



STATE OF WEST VIRGINIA  
Department of Revenue  
State Tax Department

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Joe Manchin III  
Governor

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Dear Taxpayer:

Welcome to West Virginia. Your Streamlined Sales Tax Registration has been received.

The State Tax Department is currently developing the programming to enable the acceptance of Simplified Electronic Returns (SERS). At this time, there are no Certified Service Providers available, likewise, there have been no Automated Systems certified for use in submitting the SERS.

Below are the current options for filing tax returns and remitting Sales and Use tax :

**FILING RETURNS**

**ON-LINE FILING** - After November 10, 2005, you may visit our Streamlined Sales Tax website located at <http://www.state.wv.us/taxrev/sst.htm> to complete the 'Registration for West Virginia Sales and Use Tax Return Online Filing'. Once the registration is completed, you will receive a PIN. This PIN will be required to file the online return. This registration application is for Electronic Funds Transfer(EFT), however, you must complete this form to receive your PIN number to file your return online. If you complete the online registration, your PIN number will be emailed to you.

Once you receive the PIN, logon to Streamlined Sales Tax website and follow the on-line directions to file the return.

**PAPER RETURN** - Enclosed you will find a WV/CST-200, West Virginia Consumers Sales and Service Tax Return for your use. This form is also available on our Streamlined Sales Tax website located at <http://www.state.wv.us/taxrev/sst.htm>. You may file this return anytime by mailing to the address listed on the return. Your West Virginia Identification Number is your FEIN or Social Security number plus the added digits of 600 (Example: 00-000-0000-600)

**REMITTANCE OF SALES AND USE TAX**

**ELECTRONIC FUNDS TRANSFER (EFT)** - EFT is the most efficient way to make payments, it eliminates the problem of lost checks and reduces costs of handling and processing. West Virginia accepts both ACH Credits and ACH Debits. You can either complete the EFT Registration application on-line or print the PDF version, complete and mail to the address shown on the application. If you have completed the Registration for West Virginia Sales and Use Tax return online filing, please do not complete a separate application for remittance purposes. The Registration for West Virginia Sales and Use Tax return is the application for Electronic Funds Transfer (EFT) and allows you to remit through EFT.

**ACH Credit** - If you need additional information please visit <http://www.state.wv.us/taxrev/sst.htm> and click on 'Information for Electronic Funds Transfer'.

**ACH Debit** - If you need additional information please visit <http://www.state.wv.us/taxrev/sst.htm> and click on 'Information for Electronic Funds Transfer'.

**FEDWIRE payments** (same day payment) are available upon request only if a transfer fails. You must call (304) 558-8509 before transmitting a same day payment to allow adequate processing. If you need additional information please visit <http://www.state.wv.us/taxrev/sst.htm> and click on 'Information for Electronic Funds Transfer'.

**PERSONAL OR COMPANY CHECK** - Remittance is accepted in the form of a personal or company check. Simply make the check payable to the West Virginia State Tax Department, attach to the return and mail to the address on the return.

**MONEY ORDER** - Remittance is accepted in the form of a money order. Please make the money order payable to the West Virginia State Tax Department, attach to the return and mail to the address on the return.

If you have chosen to be a Model I or II seller, as soon as Service Providers and Automated Systems have been certified, we will notify you with further information and instructions. No further registration is required unless you receive separate notification of additional requirements. Should you have any questions, Please contact Tonja Oakes at (304) 558-5463.