

CITY OF GENEVA, ALABAMA BUSINESS APPLICATION
 The City Does Not Impose the Business License Tax in its Police Jurisdiction

(CONFIDENTIAL)

Complete and Mail/Fax/Email To:
CITY OF GENEVA PO BOX 37 GENEVA, AL 36340 <u>cityofgeneva@panhandle.rr.com</u> (334)684-2485 FAX (334)684-6902

Applicant Complete This Box
FEIN _____
State of ALA Tax # _____
Sales Tax ID # _____
FORM OF OWNERSHIP (CHECK ONE)
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation <input type="checkbox"/> Professional Assoc
<input type="checkbox"/> LLC <input type="checkbox"/> Other _____

Please Print or Type

SEE REVERSE SIDE FOR INSTRUCTIONS AND FURTHER INFORMATION

Application Type: New _____ Renewal _____ Owner Change _____ Name Change _____ Location Change _____

Legal Business Name: _____

Trade Name: (If different from above) _____

Business Activities: (Brief description - Retail clothing sales, wholesale food sales, rental of industrial equip., restaurant etc.

Physical Address: _____
(Street) (City) (State) (Zip)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Business) (FAX) (Home)

Name & Phone # for Contact Person _____ () _____

Email address for Contact _____

List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary)

<u>Name</u>	<u>Residence Address</u>	<u>SSN (If not publically traded co.)</u>	<u>Title</u>

Date Business Activity Initiated or Proposed in Geneva: _____ **Number of Employees in Geneva:** _____

Name of Person Completing this Application _____

This application has been completed or examined by me and is, to the best of my knowledge, a true and completed representation of the above named entity, and person(s) listed.

Date _____ **Signature** _____ **Title** _____

THIS AREA FOR MUNICIPAL USE ONLY

ACCOUNT ID # _____	REVIEWED BY _____
PHYSICAL LOCATION: <input type="checkbox"/> CITY <input type="checkbox"/> POLICE JURISDICTION <input type="checkbox"/> OUTSIDE CORP LIMITS & PJ	
ZONING CLASSIFICATION _____	BUILDING APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A FIRE CODE <input type="checkbox"/>
TAX TYPES: <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/Cigarette <input type="checkbox"/> Gas/Diesel <input type="checkbox"/> Business License	
BUSINESS TYPE: <input type="checkbox"/> Retail <input type="checkbox"/> Whole Sale <input type="checkbox"/> Building Contractor <input type="checkbox"/> Service <input type="checkbox"/> Professional	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Rent <input type="checkbox"/> Other _____	

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- **PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM.**
 - **FORM SHOULD BE TYPED OR PRINTED LEGIBLY**
 - **FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS**
 - **FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY**
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⇒ **IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the city)**

⇒ **AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.**

⇒ **UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.**

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31 (or February 15), WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.