



**Serving Monmouth County, New Jersey  
and surrounding areas**

**Bulletin Number 3607**

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**New Business Registration in New Jersey**

The Business Registration Package (REG-P) published by the Department of the Treasury, Division of Revenue contains information and forms to register your business in New Jersey. By completing and filing NJ-REG with the Division of Revenue, a business will be registered for applicable taxes and related liabilities that are administered by the Department of Labor, the Division of Revenue and the Secretary of State. **Whether you intend to run a business under your own name or you are a Sole Proprietorship or a General Partnership, you must register with the NJ Division of Revenue at least 15 business days prior to the day the business opens. This also applies to a corporation, LLC, LP, or LLP who must also file federal tax forms.**

After registering, businesses will receive the forms and other information required for on-going compliance with New Jersey State taxes. The Business Registration Package can be obtained by calling 609-292-1730 or by writing to:

Client Registration Bureau  
NJ Division of Revenue  
P.O. Box 252  
Trenton, NJ 08625-0252

If you are a Sole Proprietor/General Partnership with no employees, you will be filing your business taxes under your social security number otherwise you must file under a federal tax ID number.

The NJ-REG contains the following forms which cover all business entities (Sole Proprietorship, Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Company, C-Corporation, and S-Corporation). **We recommend that you seek professional accounting and legal advice to assist in your determination of the legal business entity most appropriate to your needs.**

- **Business Registration Application (NJ-REG)** - Required by *every* new business. No filing fee required. Questions to Client Registration at 609-292-1730
- **Public Records Filing for New Business Entity** - Required by all profit and non-profit business entities except Sole Proprietor and Partnership. Filing fee for domestic entities is

\$100 for profit and \$50 for non-profit. Questions to 609-292-9292. This form is used to initiate the process of incorporation.

- **Registration of Alternate Name (C-150)** - \$50 filing fee for both profit and non-profit. This form is used when a corporation intends to use an alternate name in New Jersey.
- **State of New Jersey New Hire Reporting Form** - All employers with business operations in New Jersey are required to report newly hired employees as well as employees returning to the payroll after a lapse in employment if a new W-4 form is completed. The purpose of this form is to provide information for locating parents who owe child support.
- **Request for Change of Registration Information (REG-C-L)** - Used to report any change in filing status, identification information, trade name, or address change.
- **Business Entity Amendment Filing (REG-C-L)** - Used to report amendments to articles recorded in the original certificate of the business entity. Various fees apply according to type of business entity.
- **New Jersey S Corporation or New Jersey QSSS Election (CBT-2553)** - Required filing for a corporation to be treated as a New Jersey S corporation or New Jersey Qualified Subchapter S Subsidiary. Must be filed with State of New Jersey even if business is already an S-Corporation under Federal tax laws.
- **Request for Cigarette/Motor Fuel License Application (REG-L)** - For wholesaler, distributor & manufacturer cigarette licenses and motor fuel licenses.
- **Cigarette/Motor Fuels License Application (CM-100)** - Cigarette retail, vending & manufacturer licenses and motor fuel retail dealers & transport licenses.