



Financial Services  
Customer Service

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

[www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

Dear Business Owner,

We have been made aware that you will be participating in the 2010 Arizona Bike Week Cyclefest on April 14-18, 2010. If you have participated in an event in Scottsdale before, welcome back! If this is your first event, welcome to Scottsdale. We look forward to working with you and hope to make your application process experience as simple as possible. Below is some information that will help you with the process:

- All show participants selling merchandise are required to have a City of Scottsdale Transaction Privilege Sales and Use Tax License. Temporary licenses are available, if you will be conducting business for less than 30 consecutive days; the fee is \$25.00. If you will be doing several shows in Scottsdale, we do have permanent licenses available. Permanent licenses require a \$12.00 application fee plus an annual fee of \$50.00. The annual fee is prorated by the quarter. Please complete the enclosed application and return to us with the appropriate fees. Please make your check(s) payable to: City of Scottsdale.
- Arizona State law now requires that any individual/sole proprietor applying (in person) for a license must present one of the following documents indicating that the individual is authorized by federal law to work in the United States:
  - 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 U.S. (Licenses from HI, IL, NM, UT, & WA do not meet the requirement)
  - A birth certificate or delayed 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.\*

If you have participated in events in the City of Scottsdale previously and you have not filed and/or paid all 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 expire. If you provided your birth certificate or passport since October 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"/> Temporary License <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 #
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 _____
<b>Owners, Partners, LLC Members, or Officers</b>	Name		Title		Driver's License #	
	Home Address					
	City		State	ZIP Code + 4	(Area Code) Telephone #	
	Name		Title		Driver's License #	
	Home Address					
	City		State	ZIP Code + 4	(Area Code) Telephone #	
(For Additional Names, Please Attach List)						

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

<b>SECTION IV. Business Type</b>	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
(Area Code) Telephone #		Zip Code + 4	
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

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. **Please note**, presenting a non-expiring form of identification, such as a passport or birth certificate, will permanently establish your citizenship and you will not be required to provide proof in the future.

### **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 <b>CANNOT</b> be accepted if issued by: HI, IL, NM, UT or WA)
	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.

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

- **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.**