



New Jersey Tax Guide

Starting a Business in New Jersey



The State of New Jersey is open for business. We are here to help you succeed.

We know that starting a business is not an easy undertaking. It involves hours of research, creating a business plan, choosing a type of business, licensing and permits. It can seem overwhelming. That's why the New Jersey Business Portal's [One-Stop Shop for Business](#) is a great place to start whether you're poised to open, grow or relocate your business.

Before Registering A Business

There are several important steps that should be taken before registering a business:

- Choose the type of business structure that fits your ownership and business plan;
- Check here to determine if there are [licensing requirements](#) (e.g., daycare providers, contractors, etc.) for your business;
- Contact the [Small Business Development Centers](#) and other free/low cost resources for advice;
- Seek legal advice if needed to determine which type of business structure to select.

Registering Your Business

Make sure the business (trade) name is available:

- a. **Sole Proprietors** and **Partnerships** register trade names with their county
- b. **Corporations, LLCs** and other legal structures complete a [Public Record Filing](#) (Fee required); and

Get a free [Federal Employer Identification Number](#) (FEIN).

You must report your Federal Employer Identification Number (FEIN) or your Social Security number on the application. You will be assigned a 12-digit New Jersey Taxpayer Identification Number that corresponds with your FEIN/SSN, with a three-digit suffix of '000'. It is important that you **include this number** on all returns, payments, and other correspondence that you send to us.

If you haven't already obtained your FEIN, visit the IRS Web Site for information on completing [Federal Form SS-4, Application for Employer Identification Number](#).

All general partnerships, corporations, LLCs, LLPs, or LPs must get a FEIN from the IRS.

A **sole proprietor** can use the owner's Social Security number or an FEIN. The only time they are required to obtain an EIN is if the business:

- Will have employees;
- Wants to open a bank account; or

- Wants to register a company vehicle.

Complete Form NJ-REG

You must register the business with the State of New Jersey at least 15 business days prior to opening. This enables us to send you the forms and information necessary for you to comply with New Jersey tax laws.

The New Jersey Complete Business Registration Package contains:

- Application for Business Registration, [Form NJ-REG](#);
- Applications for Motor Fuel and Cigarette Licenses; and
- The State of New Jersey New Hire Reporting Form.

Employers must complete the New Hire Reporting Form for all employees at the time of hiring. The State uses the information from this report to:

- Locate parents who owe child support;
- Check income information for those receiving public assistance or unemployment.

If you plan to incorporate your business, you must obtain a charter from the New Jersey Division of Revenue and Enterprise Services, Business Services Bureau. If your business is incorporated in another state, you must also request authorization to do business in New Jersey. You can contact the Division of Revenue, Business Services Bureau for assistance at (609) 292-9292.

If you are a Corporation electing to be treated as S Corporation only, you must:

- File Federal Form 2553 to elect Federal S-Corporation status; and
- File Form CBT-2553, to elect New Jersey S Corporation status.

If you are buying an existing business, you must notify the State of New Jersey [Bulk Sales Section](#) at least ten days before the sale.

Changes to Your Business Registration

Sometimes, it is necessary to make changes to your business. You must file the [REG-C-L](#) if you wish to make any of the following changes to your business:

- Adding or removing tax eligibilities;
- A change in identification information (e.g., name, trade, location address, or FEIN);
- A change in filing or business activity;
- A change in corporate officers; and/or
- Replacing your temporary Taxpayer Identification Number with your official Taxpayer Identification Number (e.g., your FEIN).

You must file a new NJ-REG if you wish to make any of the following changes to your business:

- Whenever business ownership changes;
- When a merger occurs. The surviving entity completes a new NJ-REG; or
- Opening additional locations for an existing business.

For more information, visit the Division of Revenue's [website](#).

Business Taxes and Fees

Corporation

Corporations registered with New Jersey are required to file the [CBT-100](#) or [CBT-100S](#) returns annually. This applies both to corporations formed in New Jersey and foreign (out-of-state) corporations.

For more information about Corporation Business Tax filing responsibilities, click [here](#).

Partnership

Partnerships with income or losses sourced to New Jersey, or which have a New Jersey resident partner, are required to file the [NJ-1065](#) return annually. Partnerships that withhold tax on behalf of their nonresident partners are required to file the [NJ-CBT-1065](#) in addition to the NJ-1065.

For more information about Partnership filing responsibilities, click [here](#).

Sole Proprietor/Single Member Limited Liability Company (LLC)

Sole proprietors and single member LLCs do not file a business Income Tax return. They are treated as individuals for Income Tax purposes, and must file an [NJ-1040](#) or [NJ-1040NR](#) return to report and remit any net profit earned from the business.

Sales Tax. In general, every New Jersey business selling taxable items or services must collect and remit New Jersey Sales and Use Tax when sales are completed by delivery to a New Jersey location or performance of the service in this State.

If you indicated on your NJ-REG that you will be [collecting Sales Tax](#), remitting Use Tax, or using [New Jersey Exemption Certificates](#), the State of New Jersey will send you a New Jersey Certificate of Authority for Sales Tax. This is your permit to collect Sales Tax, and to issue and receive exemption certificates. The New Jersey Certificate of Authority must be displayed at your place of business.

For more information on Sales and Use Tax, click [here](#).

Employer Withholdings. As a New Jersey employer, you are required to withhold New Jersey Income Tax from wages paid to all New Jersey resident and nonresident employees

physically working in this State. Pennsylvania residents are the only out-of-state residents exempt from New Jersey withholdings.

For Employer Withholding instructions, click [here](#).

Unemployment Insurance/Disability Insurance/Family Leave Insurance. As a New Jersey employer, you may be required to withhold and remit Unemployment Insurance, Disability Insurance, and/or Family Leave Insurance on behalf of your employees. For more information, [contact](#) the New Jersey Department of Labor and Workforce Development.

Click [here](#) for a comprehensive list of taxes and fees we administer.

Small Businesses in New Jersey

Starting and running a small business can be challenging. However, valuable resources are available to provide you with advice and support.

Among the resources available are:

- [The Small Business Administration](#) (SBA) provides you with information about how to plan, launch, balance and grow your business. The federal agency also provides a 2017 New Jersey Edition of its [Resource Guide for Small Business](#);
- [SCORE](#) (Service Corps of Retired Executives), the nation's largest network of volunteer and expert business mentors; and
- We offer a variety of [Small Business Workshops](#) on topics including How to Register, New Jersey Sales Tax Seminar, Online Businesses and Sales Tax, and more. Click [here](#) for a current schedule.

Helpful Resources

[Guide to Doing Business in New Jersey](#). This guide includes an array of topics ranging from what you need to get started, to providing you with numerous informational resources.

The [New Jersey Business Action Center](#) offers professional assistance and has Business Advocates ready to take your call. The NJ Business Portal is open for your business.

The [New Jersey Business & Industry Association](#) (NJBIA), has provided members with information and services as well as a number of other benefits to help New Jersey businesses prosper since 1910.

The Division of Taxation has a list of [publications](#), including:

- **About New Jersey Taxes Bulletins (ANJs)**, which focus primarily on the Sales and Use Tax issues related to a specific business; and
- **Tax Topic Bulletins (S&Us, GITs)** that provide detailed information on various aspects of Sales and Use Tax and Gross Income Tax.

We also offer [technical guidance](#) on various topics in the form of Letter Rulings, Technical Advisory Memorandums and Technical Bulletins.

Contact Information

Federal Identification Numbers and Federal Exemption

U.S. Internal Revenue Service

Call (800) 829-3676 to request forms and publications.

Call (877) 829-5500 (IRS Exempt Organization Unit) to talk to an IRS Representative.

Website: www.irs.gov

Solicitation/Charities Registration Information

Charities Registration Section:

New Jersey Division of Consumer Affairs

P.O. Box 45021

Newark, NJ 07101

Tel. No. (973) 504-6215

Website: www.njconsumeraffairs.gov/charhlp.htm

E-mail: AskConsumerAffairs@lps.state.nj.us

Raffles, 50/50's, etc. Information

Legalized Games of Chance Control Commission

Division of Consumer Affairs

P.O. Box 4600

Newark, NJ 07101-8002

Tel. No. (973) 273-8000

www.njconsumeraffairs.gov/lgccc.htm

New Jersey Sales Tax Exemption Information

Regulatory Services Branch

New Jersey Division of Taxation

P.O. Box 269

Trenton, NJ 08695-0269

Tel. No. (609) 292-5994

Website: www.njtaxation.org

Incorporation Information

Corporate Filings Unit
New Jersey Division of Revenue and Enterprise Services
Mailing Address:
P.O. Box 308
Trenton, NJ 08646

Physical Address:
225 West State St., 3rd Floor
Trenton, NJ 08608
Tel. No. (609) 292-9292
Website: www.state.nj.us/njbgs

Registration for Employee Tax Withholding (New Jersey) or other State Tax Payments

Business Registration Section
New Jersey Division of Revenue and Enterprise Services
Mailing Address:
P.O. Box 252
Trenton, NJ 08646-0252

Physical Address:
847 Roebling Ave.
Trenton, NJ 08611
Call 800-323-4400 or (609) 826-4400 for forms
Call (609) 292-9292, Option 1, to talk to a representative
Fax No. (609) 292-4291
Website: www.state.nj.us/treasury/revenue