCAION:** Any license issued may be revoked by the Health Department upon conviction of a licensee for violation of any provision specified in Milwaukee Code of Ordinances 74-2(6-b). In the event an application for a new or renewal license is denied or a license is revoked, the applicant may appeal the denial or revocation to the City of Milwaukee's Administrative Review Appeals Board. In the event of license denial or withdrawal of the application by the applicant, the application fee shall not be refunded.

**PROOF OF LICENSING:** Any person while operating or acting as an ice cream peddler within the city must carry the Ice Cream Peddler License and present it upon request from an officer of the Milwaukee Health or Police Departments.

**PENALTY:** Any person who operates or acts as an ice cream peddler within the city without first having obtained an Ice Cream Peddler License will be fined between \$100 and \$1,000 upon conviction. Any person who employs a person who sells without an Ice Cream Peddler License will be fined as well.



Tom Barrett, Mayor  
Bevan K. Baker, Commissioner of Health  
[www.milwaukee.gov/health](http://www.milwaukee.gov/health)

Consumer Environmental Health Division  
841 N. Broadway, Room 304, Milwaukee, WI 53202  
(414) 286-3674

# Business License Compliance Package

Created on: 8/29/2006

## Need Help?

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If you have questions regarding a specific license or permit application please contact the licensing authority using the contact information provided on the application cover sheet preceding that specific application.

Have questions about the content of this package? Please contact the preparer using the contact information provided below. Please note: questions that are of a nature that require additional research not covered in this report will be subject to additional charges.

### Package prepared by:

Lazar Weisz

License Forms Manager | Business Licenses, LLC

Tel: 845.369.8799 x 106

Email: [weiszl@businesslicenses.com](mailto:weiszl@businesslicenses.com)

## Feedback

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### Your Comments and Suggestions

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