Dear West Bend Farmer’s Market Vendors,

We have a new form that is required by the Wisconsin Department of Revenue for our market, please fill it out and return to before the market begins.

The information that we will need for each vendor is below: Form S240

1. **Exempt sales only or display only.**
2. **Multi-Level Marketing company pays sales tax.**
3. **Non-profit 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 (First) Name**  | **Vendor Phone Number**  |
| **Mailing Address**  | **Email address**  |
| **City**  | **State**  | **ZIP**  | **Multi-Level Marketing Company (if claiming Code 2 above)** |

If you have any questions about this form that is needed for the market, please contact:

Wisconsin Dept of Revenue – (608)264-4582 – DORTempEvents@wisconsin.gov or [www.revenue.wi.gov](http://www.revenue.wi.gov)

For general inquiries about a seller’s permit – (608)224-4923 – DATCPDFSLicensing@wiconsin.gov

Seller’s Permit Renewal or Billing inquiries – DATCPFRBSupport@wisconsin.gov

Thank you,

Wendy Schneider

Market Manager

events@downtownwestbend.com

262-338-3909

120 N Main Street, Suite 170 ~ West Bend, WI ~ 53095