

FRIENDS OF THE CAMBRIDGE COMMUNITY LIBRARY ART & CRAFT FAIR
P.O. BOX 490, CAMBRIDGE, WI 53523 – cambridgeartandcraft@gmail.com

Wisconsin Seller's Permit Number (15 digits starting with 456) 456-	SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)	Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor Contact Name (First)	Vendor Phone Number	
Mailing Address	Email Address		
City	State	Zip	Multi-level Marketing Company (if claiming Code 2 above)

* **Wisconsin Seller's Permit Number** – A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxx-xx). Sellers may apply for a Wisconsin seller's permit at: tap.revenue.wi.gov/btr.

* **SSN and FEIN** – The last 4 digits of the SSN are required. If the vendor has a FEIN, enter both numbers.

* **Exemption Code** – If the vendor claims an exemption from collecting and remitting sales tax, enter the exemption code number. Exemptions are limited to the following four reasons:

1. **Exempt sales only or display only:** Exempt sales refers to nontaxable sales. Display only refers to a vendor advertising goods and services but not selling merchandise,
2. **Multi-level marketing (MLM) company pays sales tax:** Multi-level marketing companies are those companies that sell their products through distributors. The department regards the multi-level marketing company as a retailer required to remit sales tax on sales to its distributors. Distributors for such companies may use this exemption code if the distributor only sells products for which the multi-level marketing company has already collected and remitted Wisconsin sales tax on the retail sales price of the products.
3. **Nonprofit occasional sales exemption:** Sales by nonprofit organizations may qualify for exemption from Wisconsin sales and use tax. Refer to Fact Sheet 2106 or Publication 206, Sales Tax Exemption for Nonprofit Organizations for more information.
4. **Occasional sales exemptions:** A person is not required to hold a Wisconsin seller's permit if the person's taxable sales are less than \$2,000 in a calendar year. Refer to Publication 228. Temporary Events for more information.

* **Legal Business Name** – If the vendor is a sole proprietor, leave blank.

* **Doing Business As (DBA) Name** – The name commonly used by the business if different than the legal business name. Leave blank if not applicable.

* **Vendor/Contact Name** – Vendor's first and last name are required.

* **Mailing Address** – We may send confidential information to this address.

* **Email address and phone number** – Contact information for the vendor selling at the event.

* **Multi-Level Marketing Company Name** – Required if claiming exemption code 2. Enter name of company that remitted the tax.

I declare that the information on this form is true and correct to the best of my knowledge and belief, and that I'm authorized to sign this form.

Signature	Date
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