

NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

Effective October 1, 2008, all persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

If applying by mail, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

If applying in person at the Licensing Office, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.



LICENSING ELIGIBILITY

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

<input type="checkbox"/>	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
<input type="checkbox"/>	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements)
<input type="checkbox"/>	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
<input type="checkbox"/>	A United States certificate of birth abroad.
<input type="checkbox"/>	A United States passport.
<input type="checkbox"/>	A foreign passport with a United States visa.
<input type="checkbox"/>	An I-94 form with a photograph.
<input type="checkbox"/>	A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/>	A United States certificate of naturalization.
<input type="checkbox"/>	A United States certificate of citizenship.
<input type="checkbox"/>	A tribal certificate of Indian blood.
<input type="checkbox"/>	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if all of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

Signature of applicant

Date

Signature of municipal employee

Date

55 N. Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
(480) 644-3999 Fax

INSTRUCTION SHEET FOR THE PRIVILEGE (SALES) AND USE TAX LICENSE APPLICATION

GENERAL INFORMATION

Every person desiring to engage or continue in business activities within the City upon which a Privilege Tax is imposed must have a tax license. A separate license is required for each Mesa business location, business name or commercial rental property that you have.

Approval of the application is for the limited purpose of granting the applicant a Transaction Privilege Tax License to conduct taxable business activities within the City of Mesa. **The license must be issued prior to the start date to avoid late fees.**

Fees

All applications must include the application fee. The fee is \$50 if business started prior to 12/31/2008. The fee is \$30 if business started after 1/1/2009 and an additional fee of \$15 if the license is applied for after the business start date. **NOTE: All fees are nonrefundable.**

Start Date (**THIS IS MANDATORY**)

Provide the start date of the first taxable business activity in Mesa for the business entity you are applying for.

SECTION I: Type of Application

Select the type of application request. An entity change is a type of ownership change such as an individual owner to a corporation or a partnership to an individual. Entity and ownership changes require a new license to be issued. If you are doing a name or location change include the date of change or your license will be returned. **Be sure to close your old license when you have submitted the last monthly return under the old business.**

Commercial or Apartment Rental Properties

All rental income is taxable. Each commercial rental or apartment complex of 5 or more units must have a separate license. Property managers applying on behalf of a client must complete the property owner's name and information in all sections except Section II. The owner must sign the application.

SECTION II: Business Information

Business Name

List the name you are doing business as (DBA). If you do not have a separate DBA name, list the company name or owner of the business, first, mi, last.

Location Address

Enter the actual business location address, including the suite, unit or apartment numbers, not a PO box or Postal Mailbox.

If the license is for commercial property rental, enter the commercial property address. Each commercial property must have its own license.

If the license is for residential rental, enter the owners or property managers' address. Only one license is required for single-family homes, condos and townhouses. All properties must be listed on a separate sheet.

SECTION III: Mailing Address

This section is for the person or business responsible for receiving and preparing the Mesa tax returns.

If the mailing address is different than the business address, complete this section. Include suite numbers, as all mail will be sent to this address.

SECTION IV: Business Ownership & Record Location

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 officer and statutory agent information. LLC's and LLP's must provide at least one members information. General partnerships must provide a list of all partners.

Statutory Agent

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

Records Location

Complete this section if the business records are not kept at the location listed in Section II. Use the physical address – not a PO Box.

SECTION V: Business Type

Check all types of business activity that you will be conducting in Mesa.

Nature of Business

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 provide 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 Mesa.

SECTION VI: Business Premises Status

Do you own your business location? If no, complete the landlord information.

If your business is at a Mesa residence, you need to complete and sign the Residential Business Locations form. Businesses at commercial locations must complete the Commercial Business Locations form.

SIGN AND DATE THE APPLICATION AND REMIT WITH THE APPLICABLE APPLICATION FEE. FOR INDIVIDUAL OWNERSHIP, YOU MUST PROVIDE PROOF OF LAWFUL PRESENCE IN THE UNITED STATES.



TRANSACTION PRIVILEGE (SALES) & USE TAX APPLICATION

LATE FEES APPLICABLE IF NOT LICENSED ON BUSINESS START DATE - NON-REFUNDABLE LICENSING FEE -
\$50 FOR BUSINESS START DATES PRIOR TO 12/31/08 AND \$30 FOR BUSINESS START DATES AFTER 1/1/2009

Start Date of taxable activity in Mesa (REQUIRED)		Incomplete forms may not be processed. See reverse side for instructions.	
SECTION I: TYPE OF APPLICATION			
Check one:	<input type="checkbox"/> New Business/Entity Change	Former Owner Name (if applicable)	
	<input type="checkbox"/> New Owner of Existing Business		
	<input type="checkbox"/> Business Name Change	Current City License #	Date of Change (required for Bus or Loc change)
	<input type="checkbox"/> Location Change		
SECTION II. BUSINESS INFORMATION			
Business Name: Company, "DBA" or Individual (first, mi, last)			
Location Address: (actual street address of the commercial rental property, retail store, restaurant, etc. NOT A PO BOX NUMBER OR POSTAL MAIL BOX)			
City	State	Zip	Business Phone Number (including area code)
Corporate or LLC Name (if different from business name)			Corporate Phone Number (including area code)
Corporate or LLC Address (Street, City, State, Zip)			
State License #	Federal ID #	E-mail address	Website Address
SECTION III. MAILING ADDRESS			Office Use Only
Mailing Name			License #
Mailing Address			
City	State	Zip	Phone Number (including area code)
SECTION IV. BUSINESS OWNERSHIP & RECORD LOCATION			
Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corporation - State _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____			
Owners, Partners, LLC Members, or Officers (For Additional Names, Please Attach List)	Name		Title
	Home Address		Social Security #
	City	State	ZIP Code
	Name		Title
	Home Address		Social Security #
	City	State	ZIP Code
Corporate or LLC Statutory Agent	Name		Phone No. ()
	Address		City
Location Where Business Records Are Kept	Name		Phone No. ()
	Address		City
			For Multiple Locations in Mesa
			Consolidate with Mesa Master License #
Section V. Business Type			
Business Type	<input type="checkbox"/> Retail Sales <input type="checkbox"/> Internet/online Sales <input type="checkbox"/> Const/Contracting <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Job Printing <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Wholesaler <input type="checkbox"/> Personal Property Rental <input type="checkbox"/> Telecommunications <input type="checkbox"/> Advertising/Publishing <input type="checkbox"/> Manufacturer <input type="checkbox"/> Use Tax <input type="checkbox"/> Residential Rental # of units _____ (attach list of all rental addresses) <input type="checkbox"/> Amusement		
	Describe Nature of Business		
	Contractors #		
Check method you will use in submitting reports: <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual # of employees in Mesa			
Section VI. Business Premises Status			
Check one:	Is this a residence? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you agree to follow all residential zoning requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If no, complete Landlord/Property Manager information		
	Landlord/Property Manager Name	Address	Phone # ()
Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> 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.			
PRINT NAME/TITLE		SIGNATURE (REQUIRED)	DATE



COMMERCIAL BUSINESS LOCATIONS

ALL BUSINESSES WITH THEIR BUSINESS ADDRESS IN A COMMERICALLY ZONED AREA WITHIN MESA MUST COMPLETE THIS FORM. IF YOUR BUSINESS LOCATION IS IN A RESIDENTIAL AREA WITHIN MESA COMPLETE THE RESIDENTIAL BUSINESS LOCATION FORM.

• Business Name: _____

• Business Address: _____

• Do customers physically come to the business location? Yes No

• Is there delivery and/or storage of materials, equipment or supplies at the physical business location? Yes No If yes, please explain.

• What type of business activity or work is performed at the business location?

Approval of this application is for the limited purpose of granting the applicant a Privilege (Sales) and Use Tax License to conduct taxable business activities within the City of Mesa. The granting of a Privilege (Sales) and Use Tax License shall not be construed as an express or implied certification that the premises upon which the applicant wishes to conduct business activities within the City of Mesa conforms to applicable City codes. The applicant agrees to comply with all City of Mesa codes and ordinances with respect to the above named business.

Contact Building Safety to address any code requirements regarding your business location. They are located at 55 N. Center Street or can be reached by phone at (480) 644-4273.

Signature of Owner, Partner or Officer



RESIDENTIAL BUSINESS LOCATIONS

COMPLETE THIS FORM IF YOUR BUSINESS ADDRESS IS IN A MESA RESIDENTIAL AREA. DO NOT COMPLETE THE COMMERCIAL BUSINESS LOCATION FORM (REVERSE SIDE) IF YOU ARE IN A RESIDENTIAL AREA.

You have applied for a Transaction Privilege (Sales) & Use Tax License for your business which is located in a residential zoning district within the City of Mesa. Businesses located in a residential district must meet guidelines limiting the impact of uses in residential districts. Please complete the following questionnaire. It will be used to determine if your request for a license in a residential district fits within the guidelines of a residential zoning district.

Business Name _____

Business Address _____

Please answer all the follow questions in regard to your home based business with a check mark in the 'yes' or 'no' box supplies.

1. Yes No Will this business be the main use of the residence?
2. Yes No Will employees come to the home? (other than people that live in the home)
3. Yes No Will there be any storage of business materials or supplies outside of the main residence?
4. Yes No Will you be having customers of the business coming to the residence?
5. Yes No Will commercial type vehicles be kept at this residence for business use?
6. Yes No Will any work be performed outside of the residential structure in either the front or back yards?

I certify that the statements made on this questionnaire are true and complete to the best of my knowledge.

Signature of Applicant (REQUIRED)