

**CITY OF TAYLOR ALABAMA BUSINESS APPLICATION**

Complete and Mail

**CITY OF TAYLOR**  
**1469 S STATE HWY 605**  
**TAYLOR, AL 36301**

(CONFIDENTIAL)

**ALL AREAS MUST BE COMPLETED**

*Please Print or Type*  
*Refer to attached checklist for additional help*

Applicant Complete This Box

**FEIN:** \_\_\_\_\_  
**ST OF ALA TAX #** \_\_\_\_\_

**Form of Ownership (Check One)**

Sole Proprietor     Partnership  
 Corporation       Professional Assoc.  
 LLC                     Other \_\_\_\_\_

**BUSINESS TYPE:** (BRIEF DESC. - EXAMPLE; RETAIL CLOTHING SALES, RENTAL EQUIPMENT, HOME BUILDER, ETC.) \_\_\_\_\_

**BUSINESS MUST SUPPLY YOUR NAICS CODE:** \_\_\_\_\_

**APPLICATION TYPE:**     NEW     RENEWAL     OWNER CHANGE     NAME CHANGE     LOCATION CHANGE

**Legal Business Name:** \_\_\_\_\_ **Business Loc. Inside Taylor City Limits: Y OR N**

**Trade Name:** (If different from above) \_\_\_\_\_ **Date Business Opened:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
 (Street) (City) (State) (Zip)

**Mailing Address:** \_\_\_\_\_  
 (Street) (City) (State) (Zip)

**Telephone:** \_\_\_\_\_  
 (Business) (Fax) (Home Phone-In case of emergency)

**Email:** \_\_\_\_\_ **RDS Acct. #:** \_\_\_\_\_ **RDS Taxpayer Name:** \_\_\_\_\_

**Name/Phone # for Contact Person:** \_\_\_\_\_

List Names of Owner(s), Partners, or Officers (Attach separate sheet if necessary)

<u>Name</u>	<u>Residence Address</u>	<u>SSN</u>	<u>Title</u>

Date Business Activity Initiated or Proposed in Taylor : \_\_\_\_\_ # of Employees in Taylor \_\_\_\_\_

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed. I understand that the issuance of a business license is contingent upon all applicable City of Taylor Code of Ordinances and State of Alabama licensing requirements being satisfied.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

THIS AREA FOR MUNICIPAL USE ONLY					
<b>ACCOUNT ID #</b> _____	<b>REVIEWED BY:</b> _____				
<b>PHYSICAL LOCATION:</b> <input type="checkbox"/> CITY	<input type="checkbox"/> OUTSIDE CORP LIMITS				
<b>ZONING CLASSIFICATION:</b> _____	<b>BUILDING APPROVAL:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			<b>FIRE CODE</b>	
<b>TAX TYPES:</b> <input type="checkbox"/> SALES/SELLER'S USE <input type="checkbox"/> CONSUMER USE <input type="checkbox"/> RENTAL <input type="checkbox"/> LODGINGS <input type="checkbox"/> ALCOHOL					
<input type="checkbox"/> OCCUPATIONAL <input type="checkbox"/> TOBACCO <input type="checkbox"/> GAS/MOTOR FUEL <input type="checkbox"/> BUSINESS LICENSE					
<b>TAX FILING FREQUENCY:</b> <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL <input type="checkbox"/> OTHER _____					
<b>BUSINESS TYPE:</b> <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> BUILDING CONTRACTOR <input type="checkbox"/> SERVICE <input type="checkbox"/> PROFESSIONAL					
<input type="checkbox"/> MANUFACTURER <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER _____					

## **CHECKLIST FOR BUSINESS LICENSE APPLICATION**

**YOU MUST COMPLETE THE APPLICATION AND PROVIDE ALL REQUESTED INFORMATION FOR YOUR LICENSE TO BE APPROVED. FAILURE TO DO SO COULD KEEP US FROM BEING ABLE TO GRANT YOU A BUSINESS LICENSE.**

### **ALL BUSINESSES, NEW & RENEWALS, MUST COMPLETE APPLICATION**

- Did I provide my Federal Tax ID number (FEIN or TIN)? This is used by the IRS.  
(If you do not have or use a FEIN then please provide the social the business is under)
- Did I provide my State of Alabama tax ID and/or sales tax number? This number usually begins with the letter "R" unless filing under your SSN.
- Did I check the form of Ownership (Sole Proprietor, LLC, Corp, Partnership)? You must select sole proprietor, unless you have legally filed LLC or Corporation papers with your Home County and/or state. Partnerships must provide agreement paperwork.
- Did I provide the business name? Legal business name is the name the business files taxes under. The trade name is usually DBA. Please list legal business name and, if applicable, DBA.
- Did I provide the business activities? License fee is based on the business activity conducted inside . Inside the city limits of Taylor. If more than one activity, please list each one.
- Did I provide physical and mailing addresses? If physical address is inside city limits, you must complete additional paperwork. A physical address cannot be a PO Box or UPS mailbox store.
- Did I provide contact information? A telephone number for the business and business owner is needed. You may also provide and email address as an additional contact means.
- Did I provide name and number for a contact individual? This individual is either the business owner or someone who you will allow the City of Taylor to speak with concerning your business license.
- Did I provide information of all owners and/or partners? SSN is not needed unless you file taxes under that number.
- Did I provide a copy of recorded Articles of Incorporation, LLC, and/or partnership agreements?  
(If applicable) A recorded copy is stamped showing where the articles were recorded in your home county and/or state.
- Did I date & sign my application? An application not signed is considered incomplete. It must be signed by someone who is authorized to act on behalf of the company and listed on application.
- Did I provide the start date of business activities? This is the date you began/will begin your business.
- Did I provide the number of employees I will have inside the city limits of Taylor? This does not apply to all.