

Registering for Massachusetts Sales Tax

These instructions are intended for anyone who has never attended a show as a vendor in Massachusetts and needs to register for sales tax. If you have attended a show in the past, contact me. We may be able to reopen an old registration.

Any questions, feel free to contact:
Patcharee Rotasayne of the MA Dept. of Revenue
508-792-7300 Ext. 22274
Email: rotasaynep@dor.state.ma.us

Please be aware, if you do not have an EIN issued from the IRS, the system will use your social security number. If this is an issue for you, please apply for a tax number at www.irs.gov. Once you have the number, you can then register with the Massachusetts Dept. of Revenue. If you already have an EIN or FID or simply wish to use your SSN, disregard this message. Please keep in mind that you will need to give the number to any promoter of ANY show you choose to attend in Massachusetts.

Instructions to register for sales tax with the Massachusetts Dept. of Revenue online:

Go to <https://mtc.dor.state.ma.us/mtc/>, then:

1. Click on "Register a New Business" near the bottom left of the screen
2. Click on "Next"
3. Click "I am registering a business, organization, or other entity" and "Next"
4. Start Registration Process.

If you are only attending this one show in MA during the year, when the form gets to the section where it asks if the business is "seasonal," select "yes" and select appropriate seasonal month(s). If you will be attending additional shows in Massachusetts, select for those months as well. This is so that you only need to file a return for that (those) particular month(s). Also, you must file a return for that (those) particular months every year until you cancel your registration.

Massachusetts does not offer temporary registrations. This registration will be permanent until you elect to close it. If you decide later that you do want to close it, call or send me an email and I will assist you. (Tip: Keep your username and password for future use in a safe place. Since the password is case sensitive, be sure to reflect that in your notes.)

You will file and pay your return online.

To file your return AFTER the show, do the following:

Log into your account on <https://mtc.dor.state.ma.us/mtc/>

Once logged in and on the Welcome page, select the appropriate account you would like to file for (in this case, it will be 'sales tax')

Then "File Now." Please remember you have 20 days following the end of the month to file your return.

You **do not** need to file all the other months that are listed. Only file the months you registered for, unless you participate in another show during the year. Then file a return for that month, as well.

At the end of the return, it will ask you if you want to make the payment. Click "yes" and the payment will be taken out of the bank account you provided. This will complete the entire process. You should receive a confirmation number.

If you have any questions, feel free to give me a call. Please inform the promoter of your sales tax ID number. Promoters are required by the Massachusetts Dept. of Revenue to collect and submit vendor information to us.