

1st STOP CHECKLIST: MAIL RECEIVING AGENCY

REQUIREMENTS & REGULATIONS

- [] There are no special state-level licenses for mail receiving agencies.
- [] The **U.S. Postal Service** regulates mail receiving agencies. You must be registered as an **Authorized Agent**. The forms to register can be found at your local post office or on-line at www.usps.com.
- [] Sales tax must be collected on all retail sales (sales of tangible goods to an end user). You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] If you have questions about sales tax, contact the **OHIO DEPARTMENT OF TAXATION** at **(888) 405-4039 for Business Tax Assistance; (888) 405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>. **Remember to check local government agencies.**
- [] The **ORC** and **OAC** can be found in your local library or on-line at <http://codes.ohio.gov/orc>.

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.