Dear Richfield Farmer Market Vendors,

This form is required by the Wisconsin Department of Revenue for our market, please fill it out and return it to us online or Judy@RichfieldFarmersmarket.com 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](mailto: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](mailto:DATCPDFSLicensing@wiconsin.gov)

Seller’s Permit Renewal or Billing inquiries – [DATCPFRBSupport@wisconsin.gov](mailto:DATCPFRBSupport@wisconsin.gov)

Thank you,

Judy Greenfield

Market Manager

[Judy@RichfieldFarmersMarket.com](mailto:events@downtownwestbend.com)