



(rev. 7-17)

# North Carolina Department of Revenue

## Business Questionnaire

1. a) Legal Business Name: \_\_\_\_\_  
b) Trade Name: \_\_\_\_\_
  2. Business Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  3. Business Website: \_\_\_\_\_
  4. Type of business organization: Proprietorship \_\_\_ Partnership \_\_\_ LLP \_\_\_ C Corporation \_\_\_  
S Corporation \_\_\_ LLC \_\_\_ (If LLC, classification for federal income tax purposes: \_\_\_\_\_)
  5. SS# or Federal ID number: \_\_\_\_\_
  6. Describe your principal business activity everywhere: \_\_\_\_\_  
\_\_\_\_\_
  7. Describe your principal business activity in North Carolina: \_\_\_\_\_  
\_\_\_\_\_
  8. When did your business activity in North Carolina begin? \_\_\_\_\_
- |   | <b><u>Yes</u></b> | <b><u>No</u></b> |
|---|-------------------|------------------|
| 9. Is the business currently filing with North Carolina?  | ___               | ___              |
| a) If a Proprietorship, do you file a North Carolina Income Tax return D-400?   | ___               | ___              |
| b) If a Partnership, do you file a North Carolina Partnership return D-403?   | ___               | ___              |
| c) If a Corporation, do you file a North Carolina Income and Franchise Tax return?  | ___               | ___              |
| If yes, which form? CD-401S ___ CD-405 ___  |                   |                  |
| d) Exact name and address used on the return: _____<br>_____  |                   |                  |
| e) Period covered by the latest return filed: _____   |                   |                  |
| f) If the business organization changed (i.e., from/to corporation, partnership, LLC), give the date,<br>type of change and prior entity Federal ID number: _____ |                   |                  |
| g) State of incorporation: _____  |                   |                  |
| h) Provide your income tax year: _____  |                   |                  |
| i) Provide name, address, and SS# or Federal ID number of any related or affiliated<br>companies: (Attach additional pages if necessary)<br>_____<br>_____        |                   |                  |
| j) Indicate your current North Carolina registration number(s):<br>Sales & Use Tax: _____ Individual Income Tax Withholding: _____<br>Other: _____                |                   |                  |

## Business Questionnaire (continued)

	<b>Yes</b>	<b>No</b>
10. Business activities in North Carolina:		
a) Does the business sell, lease, rent or license to use or consume tangible property in North Carolina? If yes, describe property: _____	___	___
b) Does the business sell, lease, rent or license to use or consume intangible property in North Carolina? If yes, describe property: _____	___	___
c) Does the business make retail sales in North Carolina?	___	___
d) Does the business make wholesale sales in North Carolina?	___	___
e) Does the business maintain an office, agency, warehouse, or other business location in North Carolina? If yes, address: _____	___	___
f) Does the business maintain inventory or consigned property in North Carolina whether permanently or temporarily? If yes, address: _____	___	___
g) Does the business license software for use in North Carolina?	___	___
h) Does the business perform construction contracts in North Carolina?	___	___
i) Does the business maintain a security interest/mortgage in property until the contract price or amount borrowed has been paid?	___	___
11. Check the method(s) of delivery your business uses: ___ company-owned or leased trucks; ___ your delivery agent or salesperson; ___ customer pickup; ___ common carrier; ___ US Postal Service; Other: _____		
12. Check the activities company employees, representatives, or agents conduct in North Carolina:		
a) Solicit/approve orders and/or secure deposits on sales of tangible personal property	___	___
b) Make "on the spot" sales of company products	___	___
c) Make collections on regular or delinquent accounts	___	___
d) Carry samples and/or merchandise that are sold, exchanged, or distributed in any manner for consideration or other value	___	___
e) Provide installation or supervision of installation	___	___
f) Offer technical assistance and training to purchasers of its products before or after the sale	___	___
g) Make repairs or provide maintenance	___	___
h) Distribute replacement parts	___	___
i) Pick up or replace damaged or returned property	___	___
j) Advise customers as to minimum inventory levels, remove obsolete or outdated goods	___	___
k) Conduct training classes, seminars or lectures	___	___
l) Investigate credit worthiness	___	___
m) Handle customer complaints	___	___
n) Repossess property	___	___
o) Provide engineering or design services	___	___
p) Maintain or service samples or display room	___	___
q) Investigate, recommend, or appoint potential dealers, agents or distributors	___	___

---

Print Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this questionnaire to:

North Carolina Department of Revenue  
 Attn: Angela Stephenson  
 514 Daniels St # 409  
 Raleigh, NC 27605  
[Angela.Stephenson@dornc.com](mailto:Angela.Stephenson@dornc.com)