

**Letter sent to New SSTP registrations – Model 4.
Draft date 3/2010 (letter is subject to change)**

Filing requirement is one of the 4 listed (most start on an annual reporting basis).

Date

**Taxpayer
DBA
Street
City State Zip**

Thank you for registering through the Streamlined Registration system. Below is your South Dakota sales tax license.

Filing Requirements for South Dakota:

- **One return is filed annually on the December return, which is due in January.**
- **Returns are filed monthly and are due the 20th of each month.**
- **Returns are filed every two months and are due the end of the month.**
- **Returns are filed quarterly and are due the end of the month.**

You may choose to have a Certified Service Provider (CSP) administer your sales tax, including filing of your sales tax returns. Information on CSPs can be found on the Streamlined Sales Tax website.

Electronic Filing Option: Sellers not using a CSP may choose to file electronically using SD QUEST. SD QUEST is a free electronic tax filing and payment system that allows taxpayers to file and pay their sales and use tax via the Internet or telephone. You must complete an online application and be approved by the Department to file and pay electronically.

Physical Presence: If your business has a physical presence in South Dakota, you will need to complete the South Dakota online tax application that is located on the Department's website.

Municipal Sales Tax: You are responsible for collecting and remitting the municipal tax in addition to the state sales tax. Municipal tax rates are updated every six months on the Department's website.

Website: www.state.sd.us/drr

Taxpayer Assistance Number: 1.800.829.9188

SD QUEST: www.state.sd.us/drr/sdquest

Email: bustax@state.sd.us

Streamlined Sales Tax Website: www.streamlinedsalestax.org

LICENSE CARD

For use when this is done printed as a report and emailed.