

## **ACQUIRING A VENDOR LICENSE**

There are multiple options for those individuals who need to acquire a vendor license while the Wayne County Auditors office is closed to the public. There is a one-time fee of \$25.

1 – You can request a vendor license directly from The Ohio Department of Taxation. You will need access to the following website – [www.gateway.oh.gov](http://www.gateway.oh.gov). For first time users, you will need to request access (which is free). Follow the screen prompts for completing your information.

2 – You can request a blank vendor license application form from our office. You can either send a request via regular mail or send an email to [licensing@co.wayne.oh.us](mailto:licensing@co.wayne.oh.us) with “Request for Vendor License Application” in the subject line. You can then submit the completed form to the Wayne County Auditor, 428 W. Liberty St, Wooster, OH along with a check or money order payable to Wayne County for \$25.00. We cannot take credit card or cash via regular mail.

3 - Blank forms will also be available outside of the Wayne County Auditors office located at 428 W. Liberty St, Wooster, OH.

4 – You can call the Wayne County Auditor’s office at 330-287-5444 to request a blank form.