

# Business License Compliance Package

## Your Request

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

### Contact Information

John Doe  
Martin Shoppes, Inc.  
DBA: Nantucket Fashion Shoppe  
321-654-0987  
compliance@martinshoppes.com

### Business Address

305 Route 123 South  
Greensboro, NC 27455  
County: Guilford County

### Area(s) Doing Business In

Greensboro, Guilford County, NC

### Business Activity

Retail women's apparel

### Products Sold

Women's apparel, casual and dressy footwear, accessories, hats, handbags and specialty gifts.

### Your Request

Please provide all license applications required to open our Greensboro, NC location. We also need a sellers permit to purchase merchandise from wholesalers.

## Package Contents

This package contains the license application that we have identified for you.

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 4 application(s) (listed below):



### EIN Registration: SS-4 Application For Employer Identification Number ( Federal)

This application also includes the following document(s)

- Employer ID Numbers General Information
- Where to File Your SS-4
- Instructions For Form SS-4
- How To Apply For an EIN



### Tax Registration: Form NC/BR - Registration Application For Withholding, Sales, Use, Machinery,

This application also includes the following document(s)

- Withholding Tax Frequently Asked Questions
- Income Tax Withholding Tables and Instructions For Employers
- North Carolina Sales and Use Tax Act



### Fictitious Name Registration: Certificate Of Assumed Name For Corporation (Guilford NC)



### Business License: Privilege License Application (Greensboro NC)

This application also includes the following document(s)

- Privilege License FAQ's
- Privilege License Application Information And Fee Schedule

# Business License Compliance Package

## Our Findings

### Package Scope

This report outlines the license and permit applications we have identified based on the information received from you. The business address you provided us shows that your business is located in the incorporated area of Guilford County in the State of NC.

### Overview of Licenses & Permits

**Federal Level:** We have identified the following license and/or permit application that may be relevant for your retail clothing business:

- EIN Registration: SS-4 Application For Employer Identification Number

**State Level:** We have identified the following license and/or permit application that may be relevant for your retail clothing business:

- Tax Registration: Form NC/BR - Registration Application For Withholding, Sales, Use, Machinery, Equipment, and Manufacturing Fuel Tax

**County Level:** We have identified the following license and/or permit application that may be relevant for your retail clothing business located in Guilford County, NC:

- Fictitious Name Registration: Certificate Of Assumed Name For Corporation

**Local Level:** We have identified the following license and/or permit application that may be relevant for your retail clothing business located in the City of Greensboro, NC:

- Business License: Privilege License Application

# Business License Compliance Package

## EIN Registration: SS-4 Application For Employer Identification Number

( Federal)

### Issuing Authority Information

#### Contact Information

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

#### U.S. IRS - Holtsville Processing Center

Attn: EIN Operation  
Holtsville, NY 11742  
Phone 1: (800)829-4933  
Fax: (631)447-8960  
Website: <http://www.irs.gov/>

#### Mailing Address

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

#### U.S. IRS - Holtsville Processing Center

Attn: EIN Operation  
Holtsville, NY 11742

### Fee Information

Payment is not required when filing this application.

### Additional Documents

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

### Additional Helpful Information

#### General Notes

#### Information pertaining to filing this form

- Additional Information: Please see link titled "How To Apply For an EIN" for filing options.

Form

# SS-4

## Application for Employer Identification Number

OMB No. 1545-0003

(Rev. February 2006)

Department of the Treasury  
Internal Revenue Service

**(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)**

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.

**1** Legal name of entity (or individual) for whom the EIN is being requested

**2** Trade name of business (if different from name on line 1)

**3** Executor, administrator, trustee, "care of" name

**4a** Mailing address (room, apt., suite no. and street, or P.O. box)

**5a** Street address (if different) (Do not enter a P.O. box.)

**4b** City, state, and ZIP code

**5b** City, state, and ZIP code

**6** County and state where principal business is located

**7a** Name of principal officer, general partner, grantor, owner, or trustor

**7b** SSN, ITIN, or EIN

**8a Type of entity** (check only one box)

Sole proprietor (SSN) \_\_\_\_\_

Partnership

Corporation (enter form number to be filed) ▶ \_\_\_\_\_

Personal service corporation

Church or church-controlled organization

Other nonprofit organization (specify) ▶ \_\_\_\_\_

Other (specify) ▶ \_\_\_\_\_

Estate (SSN of decedent) \_\_\_\_\_

Plan administrator (SSN) \_\_\_\_\_

Trust (SSN of grantor) \_\_\_\_\_

National Guard  State/local government

Farmers' cooperative  Federal government/military

REMIC  Indian tribal governments/enterprises

Group Exemption Number (GEN) ▶ \_\_\_\_\_

# Business License Compliance Package

## Tax Registration: Form NC/BR - Registration Application For Withholding, Sales, Use, Machinery, Equipment, and Manufacturing Fuel Tax ( NC)

### Issuing Authority Information

#### Contact Information

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

#### North Carolina Dept. of Revenue

501 North Wilmington Street

Raleigh, NC 27604

Phone 1: (877)308-9103

Website: <http://www.dor.state.nc.us/index.html>

#### Mailing Address

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

#### North Carolina Dept. of Revenue

501 North Wilmington Street

Raleigh, NC 27604

### Fee Information

Payment is not required when filing this application.

### Additional Documents

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

- **Withholding Tax Frequently Asked Questions**

This document is available online by clicking [here](#).

- **North Carolina Sales and Use Tax Act**

This document is available online by clicking [here](#).

### Additional Helpful Information

#### General Notes

#### Information pertaining to filing this form



### Income Tax Withholding

**Wages:** North Carolina law requires withholding from wages of nonresident shareholders considered to be held in trust on the amount of tax withheld. If the average, withhold at least \$200 more per month make payments

**Pension Payments:** If you are a N.C. resident, you must also withhold as if the recipient is a married individual with a different filing status or number of dependents

**Pension Withholding:** If you have your wage withholding or your pension withholding, you do not need to withhold if you report only pension with

**Other Compensation:** If you receive personal services performed for you, radio, or television program, or

**Withholding from Non-wage Compensation:** If you have wage withholding with your wage withholding with wage withholding with non-wage compensation, or if you have a number. **For detailed instructions, see Section 30, Income Tax Withholding, on [www.dornc.com](http://www.dornc.com).**

### Sales and Use Tax

Every person who engages in the sale of personal property in this State or in a similar business in this State is required to obtain a Certificate of Exemption to avoid the payment of a Certificate of Exemption

Every business that buys taxable property in North Carolina is required to obtain a Certificate of Exemption or has paid all taxes due on the property. North Carolina Individual Income

### Machinery, Equipment, and Manufacturing Fuel Tax

Every manufacturing industry or business that performs contracts with a manufacturer of machinery or equipment in this State. Every manufacturing industry or business that performs the 1% tax on the sales price of

### Business Registration Application Instructions

**Step 1 - Complete**

Line 1 |

Line 3 |

Line 4 |

Line 7 |

**Step 2 - Complete**

**Step 3 - Complete**  
Users of

**Step 4 - Complete**

**Step 5 - Sign the**  
partner,

**NOTE -** The Department of Revenue will not accept an account number if the amount of tax withheld is less than the amount of tax misapplication of

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# Business License Compliance Package

## Fictitious Name Registration: Certificate Of Assumed Name For Corporation

(Guilford NC)

### Issuing Authority Information

#### Contact Information

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

#### Guilford County Register of Deeds

201 South Eugene Street  
Lower Level, Room L53  
PO Box 3427  
Greensboro, NC 27402  
Phone 1: (336)641-7556  
Website:  
<http://gcms0004.co.guilford.nc.us/departments/rod/index.php>

#### Mailing Address

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

#### Guilford County Register of Deeds

201 South Eugene Street  
Lower Level, Room L53  
PO Box 3427  
Greensboro, NC 27402

### Fee Information

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:

- Number of Pages - (Filing fee for the first page: \$14.00. || Filing fee for each additional page: \$3.00)

#### Payment

**If paying by check, make check payable to: Guilford County**

### Additional Helpful Information

#### General Notes

#### Information pertaining to filing this form

- The following special signature/seal are required: ( Notary Public , Seal)



# Business License Compliance Package

## Business License: Privilege License Application

(Greensboro NC)

### Issuing Authority Information

#### Contact Information

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

#### Greensboro Finance Department

300 West Washington Street

PO Box 3136

Greensboro, NC 27402

Phone 1: (336)373-2501

Phone 2: (336)373-2310

Fax: (336)373-4393

Website:

<http://www.greensboro-nc.gov/Departments/finance1/>

#### Mailing Address

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

#### Greensboro Finance Department

P.O. BOX 3136

Greensboro, NC 27402

### Fee Information

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:

- Gross Receipts

#### Payment

**If paying by check, make check payable to: City of Greensboro**

### Additional Documents

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

- Privilege License FAQ's

This document is available online by clicking [here](#).

- Privilege License Application Information And Fee Schedule

This document is available online by clicking [here](#).

# Business License Compliance Package

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## 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 coversheet preceding the specific application.

Have questions about the content of this package? Please contact us 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.

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