



WISCONSIN DEPARTMENT OF REVENUE  
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**Notice Date:** January 7, 2021  
**Case ID:** 0-684-650-752

## WISCONSIN TAX VENDOR LAW REQUIREMENTS NOTICE

### Why did I get this notice?

According to our records, your business has sold a product or service to a Wisconsin government agency or authority.

Wisconsin state agencies and authorities can only purchase materials, supplies, equipment or contractual services from vendors who do one of the following:

- Register, collect and remit Wisconsin sales or use tax, or
- Submit an *Affidavit of Exempt Sales* if all sales in Wisconsin are exempt from sales and use tax (e.g., sales for resale, sales to governmental units, sales of nontaxable services, etc.)

These requirements also apply to a vendor's affiliates.

For more information, go to <https://www.revenue.wi.gov/Pages/FAQS/ise-vendor.aspx> or visit [www.revenue.wi.gov](http://www.revenue.wi.gov) and search keyword "vendors".

### What do I need to do?

By February 8, 2021, complete a *Registration Verification* (Form A-001) and do **one** of the following:

- If you are already registered, enter your current Wisconsin sales and use tax account number on the form
- Complete an *Application for Wisconsin Business tax Registration* (Form BTR - 101) to collect and remit Wisconsin sales and use tax
- Complete an *Affidavit of Exempt Sales* (Form A-006)

If you have affiliates that make sales in Wisconsin, you should complete the *Affiliate Registration Verification* (Form A-002) and provide the same information.

Complete and submit these forms online at <https://tap.revenue.wi.gov/vendors/>.

### **Important information**

If your business does not have activity in Wisconsin that would require it to collect and remit sales and use tax, you are not required to register to collect and remit Wisconsin sales and use tax. However, if you do not register and cannot submit an *Affidavit of Exempt Sales*, Wisconsin state agencies and authorities may not purchase materials, supplies, equipment and contractual services from your business.

Information you provide may be used to determine filing requirements for all Wisconsin tax types for current and prior years.

### **What happens if I don't complete and submit the forms?**

Wisconsin state agencies and authorities may not purchase materials, supplies, equipment or contractual services from your company.

### **Who should I contact if I have questions?**

Contact us by phone or email using the contact information at the top of the first page.