

North Carolina Department of Revenue - Business Registration Checklist

Ownership

- If a proprietorship, you will need the owner's Social Security Number.
- If a North Carolina Corporation, you will need the North Carolina Secretary of State Identification Number and the Federal Employer Identification Number (FEIN) for the corporation.
- If a non-North Carolina Corporation, you will need the Federal Employer Identification Number (FEIN) and may need the North Carolina Secretary of State Identification Number for the corporation.
- If a Limited Liability Company (LLC), you will need the Federal Employer Identification Number (FEIN) for the LLC.
- If a Partnership, you will need the Federal Employer Identification Number (FEIN) for the partnership.
- If a Limited Liability Partnership (LLP), you will need the Federal Employer Identification Number (FEIN) for the partnership.
- If a Fiduciary, you will need the Federal Employer Identification Number (FEIN) for the fiduciary.

Federal Employer Identification Number

- FEIN _____

Business Name and Address

- Legal Business Name or Owner's Name _____
- Trade Name (Doing Business As), if any _____
- Daytime Business Telephone _____
- Business address (Physical address for all locations in North Carolina)
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
- Mailing address
 - _____
 - _____
 - _____
 - _____

Partner or Responsible Person, if applicable

- Name _____
- Title _____
- Social Security Number (SSN) _____
- Home address including city, state, and zip code
 - _____
 - _____
 - _____

Withholding Tax

- Date when wages will first be paid _____
- Estimated monthly withholding _____
- Months employees will be paid, if seasonal _____

Signature _____ Name _____ Date _____