BUSINESS TAX APPLICATION

PLEASE LEGIBLY PRINT OR TYPE INFORMATION

BUSINESS INFORMATION			
Legal Business Name: DBA: (Doing Business As Name)			
Business Physical Location Address: (No Virtual/POB)			
Phone:		E-mail:	
Business Mailing Address:	Street:		
	City/State/Zip:		
Contact Name & Title		Contact E-mail:	

TYPE OF OWNERSHIP (CHOOSE ONE)

☐ Sole Proprietorship ☐ Partnership (all types) ☐ Corporation (all types) ☐ Marital Joint Ownership
SSN of spouse_____

☐ LLC Single Member ☐ LLC Multi Member ☐ Estate or Trust

Business FEIN or SSN: (required)	Fiscal Year End Month:

IDENTIFY OWNERS, OFFICERS, MEMBERS OR PARTNERS

Title:	SSN of Owner or FEIN (if business owned):	
Name:		Phone:
Address:	City:	State/Zip:
Title:	SSN of Owner or FEIN (if business owned):	
Name		Phone:
Address	City	State/Zip:

CLASSIFICATION

☐Class 1A ☐Class 1B ☐Class 1C ☐Class 1D ☐Class 2 ☐Class 3 ☐Class 4

☐Standard Business License ☐Minimal Activity License	Start Date of doing business in Smyrna jurisdiction:
List worksite address if different than business location address:	
Describe business activity at this location:	

SIGNATURES REQUIRED!

This application must be signed by an owner, officer, member or partner of the entity listed above**. Do not print or use a stamp.**
The statements made on this application are true to the best of my knowledge and belief.

A BUSINESS LICENSE DOES NOT EXEMPT YOU FROM COMPLYING WITH ALL APPLICABLE ORDINANCES AND ZONING REGULATIONS OF THE TOWN OF SMYRNA. PRIOR TO OPENING YOUR BUSINESS, CONTACT THE TOWN PLANNER TO DETERMINE IF YOUR BUSINESS' ACTIVITIES ARE PERMISSIBLE WITHIN THE ZONE IN WHICH IT IS LOCATED. FAILURE TO COMPLY WITH ALL APPLICABLE ZONING ORDINANCES IS A VIOLATION OF THE LAW AND MAY BE PUNISHABLE BY A FINE AND/OR INJUNCTION!

Signature:	Date:
Signature:	Date:

FOR OFFICIAL USE ONLY

Codes Dept. Signature:	License # _____ Account # _____	Date:

APPLICATION FEE: $15

General information & directions for submitting application.

The Business Tax Application is used to apply for tax registration for Tennessee's business tax. This application cannot be used to register for other Tennessee tax obligations. Businesses must register for sales tax, franchise and excise tax, and other taxes online at www.tn.gov/revenue or by paper application.

Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate county clerk and, if applicable, your city business tax official.

You must submit a fully completed tax application in a timely manner to ensure that you are properly registered for this tax or you may make your application online. For information on how to register your business online, visit the Tennessee Department of Revenue's website at www.tn.gov/revenue and click on E-file and Pay.

You must complete one application for each business location. No virtual or PO Box address is accepted as a physical location.

You will need to submit a driver's license copy of the owner (s) or officer (s) of the company listed on the application.
Application must be signed by the owner (s) or officer (s) listed on the application.
If you are applying using an ITIN number you will need to provide a copy of that paperwork.
If you are applying using a FEIN you will need to provide a copy of the SS4 form from the IRS showing proof of this identification number.

Upon registration, your county clerk or city official will issue your business tax license. A $15 fee is required for your initial license. Once registered, the local licensing official will send your record electronically to your city or county official based on your location. You must also pay the required $15 fee for the initial license at the appropriate city/county official's office.

A standard business license is renewed by the annual payment of business tax to the Tennessee Department of Revenue. Once this tax is paid each year, the county clerk or city official will provide a license for the next year.

Business tax minimal activity license are renewed each year by payment of an annual $15 fee.

It is important that you notify the Tennessee Department of Revenue if:

- The business ownership changes in any manner including:
  - Selling or closing of the business,
  - Adding or changing partners,
  - Any transfer or change in the ownership of the business,
  - Any change in corporate structure requiring a new charter or certificate of authority; or
- The business location changes.

For any questions concerning the application please call: 615-459-2553, mailing address: 315 S. Lowry St. Smyrna, TN 37167.