



City Treasurer's Office
Business Services Department

7447 E. Indian School Rd., Suite 110
Scottsdale, AZ 85251

www.ScottsdaleAZ.gov

Dear Business Owner,

Welcome to Scottsdale! We have been made aware that you will be participating in the 2015 Elegant Home Food and Wine Expo 11/14 – 11/15/15. We hope to make your application experience as simple as possible. Below is some information that will help you with this process.

All show participants selling merchandise or generating a sales tax liability are required to have a City of Scottsdale Transaction Privilege Sales and Use Tax License.

Please note the following licensing changes due to State of Arizona law:

On or after 1/1/15 the only option available is a yearly license with a fee of \$50.00. For the yearly license a \$25.00 penalty may be applicable if the application is received after the date you start doing business in Scottsdale.

Please complete the enclosed application and return it to us with the appropriate fees. Make your check(s) payable to: City of Scottsdale.

- **If you live in another state, have a sales tax license from that state and do not plan to reside in Arizona, you may provide a copy of that license with the City of Scottsdale license application to meet the requirements below.**
- Arizona State law requires that any individual/sole proprietor must present one of the following documents proving authorization to work in the United States:
 - An Arizona driver's license issued after 1996 or an Arizona non-operating identification license.
 - A driver's license issued by a state that verifies lawful presence in the U.S. (Licenses from IL, NM, WA, & UT do not meet the requirement) UT licenses issued after 1/1/10 are accepted.
 - A birth certificate issued in any state, territory or possession of the U.S.
 - A U.S. certificate of birth abroad.
 - A U.S. passport.
 - A foreign passport with a U.S. work visa. (For a complete list of acceptable documents please see document attached).
- **If you are an individual/sole proprietor applying by mail, you must submit a certified copy of your birth certificate and a legible copy of your driver's license with the application or a copy of the sales tax license from the state your business is located (provided you do not plan to reside in Arizona.*)**

If you have not filed and/or paid any previous sales tax returns, or fulfilled prior license requirements, you may not be able to participate in this event or any future events. Please call us if this is your situation so that we can work together to establish a suitable arrangement to bring your account current.

It is very important that you return your application PRIOR to the event. This will save you time, travel and inconvenience when you arrive in Scottsdale.

If you would like to apply in person, our office is located at: 7447 E. Indian School Rd. Ste 110. If you have any questions regarding this matter, please call us at (480) 312-2400.

Sincerely,
Tax and License Registration

***Please note that if you provided Right to Work documentation to the City of Scottsdale since October, 2008, you are not required to provide documentation until the documents you submitted have expired. If you provided your birth certificate or passport since October 2008 you will not be required to provide further documentation. If in doubt, please call us at the number above and we will be glad to help.**

**TRANSACTION PRIVILEGE (SALES) TAX or
BUSINESS, OCCUPATIONAL AND PROFESSIONAL
LICENSE APPLICATION**



Customer Service Office Locations: PC 1063 BOP In
7447 E. Indian School Rd., Suite 110 PC 1064 STX In Out
or
9379 E. San Salvador Dr., Suite 100
Telephone: (480) 312-2400 Fax: (480) 312-4806
www.ScottsdaleAZ.gov

If applicable, make checks payable to: City of Scottsdale

Mail to: PO BOX 1586
Scottsdale, AZ 85252-1586

SECTION I. Business Information

Check any that apply: <input type="checkbox"/> New Business to Scottsdale <input type="checkbox"/> Annual License <input type="checkbox"/> Update <input type="checkbox"/> Name Change Only, Date Changed _____ <input type="checkbox"/> Ownership Change <input type="checkbox"/> Insurance Only <input type="checkbox"/> Location Change, Date Changed _____						
Date business started in Scottsdale		Former Owner (if applicable)		Current City License #	Previous City License #	For Office Use Only
Doing Business As (DBA), Name on Signage, Name known to the public						App. Fee
Street #	Direction	Street Name	Type	Suite/Apt #	(List physical address, do not enter a Mail box type of address)	
City		State	Zip Code + 4	(Area Code) Business Telephone #		SIC Code
Fax #	E-Mail Address (If Available)		State Sales Tax #	Federal ID #		Filing Freq.

SECTION II. Additional Business Information, Mailing and Telephone Number

Legal Business Name of Entity or Individual Name						Account #
Street #	Direction	Street Name	Type	Suite/Apt #		Initials
City		State	Zip Code + 4	(Area Code) Other Business Telephone #		Comments

SECTION III. Business Ownership & Record Location

Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corp. - State Inc. # _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____						
Owners, Partners, LLC Members, or Officers	Name		Title		Driver's License #	
	Home Address					Social Security #
	City	State	ZIP Code + 4		(Area Code) Telephone #	
	Name		Title		Driver's License #	
	Home Address					Social Security #
	City	State	ZIP Code + 4		(Area Code) Telephone #	
(For Additional Names, Please Attach List)						

Corporate or LLC Statutory Agent	Name	Title	Phone #		
Location where business records are kept, if different from business location	Address				
	City	State	ZIP Code + 4	(Area Code) Telephone #	

SECTION IV. Business Type	Accounting Method Used: <input type="checkbox"/> Cash Receipt <input type="checkbox"/> Accrual					
	<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Service Only	<input type="checkbox"/> Construction Contracting	<input type="checkbox"/> Use Tax	<input type="checkbox"/> Restaurant/Bar
	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Commercial Rental	<input type="checkbox"/> Residential Rental (# of Units _____)		<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Other _____
Describe Nature of Business				# of Employees	Contractors #	

SECTION V. Business Premises Status

Is this your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, complete the reverse side of application						
If you do not own your business location, complete Landlord/Property Manager information below.						
Landlord/Property Manager Name		Address		City	State	Zip Code + 4
(Area Code) Telephone #			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 of Scottsdale. Incomplete applications may not be processed.

Print Name(s)	Signature(s)	Title(s)	Date
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LICENSING ELIGIBILITY CHECKLIST FOR SOLE PROPRIETORS

If you live in another state, have a sales tax license from that state and do not plan to reside in Arizona, you may provide a copy of that license with the City of Scottsdale license application to meet the eligibility requirements below.

Arizona State law requires that any individual/sole proprietor applying in person must present one of the following documents proving authorization to work in the United States:

Check the box next to the document indicating lawful presence.

	An Arizona driver license issued after 1996 or an Arizona non-operating Identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (Driver licenses CANNOT be accepted if issued by: HI, IL, NM, UT or WA) UT licenses issued after 1/1/10 are accepted. HI licenses issued after 4/1/10 are accepted.
	A birth certificate, a certified copy of your birth certificate or a delayed birth certificate issued in any state, territory or possession of the United States. (See note below)
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.
	A copy of a sales tax license from another state if the applicant does not plan to reside in Arizona.

If you are an individual/sole proprietor applying by mail, you must submit a certified copy of your birth certificate and a legible copy of your driver's license with the application. Alternately, you may send a copy of your sales tax license from your home state (outside of Arizona) and a legible copy of your driver's license.

Signature of applicant

Date

The licensing eligibility requirements do 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.

Please Note: A Certified Copy of your Birth Certificate is a legal document obtained from your birth state for a nominal fee. We cannot accept a photocopy of your original birth certificate.