

City of Millville

2018 Business License Renewal

Correct and Complete All Information as Needed:

Business Name/Mailing Address	Location	License No.	Telephone No.
Business Activity:			
Number of Employees:		Square Feet:	

List Current Officers: (If additional space is needed, please attach a separate sheet)

Name	Title	Home Address	Telephone No.
New Ownership Since January 1, 2017 <input type="checkbox"/> Yes		No Longer in Business in Millville <input type="checkbox"/> Yes	
Utah Tax ID Number:		Approx. 2017 Gross Receipts: \$	

I hereby certify that the statements and information furnished by me on this report are true and complete, to the best of my knowledge.
Signature:
Name Printed:
Date:

**Return Completed Form with
Payment to:
Millville City
PO Box 308
Millville, UT 84326**

**FEE DUE: \$25 payable to Millville
City unless home-based
exemption applies (see page 2)**

Instructions

1. Your Business License Renewal form and fees are due by January 1, 2018. Renewals not received by February 1, 2018 shall be subject to a 10% penalty.
2. Failure to receive the renewal form does not exempt the business owner from the responsibility of obtaining a license.
3. "Number of Employees" means any person (full-time or part-time) who performs work, labor, or services for a business and is under the business' control. The term "employee" also includes self-employed persons, sole proprietors, owners, managers, partners, contract, and temporary employees who are under the business' control.
4. "Square Feet" means the total number of building square feet in use (or owned) by the business in Millville.
5. Remember to report any changes in business name, ownership, address, and telephone number.
6. A business license is non-transferable. If you are a new owner, you must submit an application for a business license.
7. If you are no longer in business in Millville, please check the box and return the form to the address shown.
8. **The Utah Tax ID Number is the number issued by the State for the collection of Sales Tax. If your business is exempt from collecting sales tax, write "EXEMPT" in the box.**
9. Approximate your 2017 gross receipts and enter that amount in the box.

HOME-BASED BUSINESS FEE EXEMPTION CERTIFICATION

Business Name _____

Owner Name _____

Business Address _____

I hereby attest that the business operations I run from my home do not create any additional offsite impacts in my neighborhood. I see no clients or customers and require no off or on street parking, no large equipment is stored at my home and my business operations will not impact the neighbors through loud noise, odors, traffic or other unusual activity. Other reasons as to why I believe that my business qualifies for a fee exemption from the Millville City business license requirements ([Millville Code 5.04.140](#)) are as follows:

For all of the foregoing reasons, I hereby request that my home-based business be granted exempt status from the business license fee.

Signature

Date