

Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)		Vendor/Contact Name (First)		Vendor Phone Number
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

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Reproduce this page as needed to report all vendors.
Page 1 must be included with your submission.



Here's what you need to know:

- Some examples of temporary events include: farm markets, craft fairs, fairs, festivals, community or association picnics, carnivals, markets, flea markets, swap meets, fund raisers, concerts, trade shows, consumer shows, conventions, coin shows, gun shows, even portable roadside stands...
- One form per event type, unless its a recurring event within a 30 day period. Examples:
 - A Craft Fair on May 10-11 has a deadline of May 21 for S-240 submission.
 - A Farmers Market weekly May through October must submit one S-240 within 10 days of the last market date of each month. For example, if farmers markets on being held on the Saturdays of May 6, 13, 20, and 27, one S-240 for these four events may be submitted IF THEY ARE IDENTICAL (ie - same vendors at each week) by June 6 (ten days after May 27).
- "Event Operator" (you, the organizer) is responsible for submitting the S-240 to the Wisconsin Department of Revenue (online portal).
- You are responsible for including each vendor's information on the S-240 ONLY for the vendors who attend the event (not for any who may have signed up but did not show)
- In Part C of form S-240 only these cells may be left blank if they do not apply to that vendor:
 - WI Sales Permit Number (if they don't have one)
 - Their last 4 digits of SSN or FEIN (because they will give you ONE of these but don't need both)
 - DBA (if they don't have one)
 - Multi-Level Marketing Company (if they are not offering anything MLM)
 - Exemption Code (if they don't have one)

- Also in Part C - if vendor claims they are exempt, ask them if they are #1, 2, 3, or 4, and enter that number in the "Exemption Code" cell
 - #1 Exempt sales only or display only: For example, a farmer selling produce, or an organization handing out brochures
 - #2 Multi-level marketing company pays sales tax: For example, a Mary Kay rep selling product or giving out free samples
 - #3 Non-profit occasional sales exemption: For example, a church having a clothing sale
 - #4 Exempt occasional sales (Any vendor who sells less than \$2K in taxable items in Wisconsin per year): For example, Rosie Smith sells knitted scarves and has less than \$2K in annual revenue in WI

Complete all fields A, B , and C in caps