



State of Wyoming

DEPARTMENT OF REVENUE

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Information for Streamlined Registrants-Sellers Not Using a Certified Provider or System

Thank you for registering to participate as a Streamlined retailer and to collect sales/use tax for the participating streamlined states. We have processed your registration and enclosed is your Wyoming Sales/Use Tax License Certificate. We have also enclosed a Wyoming Vendor Manual, current sales tax rate charts and the Streamlined Sales Tax Agreement Certificate of Exemption. Please be advised that you may obtain additional blank exemption forms from our website <http://revenue.state.wy.us> under the "Forms" tab.

The purpose of the streamlined sales tax initiative is to provide a standardized way for multi-state retailers to collect and remit sales/use tax for the various streamlined states. Information on when and how to remit are below. If your company has registered as having no sales in Wyoming you are considered an inactive filer and will not have any reporting requirements until you have a sale in this State, at that time you will need to contact this department so we can update your filing status.

As a "model 4" or "other seller" you are required to report at minimum on an annual reporting frequency. Should an annual frequency be inconvenient we also offer monthly and quarterly filing. Please be advised you are required to complete a return even if you have no sales in Wyoming. Our department does offer web based filing should you prefer to file electronically. The Wyoming Internet Filing System (WYIFS) website is <http://excise-wyifs.wy.gov/> this is where you will create your user name and password to file your returns and payments electronically.

Effective January 1, 2012 reporting vendors are allowed to take a credit on their return to help offset the cost of reporting sales/use tax due to the state. In order to qualify for this credit all returns and payments must be postmarked by the 15th of the month the tax is due. For example: January 2012 return and payment must be postmarked by February 15th. Furthermore the sales tax account must be in good standing, meaning all returns currently due must be filed and paid in full and the account may not have any outstanding balances. More information about this credit can be found in our "December 2011 Taxing Issues" newsletter on our website (address listed above) under the "Publications" tab you will see our Newsletter section choose the "Excise" link to find the specific titled newsletter containing detailed information on how to qualify for this credit.

Unless you will be taking the vendor compensation credit, all returns and payments are due on or before the last day of the month following the last month in the reporting period. For example: A monthly return for the reporting period of March 1, 2012 to March 31, 2012 would be due April 30, 2012.

Please be advised before any changes can be made through this department (i.e. address, contact, business closed), you are required to update your company's registration through the Streamlined Registration System at www.streamlinedsalestax.org

Again, thank you for registering to collect Wyoming Sales/Use Tax. Please contact this office at (307)777-5200 should you have questions regarding this or other sales/use tax matters.