



# Rhode Island Department of Revenue **Division of Taxation**

Business Basics

March 27, 2023

# Agenda

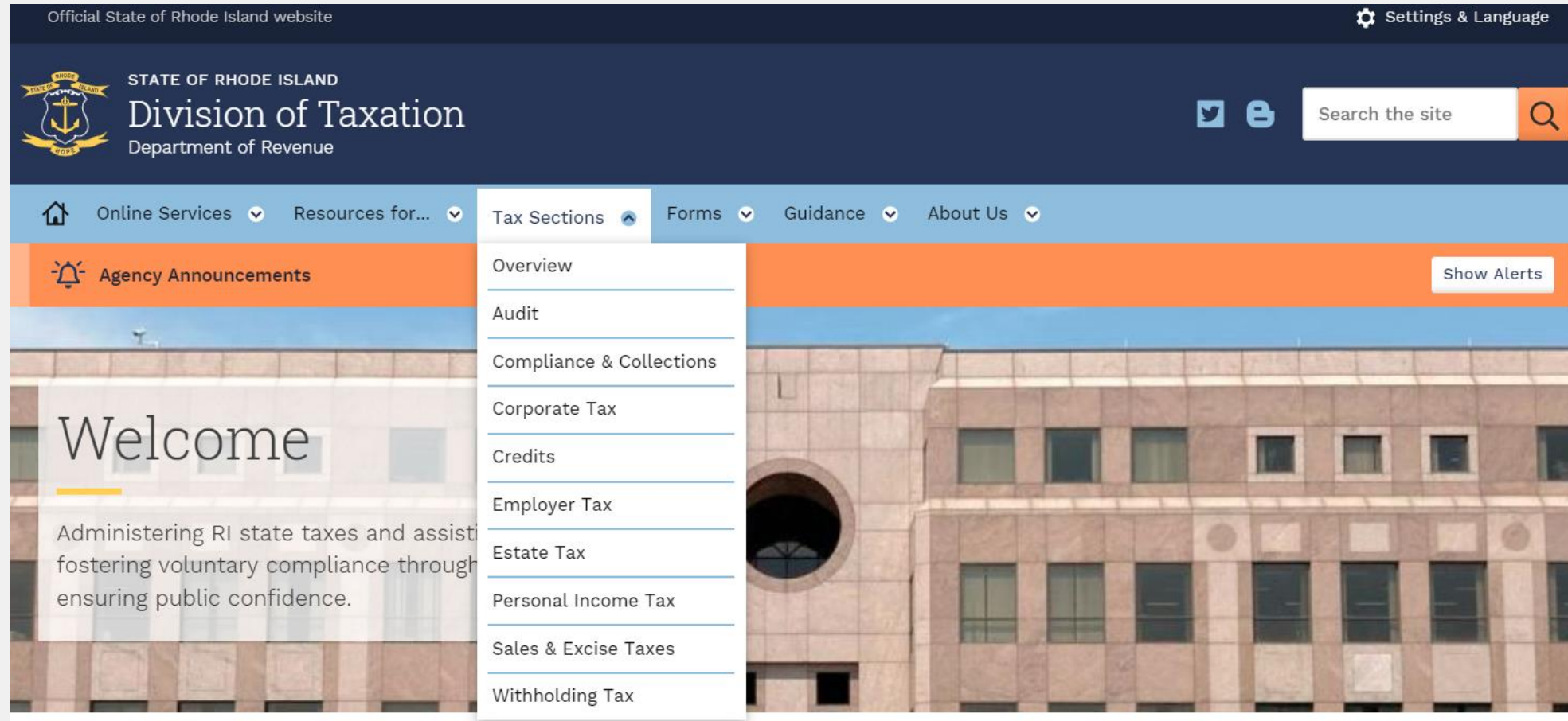
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- Introduction
- Website Components and Features
- Sales Tax
- Meals and Beverage Tax
- Corporate Tax
- Personal Income Tax
- Electronic Mandate and Taxpayer Portal
- Additional Information
- Questions

# Website Components and Features

<https://tax.ri.gov/>

- Provides resources broken out by sections
- Forms are broken out in similar way



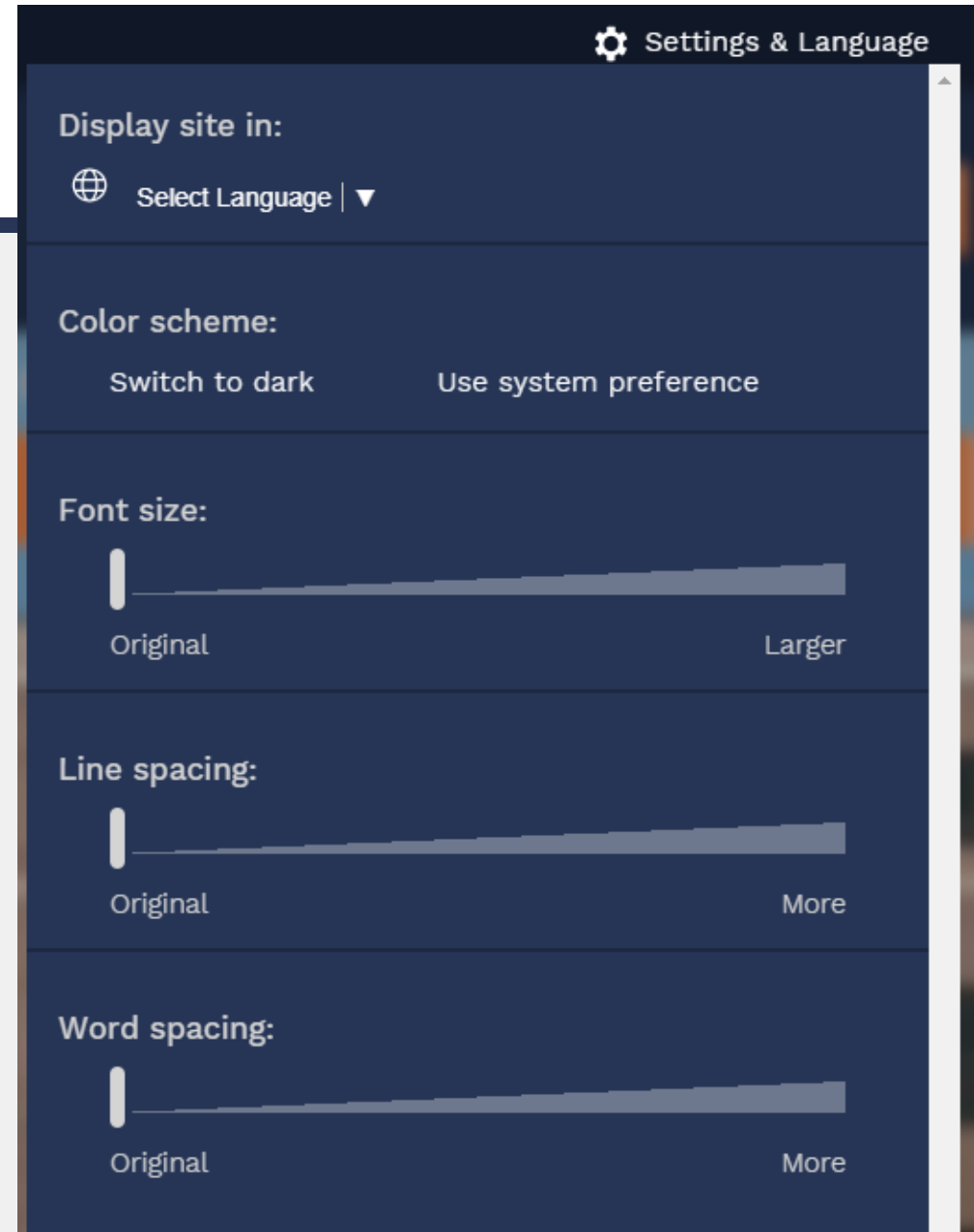
# Website Components and Features

- [Contact Us | RI Division of Taxation](#)
- [Sales & Excise | RI Division of Taxation](#)
- [Corporate | RI Division of Taxation](#)
- [Withholding Tax | RI Division of Taxation](#)

The screenshot shows the website's navigation bar with links for Online Services, Resources for..., Tax Sections, Forms, Guidance, and About Us. Below the navigation bar is an orange banner for Agency Announcements. The breadcrumb trail reads Home » Resources For... » Businesses. A left-hand menu titled 'Resources for...' is expanded to show 'Businesses' with a minus sign, and sub-items: Audit, Corporate, Electronic Filing Mandate, Registration, and Sales & Excise. The main content area is titled 'Resources for Businesses' and features a 'NEW' announcement for 'The Restaurant Industry & Rhode Island Tax Guide'. Below this is a paragraph explaining that larger business registrants must use electronic filing starting in 2023, with a link to the 'Electronic Filing Mandate page'. A section titled 'Business Taxes' follows, with a sub-section for 'Corporate Tax' highlighted in a light yellow box.

# Website Components and Features

- Ability to Customize the language and translate pages
- Change Font size





# Website Components and Features

- Links to Advisories, FAQs and Newsletters
- Alerts and Messages
- Search functionality

The screenshot displays the official website of the State of Rhode Island's Division of Taxation. At the top, it identifies itself as the 'Official State of Rhode Island website' and includes a 'Settings & Language' option. The main header features the state seal and the text 'STATE OF RHODE ISLAND Division of Taxation Department of Revenue'. A navigation bar contains links for 'Online Services', 'Resources for...', 'Tax Sections', 'Forms', 'Guidance', and 'About Us'. A search bar is located in the top right corner. Below the navigation, there is an 'Agency Announcements' section with a bell icon, featuring a prominent orange banner for 'Electronic Filing Mandate and New Sales Tax Form'. This banner includes sections for 'ELECTRONIC FILING MANDATE:' and 'NEW SALES TAX FORM:'. A 'Welcome' banner is visible at the bottom of the page. A 'Hide Alerts' button is present in the top right of the main content area.

# Sales Tax Responsibilities

- [Business Application and Registration](#)
- [Sales & Use Tax | RI Division of Taxation](#)
- Returns are due monthly or quarterly
  - More than \$200 tax per month average - monthly filing frequency
    - STR form is due by the 20<sup>th</sup> of month following the sale
  - Less than \$200 per month on average - quarterly filing frequency
    - STR form due by last day of the month following the end of the quarter
  - Initial registration is monthly for first 6 months
  - Must file “zero” returns
- Annual Reconciliation
  - T-204R is due by 01/31 of each year
- Current Rate is 7%
- [What’s Taxable? | RI Division of Taxation](#)

# Sales Tax Responsibilities

State of Rhode Island Division of Taxation  
**Form RI-STR**  
 Sales and Use Tax Return



23128099990101

Name			Account identification number		
Address			For the period ending: <input type="checkbox"/> Amended Return		
Address 2			NAICS code		
City, town or post office	State	ZIP code	E-mail address		

**Computation of Tax**

<b>GROSS SALES &amp; EXEMPTIONS</b>	1	Gross Sales for the Period.....	1			
		2 a	Resale.....	2a		
		2 b	Interstate Sales.....	2b		
		2 c	Non-Taxable Sales and Services.....	2c		
		2 d	Exempt Organizations.....	2d		
2 e		Other (Specify): _____	2e			
	3	Total Deductions (Add lines 2a through 2e).....	3			
	4	Taxable Sales (Line 1 less line 3).....	4			
<b>CREDITS &amp; TAX DUE</b>	5	Total Trust Fund Sales Tax Due and Required to be Remitted ("Sales Tax") (Multiply line 4 by 7%).....	5			
	6	Total Use Tax Due (From Use Tax Worksheet in Instructions).....	6			
	7	Total Sales Tax and Use Tax Due (Add lines 5 and 6).....	7			
		8 a	Prepaid Sales Tax (Licensed Cigarette Dealers Only).....	8a		
		8 b	Other (Specify): _____	8b		
	9	Total Credits (Add lines 8 a and 8b).....	9			
10	Amount Due (Line 7 less line 9).....	10				



# Sales Tax Responsibilities

## STEP 1

Log on to the Taxpayer Portal: [taxportal.ri.gov](https://taxportal.ri.gov).

## STEP 2

Choose: "Transactions" → "File a Form"

## STEP 3

Complete the return. Remember to enter your NAICS code & Account ID#.

## STEP 4

Enter Sales and Deductions

## STEP 5

Certify, sign, and submit your return & submit payment.

### Tips:

- Know your Account ID#
- Know your NAICS code
- Enter your Gross Sales Amount



# Sales Tax Responsibilities

## SALES TAX FILING AND PAYMENT CHECKLIST:

- Know your Account ID #
- Know your NAICS code
- Have your Gross Sales Amount
- Identify each distinct deduction amount
- Log on to the Taxpayer Portal
- Choose:
  - "Online Transactions" → "File a Form"
- Enter Sales and Deductions
- Click Calculate and Submit



# Sales Tax Responsibilities

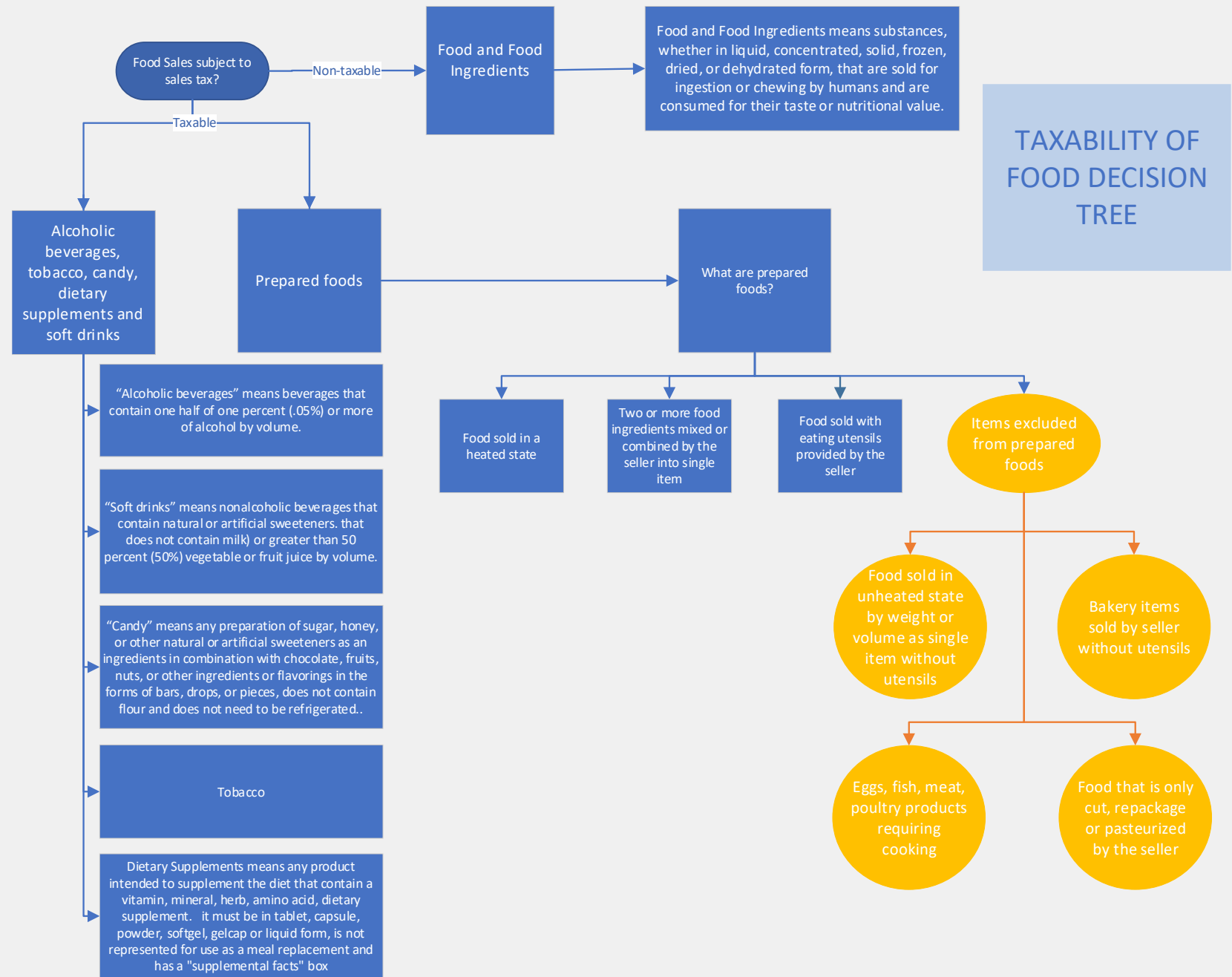
- What is Taxable?
  - All Tangible Personal Property and certain enumerated services
  - Question should be asked is what is not taxable?
    - [§ 44-18-30. Gross receipts exempt from sales and use taxes](#)
  - [§ 44-18-7.3. Services defined](#)
    - Taxicab and limousine services
    - Other road transportation services
    - Pet care services
    - Room resellers
    - Investigation, Guard, and Armored Car Services

# Sales Tax Responsibilities

- Exemptions
  - Food and Food Ingredients-substances, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that are sold for ingestion or chewing by humans and are consumed for their taste or nutritional value.
    - Does not include “alcoholic beverages,” “tobacco,” “candy,” “dietary supplements,” and “soft drinks.”
    - Prepared foods are taxable
  - Manufacturing purposes (exemption certificate required)
  - Electricity and Gas
  - Clothing less than \$250
  - Exempt Organizations (exemption certificate required)
  - Sales for resale (exemption certificate required)

# General Overview of Sales Tax Responsibilities

**This flowchart is for educational purposes only. Please consult the relevant Rhode Island General Laws and Regulations for detailed requirements**



# Food Scenarios

- Examples such as eggs, corn, tomatoes meet the definition of Food and Food Ingredients and therefore are exempt.
- Items coated with sugar or candy such as candy apples are defined as candy—do not meet the exemption.
- If items such as heated apple pie, coffee or apple cider are served, the location would be required to collect meals and beverage tax as well as the sales tax.
- Other examples can be found in [Regulation 280-RICR-20-70-4](#)



# Sales Tax Responsibilities

- When is a sales permit required?
  - Every business making sales at retail or renting living quarters
  - Retail sale
    - Sale, lease or rental of tangible personal property
      - “Tangible personal property” means personal property which may be seen, weighed, measured, felt, or touched, or which is in any other manner perceptible to the senses.
    - Prewritten computer software
    - Specified digital products
    - Taxable services
  - A tax exemption does not remove sales permit requirement.
  - Annual renewal by 02/01 for no fee.

# Sales Tax vs Use Tax

## Sales Tax

Sales tax is a levy imposed on the retail sale, rental or lease of many goods and services. Any sale is a retail sale if the property or service sold will be used and not resold in the regular course of business.

Sales tax collection is required by a retailer in most cases.

## Use Tax

Use tax is a levy imposed on the storage, use of other consumption in this state.

Use tax is due when tax is not collected by a retailer on taxable goods or services.

# Meals and Beverage Tax Responsibilities

- [Meals and Beverage Tax | RI Division of Taxation](#)
- Returns are due monthly or quarterly
  - More than \$200 in sales tax per month average is monthly filing frequency
    - MTM form is due by the 20<sup>th</sup> of month following the sale.
  - Less than \$200 in sales tax per month on average is quarterly filing frequency.
    - MTQ form is due by last day of the month following the end of the quarter
  - Must file “zero” returns
  - Current Rate is 1%
  - Initial registration is monthly for first 6 months
- Eating and drinking establishment

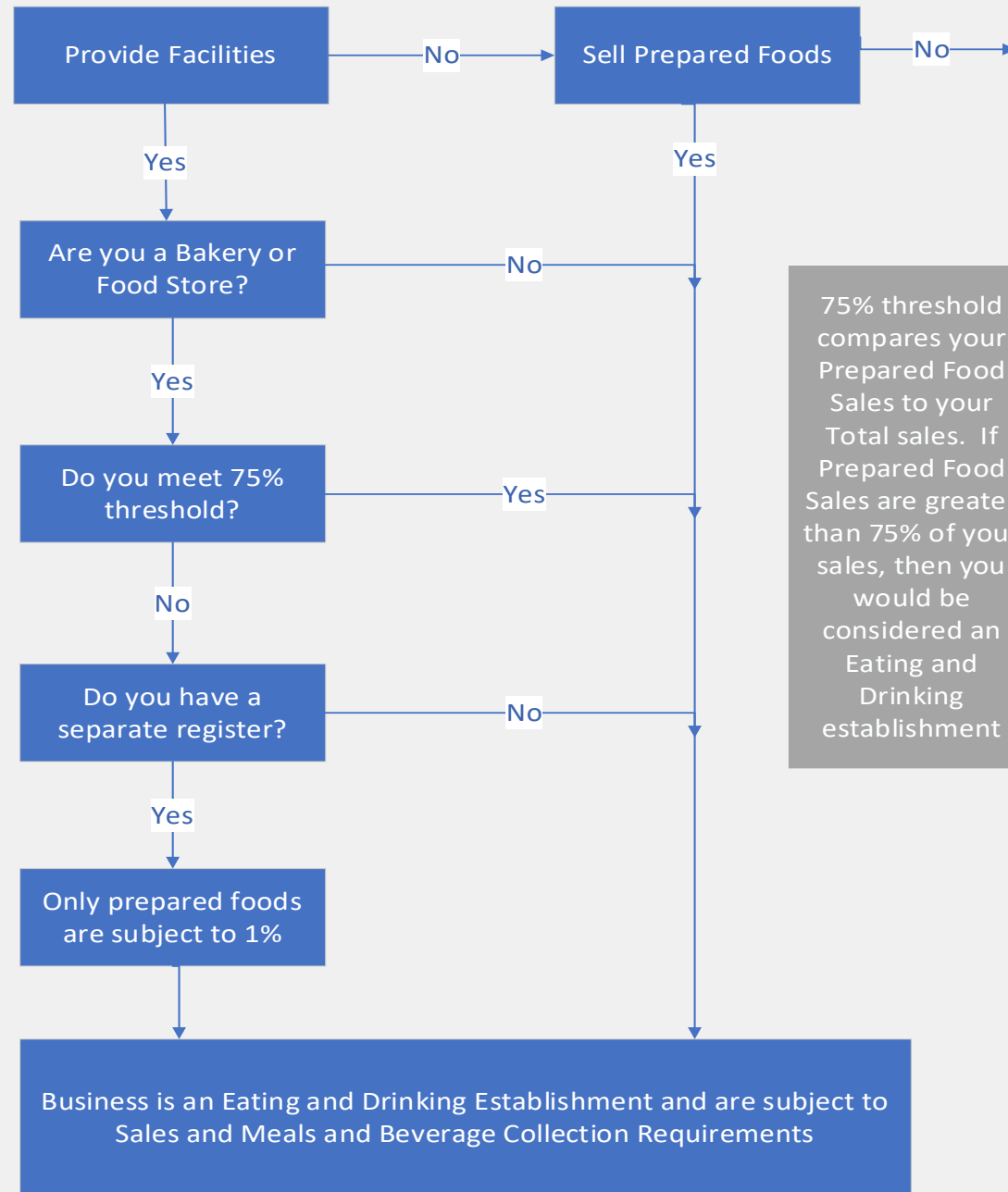
# Meals and Beverage Tax Responsibilities

"Eating and/or drinking establishments" includes but is not limited to restaurants, bars, taverns, lounges, cafeterias, lunch counters, drive-ins, roadside ice cream and refreshments stands, fish and chip places, fried chicken places, pizzerias, food and drink concessions, or similar facilities in amusement parks, bowling alleys, clubs, caterers, drive-in theaters, industrial plants, race tracks, shore resorts or other locations, lunch carts, mobile canteens and other similar vehicles, and other like places of business which furnish or provide facilities for immediate consumption of food at tables, chairs or counters or from trays, plates, cups or other tableware or in parking facilities provided primarily for the use of patrons in consuming products purchased at the location.

Retailers selling prepared foods in bulk, either in customer-furnished containers or in the seller's containers, for example "Soup and Sauce" establishments, are deemed to be selling prepared foods ordinarily for immediate consumption and, as such, are considered eating establishments.

# General Overview of Eating and Drinking Establishments and Tax Consequences

**This flowchart is for educational purposes only. Please consult the relevant Rhode Island General Laws and Regulations for detailed requirements**



75% threshold compares your Prepared Food Sales to your Total sales. If Prepared Food Sales are greater than 75% of your sales, then you would be considered an Eating and Drinking establishment

# Meals and Beverage Tax Responsibilities

## Additional Items of Importance

- This tax is a local tax remitted to the state thus the forms require a distribution of tax by city/town.
- If delivery occurs, then those sales need to be tracked by delivery location.
- Schedule A on back of the MTM or MTQ is used to report the distribution.
- Retailer is subject to Meals and Beverage Tax requirements whether product is consumed on or off premises (take-out).



# Industry Library Initiative

- Beginning with Restaurant and Hospitality Industry
  - More guides to follow
- Developed a comprehensive guide
- Goal: to help businesses achieve and maintain voluntary compliance
- [The Restaurant Industry & Rhode Island Tax Guide for Businesses](#)

# Corporate Tax

## Corporation

### Federal

- Files Form 1120 subject to corporate income tax rates
- No filing for the shareholders
- Can make separate S-corporation election on [Federal Form 2553](#)
  - Same tax treatment as partnership

### State

- Follows federal election
- Files RI-1120 subject to corporate 7% tax rate
- No filing for the shareholders
- If S-corporation election is made federally
  - Same tax treatment as partnership
- Subject to combined reporting requirements

# Corporate Tax

## Partnership

### Federal

- Files Federal 1065 including K-1(s) to report income/loss
- Income tax paid by partners on tax return
  - Corporation partners would pay on Form 1120
  - Individual partners would pay on Schedule E of Form 1040
  - A partnership or an LLC partner would flow through activity to their partner/member(s)

### State

- Required to file RI-1065 to report income/loss and pay annual charge of \$400. No charge for general partnership.
- Income tax paid by partners on their income tax return
  - Corporation partners would pay on RI-1120C
  - Individual partners would pay on RI-1040 based on Federal AGI of Form 1040
  - Partnership or LLC partners would flow through activity to their partner/member(s)

# Corporate Tax

## Limited Liability Company

### Federal

- No entity filing requirement
- Income tax paid by member(s) on tax return
  - Corporation member(s) would pay on Form 1120
  - Individual member(s) would pay on Schedule C or Schedule E of 1040
  - A partnership or another LLC member(s) would flow through activity to their member(s)

### State

- Required to file RI-1065 to report income/loss and pay annual charge of \$400
- Income tax paid by member(s) on their income tax return
  - Corporation member(s) would pay on RI-1120C
  - Individual member(s) would pay on RI-1040 flow from Federal AGI of Form 1040
  - A partnership or another LLC member(s) would flow through activity to their member(s)

# Corporate Tax

- [Tax Filing Requirements | RI Division of Taxation](#)
- Pass-Through Entity Requirements
  - S-corp, LLC, LP, LLP and General Partnership
  - Pass-through Withholding Requirement
  - Composite Election for non-resident members
  - Pass-through Entity Election
- [Pass-through Entities | RI Division of Taxation](#)

Home » [Tax Sections](#) » [Corporate Tax](#) » Pass Through Entities

## Pass-through Entities

By statute, a pass-through entity is defined as a corporation that for the applicable tax year is treated as an S Corporation under IRC § 1362(a) [26 U.S.C. § 1362(a)], and a general partnership, limited partnership, limited liability partnership, trust, or limited liability company that for the applicable tax year is not taxed as a corporation for federal tax purposes under the state's check-the-box regulation.

# Corporate Tax

## State of Rhode Island General Laws

- Related Statutes
  - Corporate Tax [R.I. Gen Laws §44-11-1](#) et al.
  - Limited Partnership [R.I. Gen Laws §7-13.1-213](#)
  - Limited Liability Partnerships [R.I. Gen Laws §7-12-60](#)
  - Limited Liability Company [R.I. Gen Laws §7-16-67](#)
  - Pass-through Entity Requirements R.I. Gen Laws §§44-11-[2.2](#) & [2.3](#)



# Single Member LLC vs Sole Proprietor

## Single Member LLC

- Entity apart from its owner
- Registered as an entity with RI Department of State
- Has liability protection—limited to investment
- Registration date—dissolution date
- Subject to annual charge (currently \$400) on separate tax form for state purposes

## Similarities

- Files Form 1040 reporting on Schedule C to pay federal income taxes
- Files RI-1040 to pay state income tax on Federal AGI including Schedule C income

## Sole Proprietor

- Owner is the entity
- Can register a trade name with local municipality
- Personal liability
- No dissolution to close business
- No separate filing requirement/annual charge

# Personal Income Taxes

- [Individuals | RI Division of Taxation](#)
- [Personal Income Tax | RI Division of Taxation](#)
- [Personal Income Tax Forms | RI Division of Taxation](#)
- Returns for residents and non-residents are due by 04/15 each year
- 2022 Filing Threshold Single \$13,650
  - [Individual Tax Filing Requirements | RI Division of Taxation](#)
- RI tax returns begin with Federal Adjusted Gross Income

# Additional Taxes and Fees

- Litter permit fee
  - All Rhode Island sales tax permit holders whose sales relate in whole or in part to the sales of food and/or beverages
  - Due by 08/01 each year (for following January – December)
  - Fee determined based on amount of sales (\$25 - \$125)
- Cigarette Dealer's License
  - Due by 02/01 each year (for following July-June)
  - Fee of \$25
- Tobacco Tax
  - Due by 02/01 each year (for following July-June)
  - Fee of \$25

# Electronic Filing & Payment Mandate

- Electronic filing and payment mandate for large business registrant taxpayers effective 01/01/2023
  - Large Business Registrant defined:
    - is operating a business whose combined annual liability for **all taxes** administered by the Division of Taxation for the entity is or exceeds \$5,000; or
    - is operating a business whose annual gross income is over \$100,000 for the entity
  - Penalties
    - \$50 per occurrence for failure to file electronically
    - 5% of tax amount or \$500, whichever is less for failure to pay electronically
  - Taxpayers with reasonable causes may be exempt on a case-by-case basis
  - Individuals and trusts filing personal or fiduciary income tax returns are not larger business registrants for the purposes of R.I. Gen Laws §44-1-31.2

# Using the Taxpayer Portal

- Benefits of Portal
  - Satisfies new Electronic Filing and Payment Mandate requirements
  - Can file and pay all taxes from same site
  - Can schedule payment for future withdrawal
    - You can schedule payments up to 364 days in advance on the Portal
  - 24-hour access
  - Interactive to help ensure accurate filings with all required fields completed
  - Ability to see all previous filing and payments for all tax types
  - Securely store banking information for future use
- Stats – over 52,000 registered users have submitted over 329,000 payments for over \$1.74B throughout 2022
- Other electronic methods available

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Step 1: Visit [www.taxportal.ri.gov](http://www.taxportal.ri.gov) and create a User ID and password.**

The screenshot shows the homepage of the Rhode Island Division of Taxation Taxpayer Portal. At the top left is the state seal and logo for the Division of Taxation, Department of Revenue. Below the logo is a navigation bar with a "Home" link. The main content area is divided into several sections:

- Member Sign In:** A form with fields for "User ID" (placeholder: "Please Enter User ID") and "Password", a "SIGN IN" button, and links for "Forgot User ID?" and "Forgot password?".
- New User?:** A link to "Create a New User".
- Don't Have a Portal User Account?:** A section with the text "Use our Same-Day Services" and links for "Make a Payment (same day withdrawal)", "File a Form (alone or with payment)", and "The File a Form link is located on the bottom left of this page." (Note: This text is also present in a separate box above the image).
- Popular Services:** A list of links including "Tax Forms", "Administrative Decisions", "Advisories", "Where's My Refund", "Business Registration", "Reports", "Regulations", "Newsletters", "Contact Us", "Liquor License Renewals – Certificates of Good Standing", and "Individual Mandate Reporting - NEW".
- Frequently Asked Questions:** A list of links including "Guest Bill Payments (Video)", "Guest Filing (Video)", "Portal Registration (Video)", "Portal User Guide", "Who should use the online taxpayer portal and what taxes can be filed?", and "How do I link my tax entity to my portal account?".

In the center of the page is a large image of the Rhode Island State Capitol building.

Virtual Training Sessions

Contact info to request a pin or any other questions:

- [taxportal@tax.ri.gov](mailto:taxportal@tax.ri.gov)
- 401-574-8484

# How do I file/pay? The Division of Taxation Taxpayer Portal

## Step 2: Link User ID to Taxation using PIN.

The screenshot shows the user interface of the Rhode Island Division of Taxation Taxpayer Portal. At the top left is the state logo and the text "STATE OF RHODE ISLAND Division of Taxation Department of Revenue". At the top right is a "Log Out" link. Below this is a navigation bar with "Home", "Edit Personal Info", and "Message Center" (with a dropdown arrow). The main content area is divided into two columns. The left column contains a welcome message: "Welcome, [blacked out name]" and "You last logged in on Friday, 08/26/2022 09:13 AM". The right column has a dark blue header "Complete Your Registration" followed by two paragraphs of text. The first paragraph describes "Administrator Users" and includes a link "here". The second paragraph describes "Authorized Users". At the bottom of the page, there is a footer with "Rhode Island Division of Taxation. All rights reserved." on the left and a "Contact Us" link on the right.

STATE OF RHODE ISLAND  
Division of Taxation  
Department of Revenue

[Log Out](#)

Home Edit Personal Info Message Center ▾

Welcome, [blacked out name]  
You last logged in on  
Friday, 08/26/2022 09:13 AM

**Complete Your Registration**


**Administrator Users** - To complete your initial registration, at least one portal user must be assigned this role before any additional Users can be registered. This individual will have the widest range of portal permissions. This individual may also authorize other individuals to access taxpayer account information. Register as an Administrator User [here](#)







**Authorized Users** - If you will perform tax functions on behalf of a taxpayer, provide your User ID to the taxpayer's administrator to be granted access to a taxpayer's online account.

Rhode Island Division of Taxation. All rights reserved. [Contact Us](#)


# How do I file/pay? The Division of Taxation Taxpayer Portal

The Account Administrator has access to all accounts

**Tax Accounts** 

Account Type 	ID 	Address 	Last Activity Date 	Current Balance 	Last Period Filed 
<a href="#">SALES/ RECONCILIATION</a>	[REDACTED]	[REDACTED]	11/17/2022	\$10.21	12/31/2021
<a href="#">WITHHOLDING/ FILING</a>	[REDACTED]	[REDACTED]	11/21/2022	(\$153,954.83)	09/30/2022
<a href="#">WITHHOLDING/ RECONCILIATION</a>	[REDACTED]	[REDACTED]	01/13/2022	\$0.00	12/31/2020

Showing 6 to 8 of 8 entries





# How do I file/pay? The Division of Taxation Taxpayer Portal

**Account summary shows status of period for the accounts**

## Account Summary

The information below provides you with a summary of the information that is currently known to the Division of Taxation. If the Mailing Address is incorrect, use Service Requests from the menu bar and create a new Service Request, "Update Tax Account Address". From this page there is direct navigation to File a Return, Make a Payment or View Correspondence History.

### Account Details

Taxpayer Name	ABC CANDY COMPANY	Effective Date	12/17/1986
Account Type	SALES/FILING	End Date	
Account ID	20201234		
Account Status	OPEN		

### Mailing Address


123 MAIN STREET  
PROVIDENCE, RI 02908  
UNITED STATES

### Phone Number

Phone Number 401-123-4567  
Extension  
Foreign Number

### Email Address

## Account Functions

Account Management   
[File Taxes](#)  
[File a Return](#)  
[Make Payments](#)  
[Make a Payment](#)  
[Document Management](#)  
[View Account License](#)  
[View Correspondence History](#)

## Filing Periods

Period Start Date	Period End Date	Balance	Period Status	Return Filed
11/01/2022	11/30/2022	\$0.00	InBalance	Filed
10/01/2022	10/31/2022	\$0.00	InBalance	Filed
09/01/2022	09/30/2022	\$0.00	InBalance	Filed
08/01/2022	08/31/2022	\$0.00	InBalance	Filed
07/01/2022	07/31/2022	\$0.00	InBalance	Filed
06/01/2022	06/30/2022	\$0.00	InBalance	Filed
05/01/2022	05/31/2022	\$0.00	InBalance	Filed
04/01/2022	04/30/2022	\$0.00	InBalance	Filed
03/01/2022	03/31/2022	\$0.00	InBalance	Filed
02/01/2022	02/28/2022	\$0.00	InBalance	Filed

Showing 1 to 10 of 95 entries



## Locations

Site Code	Type	Street 1	Street 2	City	State	Zip Code
00000	RETAIL SALES LOC	220 MEETING ST		PROVIDENCE	Ri	02906-1335

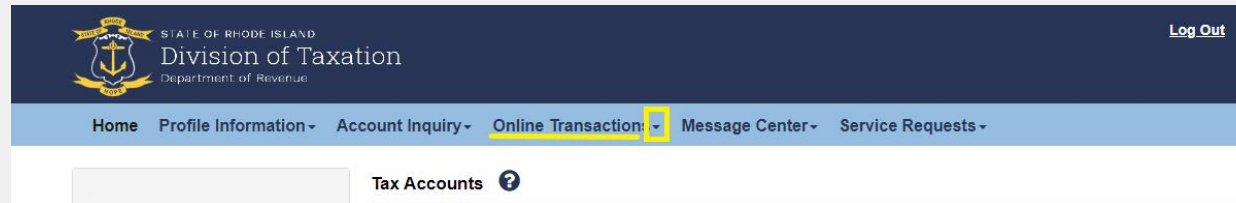
Showing 1 to 1 of 1 entries



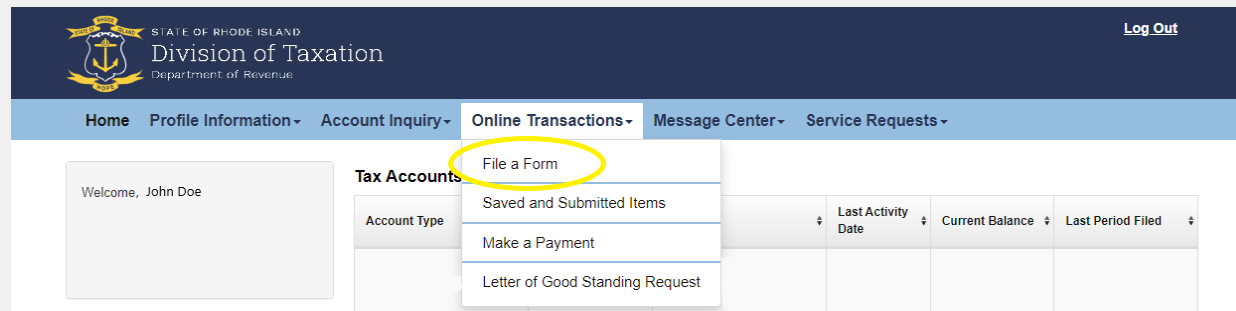
# How do I file/pay? The Division of Taxation Taxpayer Portal

## File a Form

From the Home screen select “Online Transactions” click on the small arrow to the right for drop-down menu.



In the drop-down menu select “File a Form.”



# How do I file/pay? The Division of Taxation Taxpayer Portal

Complete the required drop-downs and select “Next”

## File a Form

To begin the process of filing a return, please provide the required information below. Some fields will be automatically updated based on the entry of the previous field. For Return Type, choose "Original" if you are filing a new return. To correct a previously filed form, use "Amended".

\* indicates required field

* Name:	<input type="text"/>
* Account:	SALES/FILING
* ID:	Account ID
* Form Type	RI STR SALES TAX RETURN
* Return Type	ORIGINAL DOCUMENT
* Filing Method	DATA ENTRY
* Filing Period	1/1/2023-1/31/2023

CANCEL

**NEXT**

Next

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Complete all information needed and select Calculate.**

- **Complete each applicable tab**

Enter Line A NAICS (NAICS codes can be found on NAICS.com), Line 1 “Gross Sales for the Period. Please include any deductions in lines 2A-2E.

Line #	Line Item	
a	NAICS	
1	Gross Sales for the Period*	\$
2a	Resale	\$
2b	Interstate Sales	\$
2c	Non-Taxable Sales and Services	\$
2d	Exempt Organizations	\$
2e	Other Deductions	\$
3	Total Deductions	\$
4	Taxable Sales	\$
5	Total Sales Tax Due	\$
6	Total Use Tax Due	\$
7	Total Sales and Use Tax Due	\$
8a	Prepaid Sales Tax	\$
8b	Other Credits	\$
9	Total Credits	\$
10	Amount Due	\$

BACK NEXT

CANCEL SAVE AND CONTINUE CALCULATE SUBMIT

Select “Calculate”

# How do I file/pay? The Division of Taxation Taxpayer Portal

## Summary Information An overview of the filing information is presented.

Home Profile Information- Account Inquiry- Online Transactions- Message Center- Service Requests-

Online Transactions / File a Tax Return

### Summary Information

Please allow a minimum of 72 hours for this document to be processed before contacting the Division of Taxation with any questions.  
The Penalty and Interest amounts listed below are forecasted amounts that may change after your return is reviewed. Payments that were previously paid to the affected return period may not have been deducted from the balance shown below until your return is reviewed.

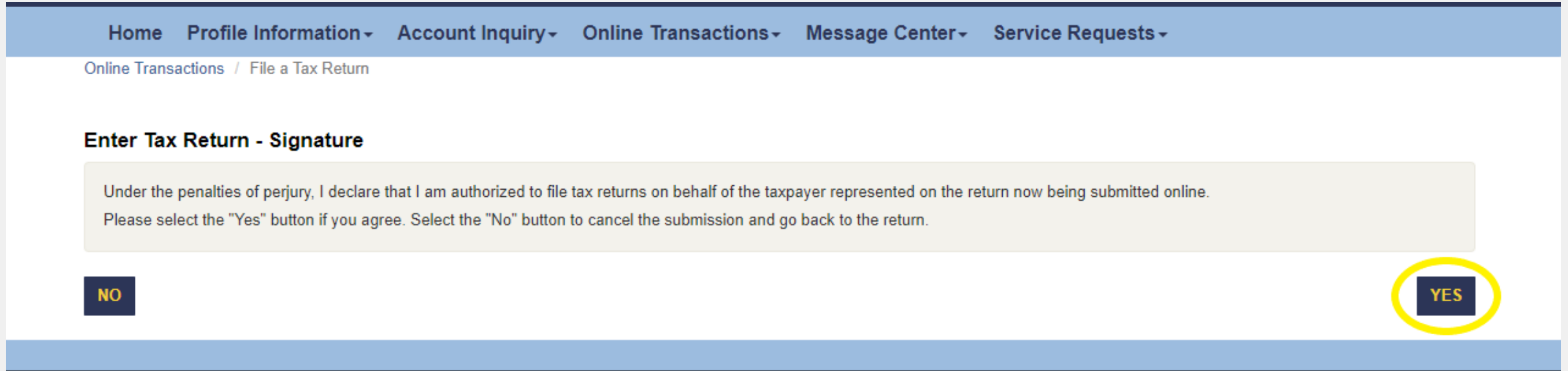
Total Tax	\$400.00
Total Payments Claimed	\$0.00
Forecasted Penalty Amount Due	\$0.00
Forecasted Underpayment Interest Due	\$0.00
Total Amount Due	\$400.00

[← BACK](#) [NEXT](#)

Select "Next"

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Tax return signature will prompt you for an electronic signature to verify that you are authorized to file tax return.**



The screenshot shows the 'Enter Tax Return - Signature' page in the Taxpayer Portal. At the top, there is a navigation bar with links for Home, Profile Information, Account Inquiry, Online Transactions, Message Center, and Service Requests. Below this, the breadcrumb trail reads 'Online Transactions / File a Tax Return'. The main heading is 'Enter Tax Return - Signature'. A light yellow box contains the following text: 'Under the penalties of perjury, I declare that I am authorized to file tax returns on behalf of the taxpayer represented on the return now being submitted online. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the return.' At the bottom of the page, there are two buttons: 'NO' on the left and 'YES' on the right. The 'YES' button is highlighted with a yellow circle.

**Select "Yes" to file return.**

# How do I file/pay? The Division of Taxation Taxpayer Portal

**This screen confirms the submission of your return.  
Your next step is to make a payment.**

[Online Transactions](#) / [File a Tax Return](#)

## Enter Tax Return - Confirmation

Return was submitted successfully.

If you would like to include a payment with your return, click the [Make a Payment Now] button. Otherwise, click [Return Home]

The confirmation number is:

Please print or save this number for future reference.

[MAKE A PAYMENT NOW](#)

[PRINT RETURN](#)

[RETURN HOME](#)

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Complete Payment Amount and Payment Method, select Next.**

**Form Payment** [?](#) \* indicates required field

**Form Details**

<b>Taxpayer Name</b>	DEWY DECIMAL	<b>Period End Date</b>	12/31/2022
<b>Account</b>		<b>Amount Due</b>	\$400.00
<b>ID</b>	Account ID:0000000000	<b>Return Confirmation #</b>	FR.0000000000

<b>Total Tax</b>	\$400.00
<b>Forecasted Penalty</b>	\$0.00
<b>Amount Due</b>	
<b>Forecasted Underpayment</b>	\$0.00
<b>Interest Due</b>	
<b>Total Amount Due</b>	\$400.00

\* **Payment Amount** \$   Check here to pay total outstanding balance

\* **Payment Method**

**CANCEL** **NEXT**

---

Rhode Island Division of Taxation. All rights reserved. [Contact Us](#)



# How do I file/pay? The Division of Taxation Taxpayer Portal

**Complete the required information and select Submit.**

- **Save your banking information for future use.**
- **Warehouse payments for a future date.**

**Schedule Electronic Payment** ?

Make an electronic payment directly from your bank account. \* Indicates required field

Additional Penalty and Interest may accrue if payment is not made as of 20-Jan-2023.

Taxpayer Name DEWY DECIMAL Payment Amount \$400.00

Use an existing Bank Account

Please select a Bank Account  test XXXXXS165

Add New Bank Account

\* Bank Routing Number

\* Bank Account Number

\* Confirm Bank Account Number

\* Bank Account Type  December 2022

\* Bank Account Holder Name

Nickname  If you would like to make this bank account your default for future payment, enter a "Nickname".

Enter Payment Effective Date

\* Effective Date  12/31/2022

I hereby authorize the withdrawal of funds as specified above for tax payments.

**CANCEL** **SUBMIT**

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Confirm payment by selecting Confirm.**  
**Payment Confirmation page offers details of submitted payments.**

**Confirm Payment** ?

Please confirm the below payment to submit for processing

Payment Amount \$400.00  
Payment Method

[← BACK](#) [CONFIRM](#)

---

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**Payment Confirmation** ?

Please see information about your payment below.

The payment has been accepted. The confirmation number and payment details can be found below. The transaction date is the business day of the effective payment date. If you logged in as a registered user of taxportal.ri.gov, you may cancel a payment if it is before 4PM on the day when it is scheduled.

If you used the portal's Guest Payments feature, you cannot cancel payments without assistance. Please call 401-574-8484 if you need to cancel your payment.

[RETURN HOME](#)

**Transaction Information**

Confirmation #	000000	Transaction Date	Friday, 01/06/2023
Status	In Process	Transaction Time	04:00 PM

**Payment Information**

Taxpayer Name	DEWY DECIMAL	Effective Date	Friday, 01/06/2023
Document Type	PAYMENT VOUCHER	Period Covered	12/31/2022
Amount Paid	\$400.00	Account Type	
Payment Amount	\$400.00		
Fee Amount	\$0.00		

**ACH DEBIT Information**

Bank Nickname	test	Routing Number	XXXXXX120
Bank Account Type		Account Number	XXXXXS165

**Payment Details**

Account Type	Identifier	Filing Period	Payment Amount
	Account ID0-0000-0000	12/1/2022-12/31/2022	\$400.00

Showing 1 to 1 of 1 entries

[H](#) [←](#) [1](#) [→](#) [H](#)

# How do I file/pay? The Division of Taxation Taxpayer Portal

**Same-Day/Guest Services:** Certain types of payments and filings can be made using Same-Day Services/Guest Payment functionality.

You can make a payment, file a form, or file a form with a payment.

STATE OF RHODE ISLAND  
Division of Taxation  
Department of Revenue

Home

**Member Sign In**

User ID  
Please Enter User ID

Password  
Password

**SIGN IN**

[Forgot User ID? Forgot password?](#)

**New User?**

[Create a New User](#)

**Don't Have a Portal User Account?**

Use our Same-Day Services  
[Make a Payment \(same day withdrawal\)](#)  
[File a Form \(alone or with payment\)](#)

Customer support is available weekdays between 8:30am - 3:30pm at 401-574-8484 or you can e-mail support at [taxportal@tax.ri.gov](mailto:taxportal@tax.ri.gov) at any time.

**Don't have your PIN? Unable to log in to your account? Many forms can be filed and paid without a PIN using our Same Day Services.**  
The File a Form link is located on the bottom left of this page.

**Popular Services**

- [Tax Forms](#)
- [Administrative Decisions](#)
- [Advisories](#)
- [Where's My Refund](#)
- [Business Registration](#)
- [Reports](#)
- [Regulations](#)
- [Newsletters](#)
- [Contact Us](#)
- [Liquor License Renewals – Certificates of Good Standing](#)
- [Individual Mandate Reporting - NEW](#)

**Frequently Asked Questions**

- [Guest Bill Payments \(Video\)](#)
- [Guest Filing \(Video\)](#)
- [Portal Registration \(Video\)](#)
- [Portal User Guide](#)

# You are invited!

- Taxpayer Portal invites you to join us during one of our regularly hosted virtual training sessions!
- We present a live in-Portal session to inform and enlighten taxpayers and tax professionals. Answer questions to increase your knowledge and comfort. All within the Taxpayer Portal through interactive virtual sessions.
- Send email request to [tax.portal@tax.ri.gov](mailto:tax.portal@tax.ri.gov) to request to be added to the list for a session

# Tips and Best Practices

## What are Trust Fund Taxes?

- Trust Fund Taxes are taxes that are collected by one taxpayer from another taxpayer and are held in trust for the state.
- The statutes that enforce these taxes require the collecting taxpayer to remit those taxes to the state at a definite date.
  - [R.I. Gen Laws § 44-19-35](#)
  - [R.I. Gen Laws § 44-30-76](#)

# Tips and Best Practices

## Examples of Trust Fund Taxes:

- Sales Tax
  - State Sales Tax is collected by a retailer from their customers. All sales taxes collected must be remitted to the state by the 20th of the following month. The retailer's tax obligation or liability relates directly to its collection of taxes from another taxpayer - in this case their customer.
- Withholding Taxes
  - Withholding Taxes are withheld by an employer from their employee's wages. The tax withheld or collected is held in trust for the state and not for the employer's use.

# Tips and Best Practices

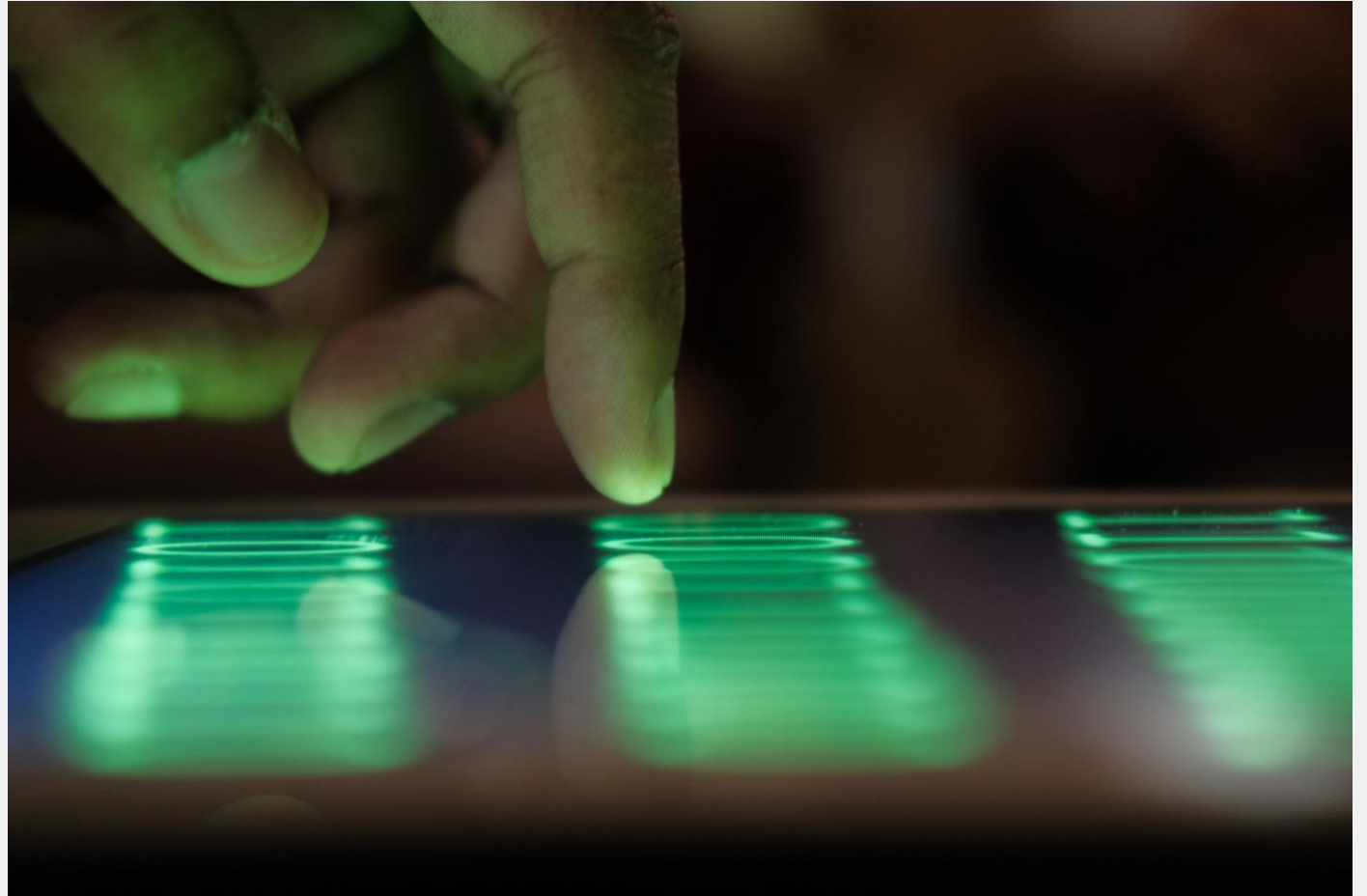
## How does Trust Funds impact a business?

- When Trust Fund Taxes are collected, the law indicates that these funds **must** be remitted by the prescribed due date **without exception**.
- There are penalties for misappropriation of trust funds including holding a responsible officer personally liable for the misappropriation.
- It is important for a business owner and their representatives to understand the importance of trust fund remittance.
- Additional details can be found in an article from one of our [quarterly newsletters](#).

# Tips and Best Practices

## Fraud Trends

- IRS/States/Tax Software Industry collaborating on fraud detection and prevention and monitoring data/trends through the IDTTRF-ISAC and the Security Summit.
- [How Do You Report Suspected Tax Fraud Activity? | Internal Revenue Service \(irs.gov\)](#)
- [Dirty Dozen | Internal Revenue Service \(irs.gov\)](#)
- Criminals are becoming more creative, with better technology, and means to perpetrate fraud.





# Tips and Best Practices

## How to Mitigate Fraud

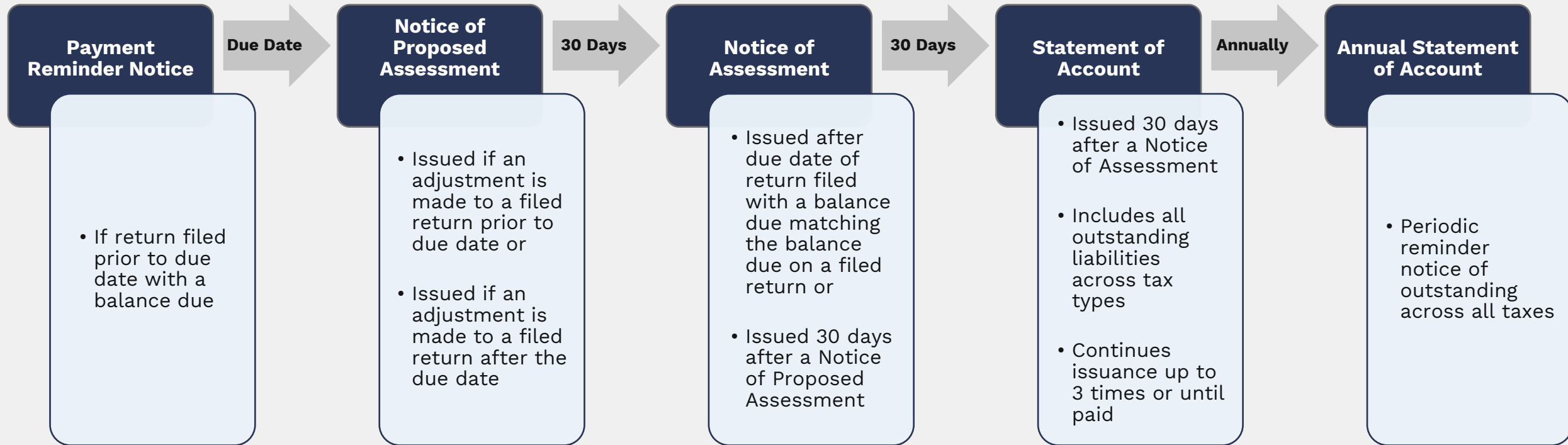
- Consistently update software and operating systems with latest patches—outdated applications and operating systems are the most targeted vulnerabilities for ransomware.
- Train your staff about phishing, cyber security and to look carefully at emails before responding. Check and double check.
- Multifactor Authentication/Strong Passwords.
- Back up data on a regular basis; maintain it on a separate device and store it offline.
- Implement a disaster recovery plan.
- Check the Taxpayer Portal: [RI Taxpayer Portal](#).
- [How Do You Report Suspected Tax Fraud Activity? | Internal Revenue Service \(irs.gov\)](#) .
- Reach out to the RI Division of Taxation: [Contact Us | RI Division of Taxation](#)

# Tips and Best Practices

What records should a taxpayer maintain?

- Federal & State Income Tax returns
- Copies of all state tax returns filed and backup detail
- Sales Records and credit card receipts including
  - Any exemption certificates
  - Daily sales receipts/reports
  - Merchant statements and 1099K forms
  - Delivery slips
- Purchase invoices and ledger listings
- Asset schedules and invoices
- Bank statements, General Ledger and chart of accounts
- Other records as needed

# State Tax Notices Timeline

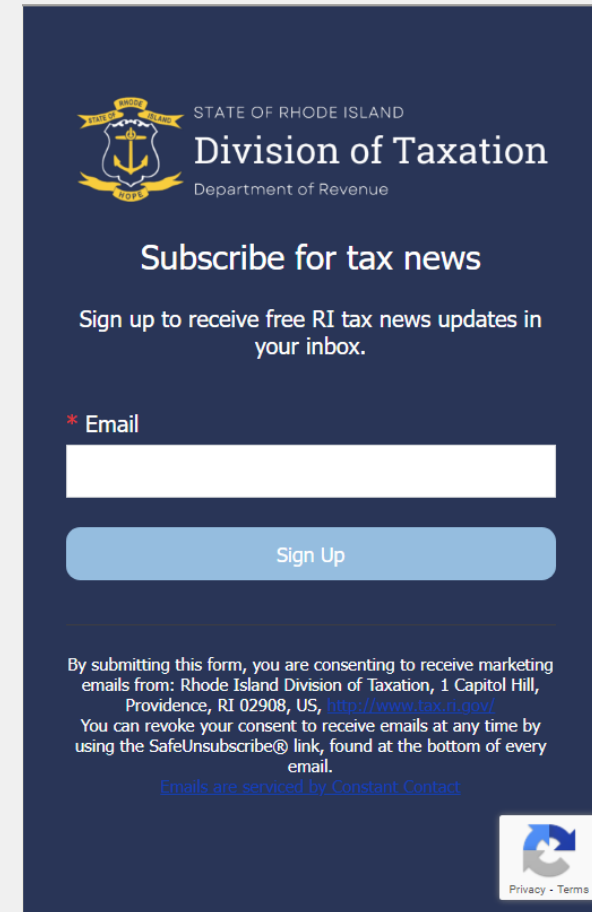


# Interest Rate Reduction

- Interest Rate Reduction for non-trust funds
  - Minimum of 12% for most taxes-Effective 01/01/2023
  - Minimum of 18% remains for trust fund taxes
    - Sales
    - Hotel
    - Meals and Beverage
    - Withholding
  - [ADV 2022-25.pdf](#)
  - [Interest Rate Change FAQ](#)

# More Tax Resources

- Sign up for our emails
  - Tax news delivered to your inbox
  - Quarterly newsletters
  - Important updates



The screenshot shows a dark blue sign-up form for the Rhode Island Division of Taxation. At the top left is the state seal, followed by the text "STATE OF RHODE ISLAND" and "Division of Taxation" in a large font, with "Department of Revenue" in a smaller font below it. The main heading is "Subscribe for tax news". Below this is the text "Sign up to receive free RI tax news updates in your inbox." There is a white input field for an email address, preceded by an asterisk and the word "Email". Below the input field is a blue "Sign Up" button. At the bottom, there is a paragraph of text: "By submitting this form, you are consenting to receive marketing emails from: Rhode Island Division of Taxation, 1 Capitol Hill, Providence, RI 02908, US, <http://www.tax.ri.gov/>. You can revoke your consent to receive emails at any time by using the [SafeUnsubscribe@](mailto:SafeUnsubscribe@) link, found at the bottom of every email." Below this text is a link: "Emails are serviced by Constant Contact". In the bottom right corner, there is a small icon of a recycling symbol and the text "Privacy - Terms".

# Questions?



# Thank you



STATE OF RHODE ISLAND

## Division of Taxation

Department of Revenue

### Contact Us

401-574-8983

Tax.Experience@tax.ri.gov

One Capitol Hill

Providence, RI 02908

[Taxpayer Experience Office | RI Division of Taxation](#)



# Appendix A

## Compliant Taxpayer Profiles







# Compliant Taxpayer Guide: Retailer

## Example:

Generic Retailer with retail sales out of a RI location of \$250,000 per year of mostly taxable goods. Taxpayer is an LLC taxed as a partnership for federal tax purposes with two partners. They have 5 employees with average total taxes withheld of \$700 per month.



This example is for educational and informational purposes only. It is not a substitute for compliance with the R.I. General Laws and any relevant rules or regulations. Depending on your specific business model, you may have additional or different requirements.

## Basics

- Registered for [Taxpayer Portal](#)
- Annual [Sales Permit](#) renewal filed by 2/1
- [RI-STR](#) (Sales tax return) filed by the 20th day of the month following the month in which the tax was collected

## → Annual filings

- [RI-W3](#) filed by 1/31
- [W2s](#) filed by [secure FTP](#) using [tax.prodcontrol@tax.ri.gov](mailto:tax.prodcontrol@tax.ri.gov) by 1/31
- [T-204R](#) Sales Tax Annual Reconciliation filed by 1/31
- [RI-1065](#) filed by 3/15 with \$400 annual charge and RI K1s to partners

## → Withholding taxes

- Withholding payments made each Monday
- [RI-941](#) filed quarterly before 4/30, 7/31, 10/31, and 1/31

## → Personal Income Tax

- Shareholders file [RI-1040ES](#) making estimated payments on 4/15, 6/15, 9/15, and 1/15
- Shareholders file [RI-1040](#) by 4/15





# Compliant Taxpayer Guide: Restaurant

## Example:

Restaurant with annual gross receipts of \$750,000 located in Cumberland which delivers into Central Falls and Lincoln. Taxpayer is an S-corporation and 10 employees.



This example is for educational and informational purposes only. It is not a substitute for compliance with the R.I. General Laws and any relevant rules or regulations. Depending on your specific business model, you may have additional or different requirements.

## Basics

- Registered for [Taxpayer Portal](#)
- Annual [Sales Permit](#) renewal filed by 2/1
- [RI-STR](#) (Sales tax return) filed by the 20th day of the month following the month in which the tax was collected
- [Litter permit](#) fee of \$100 based on Gross Receipts by 8/01
- [MTM](#) filed by 20th of each month
  - Must complete Schedule A of return with sales distributed between Cumberland, Central Falls and Lincoln

## → Withholding taxes

- Withholding payments made each Monday
- [RI-941](#) filed quarterly before 4/30, 7/31, 10/31, and 1/31

## → Annual filings

- [RI-W3](#) filed by 1/31
- [W2s](#) filed by [secure FTP](#) using [tax.prodcontrol@tax.ri.gov](mailto:tax.prodcontrol@tax.ri.gov) by 1/31
- [T-204R](#) Sales Tax Annual Reconciliation filed by 1/31
- [RI-1120S](#) filed by 3/15 with \$400 minimum tax and RI K1s to partners

## → Personal Income Tax

- Shareholders file [RI-1040ES](#) making estimated payments on 4/15, 6/15, 9/15, and 1/15
- Shareholders file [RI-1040](#) by 4/15



# Appendix B: Additional State Resources

- [Business Services - Rhode Island - Gregg M. Amore \(ri.gov\)](#)

Start, maintain, or close your business or non-profit



For RI Businesses →

- Plan for Success
- Start a New Business
- Maintain Your Existing Business
- Close Your Business



For Foreign Businesses →

- Plan for Success
- Register Your Business in Rhode Island
- Maintain Your Business
- Withdraw Your Business



For Non-Profits →

- Plan for Success
- Start a New Non-Profit
- Maintain Your Existing Non-Profit
- Close Your Non-Profit

## Training Calendar

Business Services offers free workshops, summits, and other educational opportunities on a range of topics for small businesses and non-profit organizations.

[Click here to view the event calendar and sign up today!](#)

- [RI Tax Credits & Financing | Rhode Island Commerce \(commerceri.com\)](#)