



# MEMBER REQUIREMENTS

## RESIDENCY

Businesses applying must demonstrate that their organization is based in the Pennsylvania Wilds region by supplying a physical billing address at the time of application and throughout the membership period. Further proof of residency may be requested.

Individuals applying as Juried Artisans must be full-time Pennsylvania Wilds residents at the time of application. To actively produce and sell juried work under program membership, Juried Artisan members must remain PA Wilds residents.

## NATIVE AMERICAN APPLICANTS

Native American works must be submitted along with a copy of applicant's membership card in a federally or state recognized Indian tribe, band, nation, organized group or community for authenticity purposes. The Indian Arts and Crafts Act of 1990 makes it illegal to sell or display with intent to sell, any product not made by Native American Indians in a way that falsely suggests it was.

## SALES TAX LICENSE

If you make taxable sales, you are required to obtain a PA Sales Tax License. Visit [pa.gov](http://pa.gov) or [revenue.pa.gov](http://revenue.pa.gov) and search "rev-717" for details.

## STATE AND FEDERAL REGISTRATION

It is your responsibility to inform yourself about doing business in Pennsylvania. Entrepreneurs who operate under their own given name as Sole Proprietors, with zero employees, and use their Social Security Number for tax filing are not required to register their businesses with the PA Department of State. All others must register. Business establishments with paid employees must register with the state. Visit [pabizonline.com](http://pabizonline.com), where small business owners can electronically register with the PA Departments of Labor and Industry, Revenue, and State.

The PA Small Business Development Center is also a useful resource. Federal regulations can change. Consult the Small Business Administration ([sba.gov](http://sba.gov)) and the Internal Revenue Service ([irs.gov](http://irs.gov)) for more about business requirements.

All lodging properties must be located in the Pennsylvania Wilds and pay [the state lodging tax \(the Hotel Occupancy Tax\)](#) to qualify, as indicated by the Pennsylvania Department of Revenue ([revenue.pa.gov](http://revenue.pa.gov)).

Note: Airbnb collects and pays certain occupancy taxes on behalf of hosts whenever a guest pays for a booking in specific jurisdictions in Pennsylvania. Details can be found [here](#); be sure that your county is included. Additional information can be found [here](#).

## FOOD SAFETY

Food artisans, producers and retail food facilities must comply with all PA Department of Agriculture guidelines, as well as applicable state and local regulations. Applicants must have the necessary permits/licenses in hand, before submitting an application to the Wilds Cooperative of Pennsylvania. Food retail and/or wholesale operators, and their employees, must be in compliance with applicable provisions of the Federal Food Safety Act, the Retail Food Facility Safety Act and requirements referenced at the PA Dept of Agriculture site ([agriculture.pa.gov](http://agriculture.pa.gov)).