

Tax Form S-240 Help

As stated in the Prospectus and as required by Wisconsin law, all sellers are individually responsible for reporting sales and for paying the appropriate taxes. GLAF files a report with the State within 10 days of the event. The report includes each artist's S-240.

You must have a Seller's Permit Number to Complete the S-240 Form

A seller's permit is required by every individual, partnership, corporation, or other organization making taxable sales in Wisconsin, regardless of whether its sales are mercantile in nature, is required to have a seller's permit, unless one of the following applies:

- The seller only sells nontaxable products, such as nontaxable food.
- The seller qualifies for the occasional sales exemption.

How to Obtain a Seller's Permit

Apply for a seller's permit by one of the following methods:

- Complete the department's online <https://tap.revenue.wi.gov/BTR/> Business Tax Registration.
- Mail Form BTR-101, <https://www.revenue.wi.gov/TaxForms2017through2019/btr-101.pdf> Application for Business Tax Registration, to the Department of Revenue. Keep a copy of the completed application for your records.

If you have questions please contact the Department of Revenue - 608-264-4582 or at DORTempEvents@wisconsin.gov

Please direct vendors to DOR if they have questions - (608)264-4582 or DOR can provide guidance on if a seller's permit is needed

The State website says that it takes 7-10 days to receive your seller's permit when using the online registration. Please plan accordingly. Once you have your seller's permit number it should be pretty straightforward to fill out the S-240 form.