

***** Important New Information *****
Read Before Completing the Tax Return

NEW TAX RETURN

- Enclosed is your new business tax return(s) with your new business tax account number(s) printed in the space provided. Please review the information in the blocks at the top of the return. If the Federal Employer Identification Number (EIN), Social Security Number (SSN), or Federal Tax Identification Number (TIN) field is blank, please write in the block the appropriate information. A SSN is required for a business set up as a sole proprietorship.
- If you have already submitted your tax return and payment prior to receiving this correspondence please contact the Department of Revenue to ensure that we have received all of the information required to properly post your return and payment. Our contact information may be found at the bottom of this notice.
- The business tax return for **Classification 4, due November 30, 2010, is to be filed with the Tennessee Department of Revenue with payment of the amount due.** The business tax return has been revised so that it is easier to complete.
- Please review the enclosed instructions carefully, because there are a number of changes to the way in which the business tax is computed. While the tax rates have not changed, there are changes to the minimum tax, the wholesaler or retailer designation, and the deduction allowed for personal property taxes. Further details regarding these changes can be found on the Department's website at www.tn.gov/revenue/notices/business.
- Businesses that are located in a city that has a business tax must file two tax returns for that business location – one return for the city and one return for the county. If the business is not located in a city or is located in a city that does not have a business tax, then only one business tax return (for the county) is required for that business location. **If you are required to file both a return for the city and a return for the county, those returns may be mailed to you in separate envelopes. Both returns must be filed with the Department of Revenue.**

ELECTRONIC FILING OF THE RETURN

- If you are currently required to file your sales and use tax returns with the Department of Revenue electronically, then **you are also required to file your business tax returns electronically.** Business tax returns can be filed electronically by going to the Department of Revenue's website at www.tn.gov/revenue and clicking on "Online Services." Taxpayers that are required to file their returns electronically and fail to do so will be subject to a \$500 penalty per occurrence. **If you are required to file electronically, a paper return has been mailed to you for informational purposes only. It contains your new account number and other important information.** A paper return will not be sent to you in the future.
- Taxpayers that are **not required** to file electronically are nevertheless **encouraged to voluntarily file electronically** by going to the Department of Revenue's website at www.tn.gov/revenue and clicking on "Online Services." Electronic filing is fast, secure, and accurate.
- When filing electronically, tax payments can be made by credit card or by ACH Debit from a bank account. Payments made by ACH Debit from a bank account can be scheduled to be debited at any time in the future, up to the due date of the tax return, allowing a business to complete the tax return online in advance and schedule the payment to be processed on the due date. Payments made by credit card will be processed immediately. Mastercard, American Express and Discover Card are accepted. There is a processing fee of 2.49% when using a credit card.
- If you have any questions regarding these changes, please contact the Tennessee Department of Revenue at (615) 253-0600 or within Tennessee at (800) 342-1003 or by email at Business.tax@tn.gov.