

**MAINE REVENUE SERVICES
SOFT DRINK and SYRUP TAX
APPLICATION INSTRUCTIONS**

Line 1 – BUSINESS INFORMATION

Legal Name - Enter the legal name of the entity, whether a sole proprietor, corporation, partnership, LLC etc. **Social Security Number** - For sole proprietors only! Enter the Social Security Number for the person on the Legal Name line. **Federal Employer ID No. (EIN)** – All other type of entities enter the EIN for the name on the Legal Name line. **Primary Mailing Address** – Enter the address for the entity listed on the Legal Name line. **Email address** – Enter the email address for the entity on the Legal Name line. **Business Trade Name** – Enter the business name, if different from the Legal Name. **Business Phone Number** – Enter the phone number on this line. **Physical Location of Business** – Enter the physical location of the business operation or the address of rental property.

Line 2 – TYPE OF OWNERSHIP *Check only one box for type of ownership.*

Mark the ownership type that best applies. If you marked “Other”, provide an explanation. Spouses must not check “Partnership” unless the business files federal income tax returns (IRS form 1065) as a partnership. Corporations, limited partnerships and limited liability companies must provide incorporation or registration information. For limited liability companies, form 8832 is required, if filed with the IRS. Corporations must provide the Date Incorporated and the State of Incorporation. Limited partnerships must provide the Date Registered and the State of Registration. Limited liability companies must provide the Date Registered and the State of Registration.

Line 3 – REQUIRED OWNER INFORMATION *Sole proprietors skip this line.*

Corporations, partnerships, associations, nonprofit organizations and others must provide the names of two officers, partners, members, or responsible parties. One must be the person responsible for the finances of the company or organization. Social security numbers are required. A list of all partners or officers is not required.

Line 4 – TYPE OF BUSINESS *Check only one box for type of business.*

Check only the box appropriate for your type of business.

Line 5 – SOFT DRINK & SYRUP TAX ACCOUNT ADDRESS *Only if different than primary address.*

If the returns and notices etc. will be mailed to the same address as Line 1, then check the box next to “Check if same as primary mailing address above”. If the returns and notices etc. need to be mailed to a different address, enter the address. If there is an email address include that, as well as the phone number.

THE APPLICATION MUST BE SIGNED BY A RESPONSIBLE PARTY, SUCH AS A DIRECTOR, PARTNER, MEMBER, OFFICER, TRUSTEE, PERSONAL REPRESENTATIVE, OR SOME OTHER RESPONSIBLE PARTY.