

Instructions for Form 100

Designation of Individual

WHO MUST FILE

Any person or organization engaging in any business activity whatsoever within the Navajo Nation must register with the Office of the Navajo Tax Commission by completing and filing this form.

TIME FOR FILING

The form must be filed on or before the time for filing taxpayer's first declaration return under any Navajo tax law. On an annual basis, each taxpayer must designate and provide the mailing address of a natural person for the purposes of notice, by filing a Form 100. **The forms must be submitted each year to the Office of the Navajo Tax Commission by January 15, even if no changes have occurred since the prior filing.** In addition, an updated form must be filed within 30 days of a change in circumstances for example, designee change, address change, change in ownership, etc.

INSTRUCTIONS BY ITEM

"TIN/SSN" Indicate the business' taxpayer identification number or social security number.

"Business Name" Indicate the name of the business.

"Nature of Business" Indicate the nature of the business.

1. Designee(s) Information:

Indicate the person's full name, title, mailing address, city, state, zip code, telephone number, fax number and e-mail address of the natural person(s) that will receive notifications pertaining to the business.

2. Navajo Nation Mailing Address & Telephone Number:

If different from Section 1, enter the Navajo Nation mailing address and telephone number. If not applicable, indicate N/A.

3. Tax Type:

Indicate the type of tax the business is applicable to. A separate form is required for each tax and possibly each business location. The following abbreviations will apply:

ALT – Alcohol Tax
BAT – Business Activity Tax
FET – Fuel Excise Tax
HOT – Hotel Occupancy Tax
JFT – Junk Food Tax
LIQ – Liquor
SALES – Sales Tax
SEV – Oil & Gas Severance Tax
TOB – Tobacco Products Tax

4. Type of Business: Indicate the type of business. If other, please indicate.

5. Accounting Month End: Indicate the month only.

6. Accounting Records kept on: Indicate whether the accounting records of the business are maintained on a cash or accrual basis.

7. Physical Address of where records are located: Indicate the physical location of the business' records (street or rural address, city and state). *Do not indicate a post office box.*

VERIFICATION AND SIGNATURE

The form must be verified, signed, and dated by the taxpayer or an officer, employee, or other duly authorized agent of the business. **If form is not signed, it is considered invalid and will be mailed back to the business for signature.**

PLACE FOR FILING

By Mail to: Registrar, Office of the Navajo Tax Commission, Post Office Box 1903, Window Rock, Arizona 86515-1903.

EFFECT OF FILING

A separate filing of this form for each tax will be effective with respect to the business' obligation to register and designate an individual under the tax laws of the Navajo Nation. A business must file more than one form if different individuals are designated for different taxes and if there are different business locations. The individual named on the form will be taxpayer's designee for the purpose of receiving notice and will remain the designee until the taxpayer files a new form. Any new notice or other communication by the ONTC staff will be made to the designee and is deemed as made to the business and binding on it. This manner of notice, however, does not exclude effective notice either given directly to the business or by other methods, including publication.

REQUIRED INDIVIDUALS

The business' designee must be a natural person, i.e., an individual. If the business is an individual owner, that individual may be the designee. If a business is a sole proprietorship or partnership, then an employee, the proprietor, or an individual partner may be the designee. An individual executor may be named designee of an estate. An individual trustee may be designated for a trust. Any officer or employee may be the designee of a corporation. Any employee of a business may be its designee, or a business may designate any other representative, provided only that the representative is an individual.

ADDITIONAL INDIVIDUALS

Businesses who need to have more than one person receive tax publications may name two other individuals, not for notice, but for complete and timely information. The Office of the Navajo Tax Commission will maintain a reasonably current list of individuals to receive the same general publications as are sent to designees. This provision is limited to two (2) additional names per Form 100.

FAILURE TO FILE

Persons failing to register by filing this form are subject to the penalties provided by statute. It should be noted that failure to file this form may result in a delay of your receipt of certain forms which have filing deadlines. **If a taxpayer fails to timely file a Form 100 by January 15th, a penalty shall be assessed. See Subsection 112(a) of the Uniform Tax Administration Statute-Penalties for Failure to File.**