



FOR IMMEDIATE RELEASE

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Fairfield County Auditor Releases Vendor License FAQs

Lancaster, Ohio – The Fairfield County Auditor’s Office is pleased to release a fact sheet documenting the County Auditor’s Office process for issuing a vendor’s license. This document answers frequently asked questions and outlines procedures for applying for a vendor’s license.

“We in the Fairfield County Auditor’s Office are issuing about 40% more vendor licenses for residents, as compared to the number issued in pre-pandemic levels. Residents are increasingly working in different ways, and our county’s population growth and trends in entrepreneurship bring about more interest in the process,” stated Dr. Carri Brown, Fairfield County Auditor.

The vendor’s license FAQ sheet is attached and can be viewed on the Fairfield County Auditor’s Office website <https://www.co.fairfield.oh.us/auditor/fc-vendors-licenses.html>.

For more information on obtaining a vendor’s license, please contact the Fairfield County Auditor’s Office at (740) 652-7020.

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Applying for a Vendor's License – Frequently Asked Questions

The State of Ohio requires any person or business making retail sales of tangible personal property or taxable services to register for sales tax by obtaining a vendor's license. There are a few steps to take to obtain a vendor's license. One good first step is to review the Ohio Secretary of State's website for information about registration and licensing.

Where can I find good information about registration and licensing if I am interested in starting a new business?

The Ohio Secretary of State provides a nice summary for those interested in starting a new business. That summary can be found here: <https://www.ohiosos.gov/businesses/information-on-starting-and-maintaining-a-business/starting-a-business/>

The Ohio Business Gateway also provides helpful tools for starting your business. The Ohio Business Gateway site can be found here: <https://gateway.ohio.gov/home>.

What form do I use to apply for a vendor's license once I have determined one is applicable for my business?

There are two commonly used forms: a vendor license form and a transient vendor license form. The "vendor license" form is for a fixed place of business in Ohio and the "transient vendor" license form is for retailers that have a temporary place of business and make sales throughout the state of Ohio.

Where do I find the "vendor license" form?

Once you are ready to apply for a vendor's license in Fairfield County, fill out and return the Ohio Department of Taxation's ST1 Application for Vendor's License to Make Taxable Sales. The form is available by contacting or visiting the Auditor's Office, or can be found here: https://tax.ohio.gov/static/forms/sales_and_use/Applications2019/ST_ST1_FI.pdf

Where do I find the "transient vendor" license form?

A transient vendor's license can only be obtained from the State of Ohio. The form for applying for a transient vendor's license can be found here: https://tax.ohio.gov/static/sales_and_use/st_st1t12_09.pdf



What is the fee for applying for these types of vendor's licenses?

There is a one-time \$25 fee for either type of vendor's license. The fee for a traditional vendor's license (the first type discussed in this document) can be paid in cash or by check to the County Auditor's Office.

For a transient vendor's license, you will need to submit the \$25 fee with the state's application.

How long does it take for the County Auditor's Office to process an application?

If you apply for a traditional vendor's license in person, the process takes a few minutes.

If you apply by mail, it will be completed and mailed back the day it is received.

IMPORTANT: Do I need to respond to annual correspondence from the State of Ohio even if my business did not have any sales for the year?

Yes! To keep your vendor's license valid, you must reply to the correspondence sent by the State of Ohio. If you did not have any sales in that calendar year, just mark \$0 on the form.

Can I contact someone for more information? Yes, please call the Fairfield County Auditor's Office at (740) 652-7020.