Privilege (Sales) and Use Tax Application

Tempe

Check any that apply:	☐ New Business ☐ New Owner of Existing Business	Former Owner (if applicable)	Previous City License #	License #
	☐ Name Change Only ☐ Location Change	Current City License #	Date of Change	

SECTION I. BUSINESS INFORMATION

FEES

$70.00

Reporting Frequency (Circle One)

Mth / Qtr

Business Name (Individual, Company or "DBA", first name first)

Street No. (N,E,S,W) Street Name Type Ste/Apt #

City State ZIP Code Area Code Business Telephone # - -

Start Date | E-mail address | State License # | Federal ID # -

SECTION II. MAILING ADDRESS & PHONE NUMBER

Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name ( ) Telephone #

Street No. (N,E,S,W) Street Name Type Ste/Apt #

City State ZIP Code + 4 - ( ) Fax #

SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION

☐ Individual ☐ LLC ☐ Corp. - State Inc._____ ☐ Gen. Partnership ☐ Ltd. Partnership ☐ Other _____

Owners, Partners, LLC Members, or Officers (For Additional Names, Please Attach List)	1) Name			Social Security #
	Home Address			Title
	City	State	ZIP Code	Phone No. ( )
	2) Name			Social Security #
	Home Address			Title
	City	State	ZIP Code	Phone No. ( )
Corporate or LLC Statutory Agent	Name			Phone No. ( )
Location Where Business Records Are Kept	Name			Phone No. ( )
	Address	City	State	ZIP Code

SECTION IV. BUSINESS TYPE

☐ Retail Sales ☐ Wholesaler ☐ Amusement ☐ Construction Contracting ☐ Use Tax ☐ Restaurant/Bar

☐ Manufacturer ☐ Commercial Rental ☐ Residential Rental (# of Units _____) ☐ Hotel/Motel ☐ Other_____

Describe Nature of Business		Contractors #
Check method you will use in submitting reports: ☐ Cash Receipts ☐ Accrual		# of Employees

SECTION V. BUSINESS PREMISES STATUS

Check one:

Do you own your business location? ☐ Yes ☐ No If yes, Is this your residence? ☐ Yes ☐ No

If no, complete the following Landlord/Property Manager information

Landlord/Property Manager Name	Address	Phone # ( )

Do you rent a portion of the business premises to another entity? ☐ Yes ☐ No

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 taxes due by me to the city. Incomplete forms may not be processed.

IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Print Name	Signature	Title	Date

CLEAR FORM

Please read all instructions. Incomplete applications cannot be processed.

MAILING ADDRESS	City of Tempe Tax and License Division PO Box 5002 Tempe AZ 85280	**SITE ADDRESS**	Tax and License Division 20 E 6th Street Third Floor Tempe, AZ 85281
PHONE:	(480) 350-2955	**FAX:**	(480) 350-8659
WEB SITE:	www.tempe.gov/salestax	**EMAIL**:	salestax@tempe.gov

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Fees – Application & License

All applications must include a $20 application fee, plus a license fee of $50 for a total of $70. **Circle the appropriate filing frequency.**

If your estimated annual gross taxable income for Tempe is $50,000 or more, your reporting frequency will be monthly.

If your estimated annual gross taxable income for Tempe is $5,001 to $49,999, your reporting frequency will be quarterly.

If your estimated annual gross taxable income for Tempe will be $5000 or less you may request an annual reporting frequency only after you have established a 6 month reporting history.

A Transient Privilege Tax License may be issued to an individual or business that will be operating a taxable business within the city for 30 days or less. The cost for this license is $25 for each 30 day period.

Late fees of $15 will be assessed for any business in operation 45 days or more prior to applying for a license. Prior year license and late fees will be assessed for each calendar year of operation without a license.

Note: All Fees are nonrefundable.

All businesses located in Tempe must be approved for zoning and building safety before a license can be issued. For zoning information call (480) 350-8331 and for building safety information call (480) 350-8341 or visit their office located at 31 E. 5th Street, Tempe, AZ 85281.
Home-based businesses are regulated by the Development Services Department.

General Information

If you are a new owner of an existing business, the name and Tempe license number of the previous owner must be provided. **Note: Under the Tempe Tax Code you are liable for any unpaid tax liability of the previous owner**.

A new license is required for any business that changes their ownership or changes their Tempe business location.

Licenses are permanent and subject to an annual license fee. A transient license is issued only for a period of 30 days or less.

Section I: Business Information

This section is to be completed with the name, address, phone number and other information of the business operating within the City of Tempe.

Business Name List the business or company name and the "DBA" if it is applicable for your Tempe business operation. If you do not have a separate business name, list the owner of the business.

Property managers applying on behalf of a client should indicate the property owner's name in this section. The City of Tempe does not license property managers.

Address Enter your Tempe business location address, including the suite, unit, or apartment numbers. If you do not have a Tempe business location, list your business operation location.

If you are applying for a license for real property rental, the Tempe rental property address should be entered in this section. An individual who owns and leases property is considered to be a business. **Each commercial property must have a separate license. (Complete an application for each property address.)** For single-family homes, condos, or townhouses only one license is required. All properties must be listed on separate sheet.

Business Phone The phone number listed in this section needs to correspond with the Tempe business location.

Start Date Provide the date (month/day/year) of the first taxable business activity in Tempe. If you are applying for a license due to an ownership change or change of location, the start date (month/day/year) is the date of the change.

E-mail address Provide the E-mail address for the person who should receive general Tempe Privilege and Use Tax information updates.

Arizona Tax License # & Federal ID# Provide your Arizona State privilege tax and Federal Tax Identification numbers.

Section II: Mailing Address, Phone & Fax Numbers

This section is used for the name, address, phone and fax numbers of the person or business that will be responsible for receiving and preparing the Tempe tax reports. Note: As the business license and tax return mail will be sent to this address, be sure to include suite, unit, or apartment numbers.

Section III: Business Ownership and Record Location

This section is used for the type of ownership of a business and to list the owners, partners, or another office of the business where the accounting records are maintained.

Ownership Indicate the ownership type. Corporations need to indicate the state in which they were incorporated.

Owners/Partners/LLP/LLC Members or Officers All corporations must provide a list of officers as well as statutory agent information. LLCs must provide a list of members. General partnerships and LLPs must provide a list of all partners. For each person, their social security number, business title, home address and home phone number are required (not the business address and phone). Indicate if phone numbers provided are unpublished. P.O. Box numbers are not acceptable for home addresses.

Statutory Agent The name, address, and phone number of your Statutory Agent is required. If you have nexus in Arizona, an Arizona agent must be listed.

Records Location Complete this section if the accounting records are not kept at the location listed in Section II.

Section IV: Business Type

Check all types of business activity that you will be conducting in Tempe. If "Other," describe.

Provide a detailed description of your business activity. If your activity is retail sales, list the type of items sold. If your activity is construction contracting, list the type of construction performed. A contractor must also list their Arizona Registrar of Contractors number.

Method of Reporting Mark cash receipts if you recognize income based upon the date you receive the funds. Mark accrual if you recognize income based upon when the income is earned.

Provide the total number of employees you anticipate will be located in Tempe.

Section V: Business Premises Status

Indicate whether or not you own your business location. If you answer "No," provide the name of the legal owner or property manager, their mailing address and phone number.

Indicate if your business location is also your residence.

Indicate if you are renting or leasing a portion of the business premises to another person or business.

Sign and mail the application along with your application fee and annual license fee.

City of Tempe
Residential Rental Property
Supplemental Form

Owner of Rental Property (Name)_____

Please list applicant's residential rental properties located in the City of Tempe

	Street Address	Ste/Apt #	Zip	Date Acquired	Type (House/Duplex/ Condo/Triplex/ Fourplex)
1					
2					
3					
4					
5					

If necessary, please use additional pages to list property.

Taxpayer Signature _____ **Date** _____

Print Name _____ **Phone # (_____)**_____

For Office Use Only:

Parcel ID #

1 _____

2 _____

3 _____

4 _____

5 _____