

STATE OF NEVADA DEPARTMENT OF TAXATION



Online Filing

ONLINE FILING

- Taxpayer's may now register on line for
 - Seller's Permit
 - Consumer's Use Tax Certificate
 - State Business License



ONLINE FILING

Taxpayer's may now PAY on line for*

Permit Fees	Modified Business Tax
Sales tax security deposits	Sales and use tax
State Business License Fees	

**At this time, payment must be in the form of an E-CHECK. We are currently unable to accept credit card payments.*



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- First time users of NevadaTax should register no less than 3 business days before their payment is due to allow sufficient time to complete the registration process.



ONLINE ACCESS

- You can access On-Line registration or filing by going to:

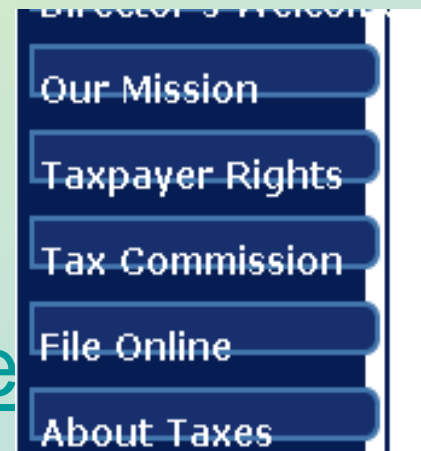
<http://tax.state.nv.us/>

and click on the button “File Online” in the upper left-hand corner

OR

- Go directly to

<https://www.nevadatax.nv.gov/we>



Opening Screen for OnLine

Address <https://www.nevadatax.nv.gov/web/>

The screenshot shows the opening screen of the Nevada Tax Center website. At the top, the word "Nevada" is written in a large, white, serif font against a blue background with a collage of Nevada landscape photos. Below it, "DEPARTMENT OF TAXATION" is written in a smaller, white, sans-serif font. To the right of the header are two buttons: "Contact Us" and "FAQs".

On the left side, there is a vertical navigation menu with the following items: "Home" and "Sign Up for NevadaTax". At the bottom left is the Great Seal of the State of Nevada.

The main content area is titled "Welcome to the Nevada Tax Center:" and contains the following text:

We have created internet-based tax access for your convenience.

To Log On please select one of the following options:

- If you are registering for a Business License or Sales Use Tax Permit for the first time
- If you already have a State Business License or Sales Use Tax Permit and would like to enroll with Nevada Tax to manage your account online
- If you are already enrolled to manage your account in Nevada Tax and are a returning user
- If you already have a State Business License or Sales Use Tax Permit and would like to Reinstate/Revise your account with Nevada Tax

On the right side, there is a section titled "About NevadaTax" with two links: "Sign Up for NevadaTax" and "NevadaTax System Requirements".

At the bottom right, there is a vertical list of four buttons, each preceded by a blue arrow pointing right and labeled "Click Here":

- New Registration
- Enroll Nevada Tax
- Returning User
- Reinstate / Revise Account

A large red arrow points from the top right towards the "New Registration" button.

At the bottom center, the text "Thank You for using Nevada Tax!" is displayed.

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- As you proceed through each screen to register, you will need to answer questions about your business. Following are some definitions



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Certificate of Authority

“a retailer who does not maintain a place of business in this State... A Certificate of Authority will authorize the out of state business to collect the tax from purchasers, give receipts, and pay the tax to the Commission in the same manner as a retailer who maintains a place of business in this state.”

NAC 372.750

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NAICS Code

NAICS stands for the North American Industry Classification System.

- The code is a standardized list of business functions that is used throughout North America
- You use this code on your business federal income tax return
- There is a helpful link on the Online website to help you determine your NAICS code

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Doing Business As (DBA)

This is the name of your business. For instance,

“SWEET DREAMS BED SHOPPE”

If your business does not have a “DBA”, use your legal name

Calculating your Deposit

This screen will determine FREQUENCY for your reporting AND your deposit requirements.

Deposit requirements are based on “**Taxable Receipts**”

Taxpayer Information	Taxpayer Address Information	Taxpayer Owner Information	Sales & Use Tax Information	Prev. Business Information	Registration Fees	Review & Submit
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Sales & Use Tax Information Step 1 of 2

Show/Hide Page Instructions

The information provided below will be used to determine the filing frequency of the business. Accounts with over \$10,000 a month in taxable receipts must report monthly.

The information provided will also be used to calculate the amount of security deposit required. Information about the calculated security deposit will be available after you click continue.

Reporting Cycle:	Estimated Monthly Receipts:
Sales/Use Tax	Total Receipts
<input checked="" type="radio"/> Monthly	75000.00
<input type="radio"/> Quarterly	
Use Tax	Total Taxable Receipts
<input checked="" type="radio"/> Monthly	50000.00
<input type="radio"/> Quarterly	
<input type="radio"/> Annually	

Bank Information:

Bank Name:	World Bank		
Business Account	99999999	Personal Account	55555555

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- During the registration process, you will be asked if you wish to file and pay your taxes on line.
- If you answered “Yes”, the program will now take you to a different section for that process.
- If you answered “No”, you can always return to change that answer.

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- After completing the registration process, a confirmation screen instructs you to print the information for your records.
- You will then be given instructions on payment of any permit fees and security deposits. Payments can be made by E-check or manually



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Make A Payment


Enter your account information in the appropriate fields below.


Payor Name:	<input type="text" value="Bob"/>	<input type="text" value="Martin"/>	Date:	<input type="text" value="6"/>	<input type="text" value="23"/>	<input type="text" value="2006"/>
Name:	<input type="text" value="Example Business"/>					
Address:	<input type="text" value="1217 S Carson St"/>					
City:	<input type="text" value="Carson City"/>	State:	<input type="text" value="NV"/>	Zip:	<input type="text" value="89701"/>	
Pay to the order of:	<input type="text" value="Nevada Department of Taxation"/>					<input type="text" value="\$115.00"/>
Bank Name:	<input type="text" value="Bank of America"/>					
Routing #:	<input type="text" value="123123123"/>	Account #:	<input type="text" value="128374567"/>	Account Type:	<input type="text" value="Checking"/>	

Continue

Helpful Notes:

All Fields MUST be filled out to make this online payment. ([View Sample](#))

Routing Number: Is usually located between the  symbols on your check.

Account Number: Typically comes before the  symbol. It's location and number of digits varies from bank to bank.

Thank You for using Nevada Tax!

Fill out your e-check using the directions provided.

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Important note:

Your sales tax permit cannot be issued until your security deposit and permit fees have been paid.

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Common errors

- During registration, in the “Taxpayer Owner Information” screen, you will be asked for a **Social Security** or **Employer ID number**:
 - **Do NOT** put ‘pending’
 - **DO** put your Federal Identification Number **or**
 - **DO** put your Social Security Number

The system needs a number

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Thank you for using Online
Registration!

- Your information will be able to be viewed by Department of Taxation personnel after 24 to 48 hours.
- Please wait to contact the Department or make a payment on your account until after 48 hours have passed.