

# WISCONSIN TEMPORARY EVENT OPERATOR AND SELLER INFORMATION

Information on this form is required under sec. 73.08(38), Wis. Stats.

Instructions on the reverse side.

## PART A: To be completed by the Operator of the Temporary Event

1. Name and Address ..... **St. John United Church of Christ  
N104 W14181 Donges Bay Road**
2. Daytime Telephone Number..... **(262) 251-0640**
3. E-mail Address ..... **[stjohnucc53022@sbcglobal.net](mailto:stjohnucc53022@sbcglobal.net)**
4. Name of Temporary Event..... **Fall Fair - Arts & Crafts**
5. Date(s) of Temporary Event..... **Saturday, September 10, 2011**
6. Location of Temporary Event (e.g., City)..... **Germantown, WI**

## PART B: To be completed by Seller and given to event Operator on or before first day of event

1. Legal Name..... \_\_\_\_\_
2. Business Name..... \_\_\_\_\_
3. Address (Street or Route)..... \_\_\_\_\_  
City, State, and Zip Code..... \_\_\_\_\_
4. Telephone Numbers..... Home (\_\_\_\_) \_\_\_\_\_  
Business (\_\_\_\_) \_\_\_\_\_
5. E-mail Address..... \_\_\_\_\_
6. Wisconsin Tax Account Number .....004-0000 \_\_\_\_\_ -01
7. Social Security Number..... \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
8. Federal Identification Number (FEIN)..... \_\_\_\_\_ - \_\_\_\_\_
9. Check one box indicating the type of activity you intend to engage in at this event:  
 Selling Merchandise or Service                       Display Only

Information about temporary events, including forms, instructions, and FAQ's, can be found on the Department of Revenue's website at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html). If you have additional questions, please contact the Department of Revenue by e-mail at [temeptvprg@dor.state.wi.us](mailto:temeptvprg@dor.state.wi.us), telephone at (608) 266-7183, or FAX at (608) 261-6226.

**This Form May Be Reproduced**

## INSTRUCTIONS FOR COMPLETING OPERATOR AND SELLER INFORMATION

### Part A - Operator:

***An Operator is defined as a person or entity (such as an individual, association, partnership, corporation, or nonprofit organization) that arranges, organizes, promotes, or sponsors an event. An Operator may also be referred to as an organizer, exhibitor, or decorator. An Operator may or may not be the owner of the property or premises where the event takes place. An Operator may also be a Seller at the event.***

Operators have the following options to comply with their obligation to report Sellers at the event to the Wisconsin Department of Revenue:

- a. Hand write Part A, reproduce the number of copies you will need, and mail or deliver copies to all the Sellers participating at the event.
- b. Go to the Department of Revenue's website at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html) open the PDF tillable form (S-240), fill in your information, print, reproduce, and mail or deliver copies to all the Sellers participating at the event.
- c. If you have all the required Sellers' information, use the Excel spreadsheet, provided at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html). (Excel viewer is available.) Fill in the information for all Sellers participating at the event and e-mail the spreadsheet to [tempevtprg@dor.state.wi.us](mailto:tempevtprg@dor.state.wi.us) or mail a printed version to:

Temporary Events Program Wisconsin  
Department Of Revenue Compliance  
Bureau - Mail Stop 3-252 P.O. Box 8901  
Madison, WI 53708-8901

1. Name and Address - It is important that you enter an address, so that the Seller knows where to send the completed form.

### Part B - Seller:

***A Seller is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A Seller may also be referred to as a vendor, exhibitor, or booth owner.***

1. Enter your individual, partnership, association, or corporate name.
3. Enter the address of the physical location of your business. Do not fill in a post office box number.
6. Enter your Wisconsin Tax Account Number.

You can find this number on your Business Tax Registration Certificate or Sales and Use Tax Return (Form ST-12). This number is not your 6-digit seller's permit number issued to you prior to December 31, 2002.

Important: This form is not an application for a Wisconsin Tax Account Number. If you do not already have a seller's permit and, therefore, a Tax Account Number, you will need to apply for one directly with the Department of Revenue prior to the event. The application (Form BTR-101) is available on the department's website, [www.dor.state.wi.us](http://www.dor.state.wi.us).

Not all Sellers are required to obtain a Wisconsin seller's permit. Some of the reasons a Seller may not need a seller's permit are:

- The Seller only sells tax-exempt items, such as vegetables for home consumption.
- The Seller has less than \$1,000 of taxable sales during the calendar year and does not hold, and is not required to hold, a Wisconsin seller's permit. Total taxable sales is total sales in Wisconsin of otherwise taxable tangible personal property and services after subtracting allowable exemptions.

If you have questions regarding applying for a Wisconsin seller's permit, contact any Department of Revenue office or call (608) 266-2776.

7. Enter your Social Security Number. This is required if you do not already have a Tax Account Number.
9. If you are selling merchandise or a service, including the sale, rental, lease, exchange, trade, or taking orders of any merchandise, goods, products, or admissions for money or other consideration, check the "Selling Merchandise or Service" box.

If you are just displaying and not making sales or taking orders at this event, check the "Display Only" box.

**A Seller must return this completed form to the event Operator listed in Part A on or before the first day of the event.**

Revenue Field Agents enforce compliance at temporary events. Sellers must have evidence of their Seller's Permit at the event.