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This material is available in alternative formats.

WHO IS REQUIRED TO HAVE A PRIVILEGE (SALES) LICENSE? (See Phoenix Tax Code Section 14-300)

1. Every person desiring to engage or continue in business activities within the City upon which a Privilege Tax is imposed.
2. Every person, engaging or continuing in business within the City, storing or using tangible personal property in this City upon which a Use Tax is imposed.
3. Every person required to report and pay a tax upon property rental income, as imposed by Phoenix Tax Code Section 14-445 and 14-446.

A person engaged in more than one activity subject to City Privilege and Use Taxes at any one business location is not required to obtain a separate license for each activity provided that, at the time such person makes application for a license, he shall list on such application each category or activity in which he is engaged. The licensee shall inform the Tax Collector of any changes in his business activities within thirty (30) days.

This license does not preclude the authority of other city agencies. You should call the Planning and Zoning Department, (602) 262-7131, if you have any questions concerning land use or sign placement before engaging in business.

GENERAL INSTRUCTIONS

All information given on this application is public information (except Social Security number)

The application is used for data entry and must be TYPED OR PRINTED IN BLACK INK. Return the completed application to the City of Phoenix, enclosing the appropriate fee with a check payable to Phoenix City Treasurer. There is also an annual license fee that must be paid prior to issuance of a license.

The Privilege License shall be nontransferable between owners and shall be on display to the public in the licensee’s place of business. Except as provided in Phoenix Tax Code Section 14-320, the Privilege License shall be valid until request for cancellation and/or surrender of the license by the licensee of the business activity for which it was issued.

Application must be completed, signed and returned with fees to be processed. **Incomplete applications or applications submitted without payment may not be processed and will delay your business activity.** Your license must be obtained and fees fully paid prior to engaging in business.

Permanent licenses are for an on-going year around business. Temporary licenses or Special Events licenses are issued only for periods of up to 30 consecutive days for a total fee of \$25.00.

If you are a new owner of an existing business, please provide the name and Phoenix license number of the previous owner. **Check to be sure that the person you are buying the business from owes no back taxes or fees to the City of Phoenix. By law you may be responsible for all back taxes and fees.**

Check one: Permanent Check one: New Business Previous City License # Former Owner (if applicable)
 Temporary New Owner of Existing Business

Section I – Business Information

Verify if your business is in Phoenix www.phoenix.gov/webpmo.html

Business Name: Business name if using one. If not, list name of the business owner. Property managers applying on behalf of a client should indicate the property owner’s name in this section.

Owning Entity Name: List the ownership name of the business if different from business name.

Business Address & Phone: Physical address of your Phoenix business location, including suite, unit, or apartment number. A P.O. Box or PMB is not acceptable for a business location. A separate license application must be completed for each multi-unit property and/or all commercial property. For single family residential rental property please use the owners home address. The phone number listed here should correspond to the Phoenix business location. (For further information regarding residential rentals see Quick Fact Sheet located in the Residential Rentals section)

Liability Start Date: The date (month/day/year) in which you will begin taxable business activity in Phoenix. Licensing fees are based on this date.

E-mail address: The email address for the person who should receive general Phoenix Privilege (Sales) and Use Tax information and updates

State Tax License #: www.revenue.state.az.us

Federal ID #: www.irs.gov

Section II – Mailing Address & Phone Number-Complete this area only if the information is different from Section I.

This area is for the name of the person and the address to which the business license and tax return mail will be sent. Please include suite, unit, or apartment numbers.

Section III – Business Ownership (Please indicate the type of ownership. If you mark “Other” please describe.)**Ownership:**

Sole or Husband/Wife ownerships must provide a color copy of their identification. See website for acceptable forms of identifications. All corporations must provide the State of incorporation and at least two officers information. A “LLC” must have at least the Managing Member. General Partnerships must provide the names of the general partner(s). You may attach a list to the application

Owners/Partners/Corporate Officers/LLC Members

List complete owner/officer/partner information as requested including names and titles. Please use the home (not business) address for each officer/partner. P.O. Box numbers or PMB’s are not acceptable for home addresses.

Section IV – Business Type (Check all that apply)

Do you sell Liquor? If “Yes” contact License Services @ (602) 262-4638 Option #3 or email: clk.liquor.license@phoenix.gov.

Mark “Cash” if you recognize income based upon the date funds are received. Mark “Accrual” if you recognize income when earned regardless of when the cash is received.

Provide a detailed description of business activity. If retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc. Please indicate your Contractor’s number with the Arizona Registrar of Contractors if you checked construction contracting.

NAICS Code: (6 digit) Principal business codes available at: www.naics.com/search.htm

Section V – Business Premises Status

Please indicate whether or not you own your business location. If you answer “No”, please provide the name of the legal owner or property manager along with their mailing address and phone number. If you lease or take considerations for use of property from a related entity you own, this is taxable as commercial rental and an additional license would be needed.

FEE SCHEDULE

A NON-REFUNDABLE APPLICATION FEES MUST BE PAID AT THE TIME OF APPLICATION: Any combination of activities may result in additional fees. If license fees are not paid in full within 30 days of start date, a 50 percent late fee will be assessed.

Commercial Rental or Use Tax Activity only.	For persons engaged exclusively in the rental and leasing of nonresidential real property or Use Tax, a \$20 application fee is charged.	\$20 total due
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Residential Rental Activity	For persons engaged in the rental of residential real property, a \$2 pro-rated fee <u>per unit</u> is charged with an annual cap of fifty (\$50) dollars per license, based on the Phoenix Tax Liability Start Date, per the chart below:	\$20 Application Fee plus pro-rated Annual License Fee
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<u>Start Date</u>	<u>Pro-Rated Annual Fee Per Unit</u>	<u>50% Late Fee Per Unit</u>
January 1 – March 31	\$2.00	\$1.00
April 1 – June 30	\$1.50	\$.75
July 1 – September 30	\$1.00	\$.50
October 1 – December 31	\$.50	\$.25

All other types of business excluding Residential Rental, Commercial Rental and Use Tax	For persons engaged in the activities listed, a \$50 pro-rated fee is charged, based on the Phoenix Tax Liability Start Date, per the chart below:	\$20 Application Fee plus pro-rated Annual License Fee
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<u>Start Date</u>	<u>Pro-Rated Annual Fee</u>	<u>50% Late Fee</u>
January 1 – March 31	\$50.00	\$25.00
April 1 – June 30	\$37.50	\$18.75
July 1 – September 30	\$25.00	\$12.50
October 1 – December 31	\$12.50	\$ 6.25

Any licensee who permits his license to expire through cancellation as provided in Phoenix Tax Code Section 14-320, 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 Privilege License that is still in effect shall be charged the current license fee for each reissuance of a license.