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.