

PROMOTER INSTRUCTIONS FOR ONE TIME EVENTS

1. Provide a list of all vendors to the Department. Include the following information to identify your event: 10 digit Taxpayer ID # (if already assigned), name of event, dates, and location. Also provide the following information for each vendor: vendor's name, address, and phone number. You can mail your vendor list to the [district offices](#) closest to where your event is being held.
2. At the beginning of the event, provide each vendor with a "One Time Sales Tax Return". This return is a three part form on one 8x10 page. The return is to be filled in with the following information in all three sections:
 - Name of Business or Individual
 - Phone Number
 - Business Address
 - Business Federal or Individual Social Security Number
 - Gross Taxable Sales
 - Sales Tax Due
 - Signature of vendor
 - Assigned Space Number (if applicable)
3. At the end of the event, each vendor must remit the sales tax collected and their "One Time Sales Tax Return" to the promoter. All three sections of the return should be filled out. The Seller's Copy (bottom) is to remain with the vendor. The Promoter's Copy (middle) is retained by the promoter. The Department Copy (top) must be mailed back to the Department with the sales tax collected.
4. The sales tax collected is due back to the Department within 10 business days after the conclusion of the event.
5. If a vendor has an existing sales tax permit, have them clearly indicate that number on all three copies of the One Time Sales Tax Return. They may remit payment of taxes collected at the event on their "regular" Sales & Use Tax Return.
6. Please do not send cash through the mail. If a vendor gives you cash, please convert it to check or money order made payable to: Nevada Department of Taxation.
7. We do not accept two-party checks. If a check or money order is made payable to the promoter, another check will need to be written (either by the promoter or the vendor) and made payable to: Nevada Department of Taxation.
8. Return all unused "one-Time" returns to the department when you remit the sales tax collected.
9. For future events, be sure to contact the Department of Taxation at least 2 weeks in advance.