JOHNSON CITY
TENNESSEE

CITY OF JOHNSON CITY
601 East Main Street
www.JohnsonCityTN.org
423.434.6000

OFFICE OF RECORDER/TREASURER

Business License Information Sheet

If you are applying for a new business license for the City of Johnson City, please be sure to complete the *Business Tax Registration Application,* in its entirety. Return your application along with your payment of $15.00 for processing.

If your business will be operated out of your home and you live inside the city limits of Johnson City, you will need to complete the *Business Tax Registration Application,* as well as the *Home Occupation Application;* the PROPERTY OWNER must sign this form!

PLEASE NOTE: ***This license does not permit the holder to operate a business in a location which would be in violation of city zoning or in a manner which would violate other regulations. The license holder must comply with all zoning restrictions and other municipal regulations.*** *For further information about zoning for your location, please contact Development Services at #423-434-6071.*

If you are renewing a minimal business license, you may visit our office, or mail documentation stating that you wish to renew your minimal license, along with the name, address, and phone number of your business, please include your payment of $15.00. We will process your request and mail your current license to you.

Payment Address: City of Johnson City
Attn: Business License Dept.
P.O. Box 2227
Johnson City, TN 37605

Overnight Address: 601 East Main Street
Johnson City, TN 37601

For any questions you may have, please call 423-434-2393

Updated: March 22, 2019

TENNESSEE DEPARTMENT OF REVENUE
Business Tax Registration Application

RV-F1321001 (04/19)

Answer all questions below completely. Incomplete and unsigned applications will delay processing.

1. Business FEIN or SSN *(required)*	2. Start Date for Location in Jurisdiction	3. Fiscal Year End Date

4. Type of Ownership (choose only one box below):

☐ **Sole Proprietorship**

☐ **Partnership** *(all types)*

☐ **Corporation** *(all types)*

☐ **Marital Joint Ownership**

Other Spouse's SSN: _____

☐ **Estate or Trust**

Limited Liability Company
(choose one below)

☐ Multi-Member LLC

☐ Single Member LLC

5. Legal Name of Business

6. Primary Address (physical address where records are located; no P.O. box) City State ZIP Code

7. Identify Owners, Officers, Members, or Partners (Attach additional names on separate sheet if needed. See Instructions.)

Title	Title
SSN of owner or FEIN of owning business, if available	SSN of owner or FEIN of owning business, if available
First and Last Name of Owner or Name of Owning Business	First and Last Name of Owner or Name of Owning Business
Telephone Number with Area Code	Telephone Number with Area Code
Email	Email
Address	Address
City State ZIP Code	City State ZIP Code

8. "Doing Business As" (DBA) Name (if different from #5 above)

9. Classification (see instructions)	10. Contract Location for Class 4 Contractors:
Classification:	County: If contract is inside a city, list City:

11. License Type

☐ Standard Business Lincense ☐ Minimal Activity License (<$10,000 in annual gross income)

12. Business Location Address (physical address only; no P.O. box) City State ZIP Code

13. Business Activity at this Location

14. Business Mailing Address | City | State | Zip Code

15. Business Telephone Number | Business Fax Number | Business Email Address

16. Contact Name | Contact Telephone Number | Contact Email Address

17. **Signatures Required! This application must be signed by an owner, officer, member or partner of the entity listed above. Do not print or use a stamp.**

The statements made on this application are true to the best of my knowledge and belief.

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

Signature: _____ **Date:** _____
Owner, Officer, Member, or Partner

For Department Use Only

Electronic filing and payment of taxes is required for business tax.
Please visit www.TN.gov/revenue for more information.

Instructions: Business Tax Registration Application

General Information

The Business Tax Application is used to apply for tax registration for Tennessee's business tax. This application cannot be used to register for other Tennessee tax obligations. Businesses must register for sales tax, franchise and excise tax, and other taxes online at www.TN/gov/revenue or by paper application.

Registration for business tax using this application will not be complete until you have paid the business license fee and obtained your business license from the appropriate county clerk and, if applicable, your city business tax official.

You must submit a fully completed application in a timely manner to ensure that you are properly registered for this tax or you may make your application online. For information on how to register your business online, visit the Tennessee Department of Revenue's website at www.TN/gov/revenue and click on E-file and Pay.

You must complete one application for each business location. Upon registration, your county clerk or city official will issue your business tax license. A $15 fee is required for your initial license and must be paid to the county clerk. If your business is in a city that has business licensing, an additional $15 fee is required and must be paid to the appropriate city official.

A standard business license is renewed by the annual payment of business tax to the Tennessee Department of Revenue. Once this tax is paid each year, the county clerk or city official will provide a license for the next year.

Business tax minimal activity licenses are renewed each year by payment of an annual $15 license fee to each county clerk or city official.

It is important that you notify the Tennessee Department of Revenue if:

- ☐ The business ownership changes in any manner including:
  - selling or closing of the business,
  - adding or changing partners,
  - any transfer or change in the ownership of the business,
  - any change in corporate structure requiring a new charter or certificate of authority; or
- ☐ The business location changes, or there is a change to your business classification.

Instructions

1) Enter the business' federal employer identification number (FEIN) or the owner's social security number (SSN).
2) Enter the starting date for this business location (month, date, and year).
3) Enter the business' fiscal year end date. This is the year end date the business uses for federal tax purposes.
4) Enter the type of ownership for the business. If the entity is a marital joint, enter the SSN for the other spouse.
5) Enter the business' legal name. This is the same name used for federal tax purposes or registered with the Tennessee Secretary of State's office.
6) Enter the physical address for the business. This cannot be a post office box or address for a mail facility.
7) Enter the owner information for one or more business contacts. Complete each item. A social security number is not required. If a business is owned by another business, enter the FEIN of the owning business here. This cannot be the same as the FEIN noted under #1 above.
8) Enter the "doing business as" (DBA) name, if any.
9) Enter the business tax classification for the business. If necessary, consult the Business Tax Guide at www.TN.gov/revenue for more information about determining the proper business tax classification.

10) If you are a Class 4 contractor, enter the city and county in which the contract will be performed. Only list the city if the work was done within the city limits of a Tennessee city that issues business licenses.

11) Check the box to choose the license type of standard or minimal activity. Minimal activity licenses can only be issued to businesses having less than $10,000 in annual gross income.

12) Enter the business' location address, ensuring that all the information is exact and complete.

13) Provide a detailed description of the principal business activity at this location, including the major products and/or services sold.

14) Provide the business' mailing address in the space provided. A P.O. box or mailing facility address is acceptable.

15) Provide the business' telephone number, fax number (if any), and email address in the space provided.

16) Provide the contact information for the business. This will be the person who the Tennessee Department of Revenue can reach for information regarding tax filings and payments.

17) Signatures are required. At least one owner, officer, member, or partner must sign and date this application.