

**TAX TIPS FOR  
SALES REPRESENTATIVE  
CONDUCTING BUSINESS IN DELAWARE  
Things You Should Know**

**Definitions** 30 Del. C., Ch. 23

A sales representative includes every person who works in excess of 80 hours in any calendar month in the year selling goods or merchandise door to door. It includes soliciting orders and home demonstrations. An individual who sells beauty, health care, home products etc. for two hours a night, twice a week would not need a license since the number of hours spent on such activity do not exceed 80 hours.

**Gross Receipts**

Sales representatives are exempt from the gross receipts tax.

**License and Gross Receipts Requirements**

A sales representative is required to obtain a business license for a fee of \$75 which must be renewed annually on or before December 31st of each year. To register with the Division of Revenue and obtain a business license, please complete a Combined Registration Application and mail to the Division of Revenue with the appropriate fee or file on-line using OneStop. Both can be accessed from our website at [www.revenue.delaware.gov](http://www.revenue.delaware.gov) .

**Regulatory and Local Requirements**

The Business License Issued by the Division of Revenue is not a regulatory license and the issuance of such license does not attest to the qualifications of the applicant to perform the activity described on such license. Many local jurisdictions have requirements for a business license and may have restrictions concerning the locations of conducting the referenced business activity. Please check with the local government office in the town, city or county in which you will conduct your business.

The State of Delaware also has a Division of Professional Regulations. Many occupations and some types of equipment have regulatory requirements. Please contact the Division of Professional Regulation for more information.

**General**

If you have any questions, please contact one of the following offices:

<i>Wilmington</i>	<i>Dover</i>	<i>Georgetown</i>
Division of Revenue Carvel State Office Building 820 North French Street Wilmington DE 19801  (302) 577-8205	Division of Revenue Thomas Collins Building 540 South DuPont Highway Suite 2 Dover DE 19901  (302) 744-1085	Division of Revenue 20653 Dupont Blvd Suite 2 Georgetown DE 19947  (302) 856-5358

or by e-mail at: [rev\\_busaudit@delaware.gov](mailto:rev_busaudit@delaware.gov) or 302-577-8662

File Gross Receipts On-line:

or

Print an Interactive Gross Receipts Coupon:

<https://grossreceiptstax.delaware.gov/grtpublic/>