



Licensing Office 5850 West
 Glendale Avenue Glendale, Az
 85301-2599
 623-930-3190
 Email: taxlic@glendaleaz.com

Business License #: _____

BUSINESS LICENSE APPLICATION

ALL LICENSE APPLICATION FEES ARE **NON-REFUNDABLE**—LATE FEES
 APPLY IF NOT REGISTERED WITHIN 30 DAYS OF BUSINESS START DATE—
 INCOMPLETE APPLICATION PACKETS MAY RESULT IN A DELAY IN
 PROCESSING OR DENIAL OF THIS APPLICATION.

Section I. APPLICATION TYPE - CHECK ALL THAT APPLIES			
<input type="checkbox"/> New Business <input type="checkbox"/> Non-Profit (Federal Exemption Certificate required) <input type="checkbox"/> Special regulatory Location <input type="checkbox"/> Event/Stadium <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Change in Business		Previous City License (if applicable):	
Section II. BUSINESS INFORMATION—Verify that your business is located in Glendale https://www.aztaxes.gov/AddressLookup/Index/			
Business Name (Company, DBA, or Individual; first name, last name):		Legal Entity Name (Corporation, LLC, etc.):	
Physical Business Street Address (i.e. commercial property, retail store, restaurant— <u>NO</u> P.O. Box or PMB addresses):			
City, State, Zip Code (+4):		Business Phone #:(10 digits)	
Glendale Business Start Date:	E-Mail Address:		
	AZ State TPT License #:	Business Tax I.D (EIN/FEIN/SSN/TIN)#:	
Section III. MAILING ADDRESS INFORMATION			
Enter Name (if different from Section II above) or "Care of" Name:			
Mailing Address:			
City, State, Country, Zip Code (+4):		Phone # (10 digits):	
Section IV. BUSINESS OWNERSHIP—must complete the Ownership Supplemental Form			
<input type="checkbox"/> Sole/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> Corp./Inc., State			
Owner/Officer Name:		Title:	
Home Address:		SSN #:	
City, State, Zip Code (+4):		Phone # (10 digits):	
Owner/Officer Name:		Title:	
Home Address:		SSN #:	
City, State, Zip Code (+4):		Phone #:	
Section V. BUSINESS TYPE—check all that apply and provide a detailed description of your business			
Do you sell Liquor? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Retail <input type="checkbox"/> Advertising <input type="checkbox"/> Telecommunications <input type="checkbox"/> Use Tax (Glendale Business) <input type="checkbox"/> Home Builder/Spec. Sale	<input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Job Printing <input type="checkbox"/> Commercial Rental Property <input type="checkbox"/> Use Tax (out-of-state business with no AZ nexus) <input type="checkbox"/> Other _____	<input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Amusement <input type="checkbox"/> Retail Food Sales <input type="checkbox"/> Personal Property Rental <input type="checkbox"/> Contracting
Describe Nature of Business:			
Section VI. GLENDALE BUSINESS PREMISE STATUS—must complete applicable Business Premise Supplemental or Questionnaire			
Do you own the Business Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Home-Based Business?	
Do you lease the Business Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>If Yes, indicate legal Owner of property manager name and address</small>		<small>If yes, you MUST complete the Home Occupation Questionnaire</small>	
Do you rent a portion of the Business Premises to another entity or Business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Postmarks are not accepted as proof of timely registration. Please remit all fees with this application and make checks payable to the City of Glendale. I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all privilege taxes to the Arizona Department of Revenue due to the City of Glendale. I understand that the information I provide on this application can be used for collection purposes and may become public information. I specifically understand and acknowledge that if I provide a cellular telephone number and email address on this application, the City of Glendale or any collection agencies contracted by the City can use this contact information for collection purposes on any unfilled or past due balances. <u>IF APPLICABLE, I UNDERSTAND THAT BY LAW, I MAY BE LIABLE FOR ANY UNPAID TAX DUE BY THE FORMER OWNER(S) OF THIS BUSINESS.</u>			
Printed Name:		Signature:	
Title (Owner/Officer/Statutory Agent):			
Date:		Phone:	

APPLICATION FORM INSTRUCTIONS

All information given on this application is public information, apart from Social Security numbers. Please complete the following sections:

Section I—Application Type

Please check all boxes that apply to indicate the purpose of the application. If you have selected Non-Profit a copy of your Federal Exemption Certificate is required. Please specify whether this application is for a new business, a new owner of existing business, or a change in business location. If applicable, please list the previous City license number.

Section II – Business Information Verify that your business is in Glendale at www.aztaxes.gov/AddressLookup/Index/.

Business Name: Indicate the business name (DBA—doing business as), if one will be utilized. Otherwise, provide the name of the business owner.

Legal Entity Name: Indicate the name of the business owner or legal entity (owner).

Physical Street Address: Indicate the physical address of the Glendale business location, including a suite, unit, or apartment number. A P.O. Box or PMB number is not accepted for a business location. The phone number listed here should correspond to the Glendale business location. **A separate license application must be completed for each commercial property.**

Liability Start Date: Important! Indicate the date (month/day/year) in which you will begin taxable business activity in **Glendale.**

E-mail address: Indicate the e-mail address for the person who is authorized to discuss and receive information regarding your account.

AZ TPT License #: If you are conducting taxable activities you must have a State of Arizona Transaction Privilege Tax License number, if you do not please visit www.azdor.gov. If you have questions regarding your taxability please contact us at 623-930-3190.

Business Tax I.D. #: If you do not have a Business Tax Identification number please visit www.irs.gov.

Section III – Mailing Address & Phone Number

Complete this area only if the information is different from Section II. Provide the name of the person and the address to which the business license and tax return correspondence will be sent. Please include the suite, unit, or apartment numbers.

Section IV – Business Ownership

Indicate the type of business ownership that is applicable for your entity. If you need additional space, you may attach a list of owners, corporate officers, members, and/or partners, along with their names and titles. Form to the application. Please provide the home address for each corporate officer or partner and not the business address. P.O. Box numbers or PMBs are not accepted as the home address information.

Section V – Business Type

Indicate all the business types that apply. Provide a detailed description of the nature of your business activity. If you engage in retail sales, list the type of items sold. If you engage in construction contracting, list the nature of the type of contracting and provide your Arizona Registrar of Contractor number.

If you sell liquor, you must apply with Arizona Department of Liquor Licenses and Control (<http://www.azliquor.gov/>) prior to completing this application.

For the Reporting Method, select the cash method if you recognize your gross income based upon the date the funds are received. Select the accrual method if you recognize your gross income when it is earned, regardless of when the funds are received.

Provide your 6 digit NAICS Code. Principal NAICS business codes are available at www.naics.com/search.htm.

Section VI – Business Premises Status

Indicate whether you own your business location. Please complete the applicable portion of the *Business Premise Supplemental form*. If you do not own your business location, please provide the name of the legal owner or property manager, along with their mailing address and phone number. If you lease/rent a portion of the business premise, this business activity may be taxable as commercial rental and an additional license may be required. If you have a Home-Based Business, please complete the *Home Occupation Questionnaire*.

GENERAL INFORMATION

WHO IS REQUIRED TO HAVE A BUSINESS LICENSE?

- Every person engaging, commencing, conducting, operating, managing or carrying on of business activities, whether done as owner, or by means of an officer, agent, manager, employee, servant, or otherwise, with the object of gain, benefit, or advantage, either direct or indirect, whether operating from a fixed location in the city or entering the city from an outside location to engage in such activities, and/or,
- Every person engaging or continuing in the business of storing or using tangible personal property within the City

A separate City Business License and applicable fees are required for each location of a business, occupation, or profession and for each type of business, occupation or profession carried on at a particular location by a licensee. The licensee shall inform the City's Tax and License Division of any changes in his business activities within thirty (30) days.

This license does not preclude the authority of other city departments or city regulations. The licensee should call the Planning and Zoning Department with questions or concerns before engaging in business at phone number (623) 930-2800.

Please complete all sections of the application that apply. The application is used for data entry and must be typed or printed in black ink. License fees must be fully paid prior to the issuance of a license and prior to engaging in business. Return the completed and signed application, along with any required supplemental forms, to the City of Glendale— Licensing Office and enclose a check for the total applicable fees payable to the City of Glendale. **Incomplete applications or applications submitted without payment will delay the processing and licensing of your business.** The Business License certificate shall be on display to the public in the licensee's place of business.

Business Licenses are not transferable between owners or locations. When the business ownership entity is modified or the business relocates to a different address, the existing license must be canceled and a new license must be obtained under the new entity ownership or new business location. The business license shall be valid until the licensee of the business activity requests cancellation and/or surrenders the license. If you are the new owner of an existing business, please provide the name and Glendale license number of the previous owner. Ensure that the person you are buying the business from owes no back taxes or fees to the City of Glendale. **By law, you may be responsible for all back taxes and fees.**

FEE SCHEDULE

Business Activity

A non-refundable \$25.00 license fee is due within 30 days of the business start date in the initial year of application. If the license fee is not paid in full, a 50% late fee (\$12.50) will be assessed. Each subsequent year, an annual license renewal fee of \$25.00 is due on January 1 of each year and shall be considered delinquent if the payment is not received on or before the last business day of January.

Any licensee who permits his license to expire through cancellation as provided in Glendale Code Section 21-240, by his request for cancellation by surrender of the license, or by the cessation of the business activity for which the license was issued, and who thereafter applies for a license, shall be granted a new license as an original application and shall pay the current license fee. Any licensee who loses or misplaces his Business License that is still in effect shall be charged the current license fee for each reissuance of a license.