

## Information needed to complete the renewal process

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Before you start the online renewal process, make sure you have the following information available.

<input type="checkbox"/>	<b>Current business contact information</b> (addresses and phone numbers for <b>all</b> business locations)
<input type="checkbox"/>	<b>License numbers</b> if your business holds any licenses with the: <ul style="list-style-type: none"><li>• New York State Liquor Authority (SLA)</li><li>• New York State Lottery</li><li>• New York State Department of Motor Vehicles (DMV) (Only as a registered facility. For example: car dealers and auto repair facilities)</li></ul>
<input type="checkbox"/>	<b>Information for all responsible persons.</b> You will need the following detailed information for <b>each</b> responsible person: social security number, name, title, primary business duties, address, phone number, and effective date of assuming business responsibilities.
<input type="checkbox"/>	<b>Franchisees</b> will need to provide the franchisor's name and address.
<input type="checkbox"/>	<b>Other tax ID numbers</b> issued to your business by the Tax Department.
<input type="checkbox"/>	<b>The NAICS code</b> for your business. If you do not know your North American Industry Classification System (NAICS) code, you may use our <a href="#">NAICS code lookup service</a> or the <a href="#">Census Bureau's NAICS search</a> now.
<input type="checkbox"/>	<b>Bank account information</b> (account number and routing number) where you deposit sales tax money (manufacturers and wholesalers should just provide their business bank account information.)
<input type="checkbox"/>	<b>Credit card merchant service provider information</b> for all credit cards you accept (if any). Your service provider is the company or bank that processes your credit card transactions.
<input type="checkbox"/>	<b>Tax preparer information</b> (address, phone, and preparer's federal EIN) if your business uses a preparer to complete sales tax returns.