



Before we set up your vending machine permits

Fill in what you can, on screen or by hand, and send it back to us. Texas has no single vending machine license. Every operator needs a **Texas Sales and Use Tax Permit**, and the Comptroller taxes vended sales under its own rules: tax on 100% of soft drink and candy receipts, 50% of other food receipts, and local tax at the rate where each machine sits. A **health permit** is added only for machines that sell perishable or freshly prepared food, a **coin-operated machine license** only for amusement machines, and **tobacco permits** only for machines in adult-only venues. Calibre Licensing Services files each one that applies to your route and sets up the local tax reporting for every machine address.

Don't have an entity, DBA or EIN yet? We file all of these as well. Most operators form an LLC first so the permits, the placement agreements and the bank account all carry the same name. Just note it on the form and we will handle it first.

1. Your Vending Business

What describes you best?

- | | |
|---|---|
| ☐ Starting a new route | ☐ Adding machines to an existing route |
| ☐ Buying an existing route | ☐ Placing a machine in my own store |

Machine types you operate or plan to operate

- | | |
|--|---|
| ☐ Snack | ☐ Cold drink |
| ☐ Snack and drink combo | ☐ Fresh or refrigerated food |
| ☐ Coffee or hot beverage | ☐ Bulk candy, gumball or toy |
| ☐ Claw, arcade or other amusement | ☐ Cigarette or vape |

Number of machines now

Planned within 12 months

Planned start date for first machine

Do you already hold a Texas Sales and Use Tax Permit?

- ☐ Yes ☐ No

If yes: 11-digit taxpayer number

Do you already file local sales tax for more than one city or county?

- ☐ Yes ☐ No

Vending operators are itinerant vendors: each machine's city, county and transit district is reported separately.

2. Organization Details

Legal name of the business

*Sole proprietors: your first and last name.
Otherwise the LLC or corporation name as registered. No entity yet? We can register it.*

Entity type

- | | | |
|--|--------------------------------|--------------------------------------|
| ☐ Sole proprietor | ☐ LLC | ☐ Corporation |
| ☐ Partnership | ☐ Other | |

EIN (or SSN for sole proprietors)

No EIN yet? We can apply for it.



Trade name customers see on the machines (DBA)

No DBA yet? We can file it.

Owners, officers and anyone with 10% or more ownership

Full name

Title

Ownership %

Phone

Full name

Title

Ownership %

Phone

3. Addresses

Main business address (home address is fine for a home-based route)

Street number and name

City

State

ZIP

County

Phone

E-mail address

Best person to contact

Is the mailing address the same as the main address?

☐

Yes

☐

No

Mailing address, if different

Street, P.O. Box or rural route

City

State

ZIP

County

4. Machine Locations

Local sales tax is owed at the rate where each machine sits, so we need every address. Attach a page or a spreadsheet if you have more than four.

Location 1

Host business name

Contact at the location

Phone

Street address

City

State

ZIP

County

What the machines here sell

☐

Sealed snacks and drinks

☐

Fresh or chilled food

☐

Hot beverages

☐

Bulk items \$0.50 or less

☐

Amusement

☐

Tobacco or vape

Is this address inside Houston city limits?

☐

Yes

☐

No

☐

Not sure



Calibre Licensing Services

Vending Machine Permit Intake Form

(346) 767-7855
info@calibretx.com
calibretx.com

Location 2

Host business name

Contact at the location

Phone

Street address

City

State

ZIP

County

What the machines here sell

☐

Sealed snacks and drinks

☐

Fresh or chilled food

☐

Hot beverages

☐

Bulk items \$0.50 or less

☐

Amusement

☐

Tobacco or vape

Is this address inside Houston city limits?

☐

Yes

☐

No

☐

Not sure

Location 3

Host business name

Contact at the location

Phone

Street address

City

State

ZIP

County

What the machines here sell

☐

Sealed snacks and drinks

☐

Fresh or chilled food

☐

Hot beverages

☐

Bulk items \$0.50 or less

☐

Amusement

☐

Tobacco or vape

Is this address inside Houston city limits?

☐

Yes

☐

No

☐

Not sure

Location 4

Host business name

Contact at the location

Phone

Street address

City

State

ZIP

County

What the machines here sell

☐

Sealed snacks and drinks

☐

Fresh or chilled food

☐

Hot beverages

☐

Bulk items \$0.50 or less

☐

Amusement

☐

Tobacco or vape

Is this address inside Houston city limits?

☐

Yes

☐

No

☐

Not sure



5. Health Permits

Only for machines that sell food that must be kept hot or cold, or that prepare something on the spot (sandwiches, salads, milk, brewed coffee).

Does any machine sell perishable, refrigerated or freshly prepared food or beverages?

☐ Yes ☐ No

If no, skip the rest of this section. Sealed, shelf-stable snacks and canned or bottled drinks do not need a health permit.

Does anyone on your team hold a Texas certified food manager certificate?

☐ Yes ☐ No

If yes: name on the certificate

Where the food is prepared or stocked from (commissary, supplier, your own kitchen)

The health authority for a fresh-food route is set by the machine address: Houston Health Department inside the city, Harris County Public Health in the unincorporated county, DSHS elsewhere.

6. Amusement Machines

Only for claw machines, arcade games, jukeboxes, pool tables and similar. Snack, drink and merchandise machines are exempt from the coin-operated machine license.

Do you own or place any amusement, music or skill machines?

☐ Yes ☐ No

If no, skip this section.

Number of amusement machines

Placed in other people's businesses? Yes / No

Existing license or registration number

The Comptroller's General Business License (\$200 to \$500 a year by machine count), or the \$150 Registration Certificate if the machines are only in your own premises, plus a \$60 occupation tax decal on every machine. City of Houston decals apply inside the city. Licenses expire December 31.

7. Cigarette and Vape Machines

Only legal in a facility closed to anyone under 21 at all times, a climate-controlled cigar humidor, or an adult-only package store.

Do you place any machine that sells cigarettes, e-cigarettes or tobacco products?

☐ Yes ☐ No

If no, skip this section.

Is every such machine in a venue that is closed to persons under 21 at all times?

☐ Yes ☐ No

If any machine is somewhere under-21s can enter, it cannot be operated. Tell us and we will advise before filing.

Do you already hold a Comptroller tobacco retailer permit?

☐ Yes ☐ No

If yes: permit number

Each machine is its own place of business: a \$180 Cigarette, Cigar and Tobacco Products Retailer Permit per machine with the decal affixed, expiring May 31 of even-numbered years, and an E-Cigarette Retailer Permit as well



if the machine sells vapes.

8. Attachments

Send clear photos or scans with this form. Anything missing, someone from the team will call you for it.

- ☐ Driver's license for every owner listed in Section 2
- ☐ Certificate of Formation and EIN letter, if the entity exists
- ☐ Assumed name certificate (DBA), if one exists
- ☐ Signed placement agreement for each location, if you have them
- ☐ Certificate of liability insurance, if a host location has asked for one
- ☐ Existing sales tax permit, tobacco permit or coin-op license, if any
- ☐ I would like CLS to supply the "price includes sales tax" signs for my machines

What happens next. We file the sales tax permit (or add the vending classification to your existing one), set up the local tax jurisdictions for every machine address, and file the health, coin-op or tobacco permits for any machine that needs them. Then we put every renewal date on one calendar: the tobacco permit by May 31 of even years, the amusement license by November 30, and the health permit on its annual cycle.

Completed by (name)

Phone

Date

Questions while filling this in? Call **(346) 767-7855** or e-mail **info@calibretx.com**. We reply within 24 hours.