



OCCUPATIONAL BUSINESS LICENSE APPLICATION
WARREN COUNTY TREASURER
Department of Revenue
429 East 10th Street
Bowling Green, Kentucky 42101
(270) 842-5805



1. APPLICANT INFORMATION

NAME OF APPLICANT _____
TRADE NAME OR DBA _____
EMAIL _____

2. WARREN COUNTY LOCATION INFORMATION

How many locations will this business operate? _____ If more than one, attach a list, giving the address of each location.
PRIMARY ADDRESS
Warren County Location – Street _____ Zip _____ Bus. Phone # _____
Mailing Address (if different from Warren County Location)
Street _____ City _____ State _____ Zip _____

3. CHECK ENTITY TYPE * Note: Other Business entities may be required to obtain an Occupational Business License.

☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ LLC (Sole Proprietor) ☐ LLC (Partnership)
☐ LLC (Corporation) ☐ Other (State Type) _____

4. CORPORATION INFORMATION

If applicant is a corporation, please list corporate name exactly as it appears on your federal income tax return.
Corporate Name _____ Date of Incorporation _____ State of Corporation _____

INFORMATION ABOVE THIS LINE AVAILABLE TO PUBLIC

5. OWNER(S) OF BUSINESS

INFORMATION BELOW THIS LINE IS CONFIDENTIAL

If an individual, give name, date of birth, residential address and social security number; if a partnership, give this information for each partner; if a corporation, give the same information for the President, Vice President and Treasurer.

Name	Date of Birth	Social Security No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

List duly authorized representative of the business who is responsible for operating and managing the business in Warren County:
Name _____ D.O.B. _____ S.S.N.# _____
Residence Address _____
Home Phone _____ Night Emergency # _____

6. ACCOUNTING PERIOD

☐ Calendar Year ☐ Fiscal Year _____ / _____ to _____ / _____ (Please specify beginning of year)

7. IDENTIFICATION NUMBERS

Enter any of the following identification numbers which apply to your company:
Federal Employer I.D. No. _____ - _____ **S.S.N.#** _____ (If you are sole proprietor)

8. PAYROLL WITHHOLDING FEE

A.) Will you have employees working in Warren County, outside the corporate city limits of Bowling Green? ☐ Yes ☐ No
B.) First Date Wages/Other Compensations are to be paid to employees: _____
Effective July 1, 2007, Warren County will begin assessing a withholding fee of 1.0% of the compensation paid to employees while they are working in Warren County, outside the corporate city limits of the City of Bowling Green. It is the responsibility of each employer to withhold these fees and submit them on the required periodic basis. For the first year after registration the withholdings will be remitted by the employer on a quarterly basis. The employer will be notified of any change from the quarterly filing status. Forms for submitting the employee withholdings will be mailed to the employer well in advance of the applicable due dates. If you wish to have the withholding forms sent to an address other than listed in Item No. 2, please indicate below:

Name _____ Address _____
City _____ State _____ Zip _____

9. BUSINESS ACTIVITY

Business Activity within Warren County occurs when a business generates sales revenue or receipts from the sale, lease, or rental of goods, services or property within the jurisdiction and/or is paying compensation to employees working within the jurisdiction(s). **NOTE:** Sales revenues or receipts generated in Warren County, outside the corporate city limits of Bowling Green, constitutes business activity in Warren County.

A) Will you or have you conducted business activity in Warren County? ☐ Yes ☐ No
B) Indicate the date business activity began or will begin in Warren County. _____ / _____ / _____
C) Is Business in Warren County to be ☐ Permanent ☐ Temporary If temporary, give approx. dates of activity _____ to _____
D) Exempt ☐ Yes ☐ No (State Statue of Exemption) _____

10. TYPE OF BUSINESS ACTIVITY *Check appropriate business classification*

☐ Agriculture, Forestry, Fishing ☐ Wholesale Trade ☐ Mining ☐ Retail Trade ☐ Rentals (RE) ☐ Insurance ☐ Real Estate Sales
☐ Transportation & Public Utilities ☐ Manufacturing ☐ Services ☐ Public Administration ☐ Construction/Real Estate Development
☐ Other _____ Give brief description of primary business activity: _____

DENIAL TO DELINQUENT TAXPAYERS

NO LICENSE WILL BE ISSUED TO ANY BUSINESS WHICH OWES WARREN COUNTY ANY DELINQUENT REAL ESTATE OR TANGIBLE TAXES OR ANY OCCUPATIONAL OR PAYROLL WITHHOLDING LICENSE FEES OR ANY OTHER FEE, TAXES, OR ASSESSMENTS OF ANY KIND.

I hereby certify all information and statements herein are true and correct

Applicant Signature _____ Printed Name _____

Date _____ Official Title _____

(Owner, Partner, Member, Treasurer, Agents, Etc.)