Commerce Tax Registration Process Informational Chart

Exempt entities not registered with the Nevada Secretary of State are not required to register for the Commerce Tax or file the Exempt Status Entity Form.

Is your entity organized or incorporated in Nevada?

YES

Your entity will be pre-registered **automatically** based on the Nevada Secretary of State records.

NO

Review the Nexus Questionnaire form

If you answered "no" to all questions, do not submit the form.

If you answered "yes" to any of the questions, fill in the rest of the form and mail it to the Department for registration.

You will receive a "Welcome to Commerce Tax" letter.

Save the Welcome letter – it has your Tax ID number that you will need for filing the Commerce Tax return or claiming exempt status.

Is your entity exempt from Commerce Tax? (See NRS 363C.020 (2))

YES

The Welcome letter will include a link to the Exempt Status Entity Form.

You may fill in the form and mail it to the Department to be removed from Commerce Tax related mailings.

NO

The Welcome letter will contain the Commerce Tax Additional Information Form for data verification purposes.

Fill in the Commerce Tax Additional Information Form and mail it to the Department.

Once the Department receives your form, the registration will be complete.

If you do not have an online tax account with the Department, create one. The Welcome letter will contain your unique access code and instructions on how to establish an online account.