

## Business Registration Certificate

Businesses, organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue (Reference: Public Law 2001 Chapter 134). Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may require that a copy of the “proof of registration certificate” (BRC) be submitted as part of a public bid or prior to issuing a purchase order.

Additional information regarding the registration process and the Business Registration Certificate (BRC) can be found at the following website: <https://www.state.nj.us/treasury/revenue/busregcert.shtml>. The following information in this notice is all contained within the above website, which should be the first point of reference regarding a BRC. Additionally, the Division of Revenue can be contacted at 609-292-9292 to assist with the registration process.

Depending on the type of business you operate, you will need to take 1 or 2 steps for your business to be properly documented in New Jersey. Step 1 refers to business formation and applies to all New Jersey (domestic) and out-of-state (foreign) corporations, limited liability companies, limited partnerships and limited liability partnerships. The website for business formation is: <https://www.nj.gov/treasury/revenue/gettingregistered.shtml/>.

Step 2 refers to business registration and applies to all businesses. The links above provide information regarding these steps including both online filing processes and paper form, although Montclair State University recommends that your firm register through the online filing processes as the Division of Revenue is able to process quicker through that mechanism. Please note that regarding step 2 of the process, Individuals or Unincorporated Construction Contractors with no business tax or employer obligations may select the “Register as an Individual contracting with a NJ State or Local Government Agency” option when filing electronically or may use the Form Reg-A instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A. Additionally, non-profit organizations may be required to register for tax purposes, but are not subject to the proof of registration requirement when contracting with public agencies in this state. Businesses already registered in NJ can obtain a BRC verification online at: [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp).

### Sample Business Registration Certificate

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 217  
TRENTON, NJ 08646-0217

TAXPAYER NAME:  
TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#  
970-097-382/500  
ADDRESS  
847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE  
01/01/01  
FORM-BRC(08-01)

TRADE NAME:  
CLIENT REGISTRATION  
CONTRACTOR CERTIFICATION#  
3107330  
ISSUANCE DATE:  
11/27/01

Patricia A. Chiacchi  
Director, Division of Revenue

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

You have received this communication in reference to contract or purchase order activity or as part of the bidding process with Montclair State University. **Please take the appropriate action to obtain a BRC and to forward a copy of your BRC once obtained.**