



CITY OF BOWLING GREEN, KENTUCKY BUSINESS REGISTRATION FORM INSTRUCTIONS



1. PERSON REQUIRED TO FILE APPLICATION:

Each person or business entity engaged in any occupation, trade or profession or other business activity conducted for gain or profit or recognized by the IRS as a non-profit organization in the City or City Annex shall first make application in writing to the City's Office of Occupational Licenses, on forms provided by the City, before an applicant shall commence any activity subject to occupational license fees in the City. This application and the fees described apply to entities conducting business in the City or City Annex that meet the definition of a local business in Section 18-1 of the City Ordinance as well as those entities defined as a Transient General Contractor under Chapter 6-13.01 that do not meet the definition of a local business. Local businesses that do not own the business site must provide a valid lease from the property owner for a period of over six (6) uninterrupted months.

2. PAYMENT OF REGISTRATION FEE:

A **one-time** business registration fee of \$50.00 will be made at the time of application. A business changing names or adding an additional dba or an assumed name shall notify the License Division of the name change, but will not be required to pay a new license registration fee. This applies to a true name change only. Any change in entity or ownership shall require the completion of a new application and registration fee. Mail to Occupational Business License Office at PO Box 1410, Bowling Green, KY 42102-1410 or visit City Hall Annex at 1017 College Street, Bowling Green, KY 42101. If you have any questions, please phone 270-393-3000 and request the office for Occupational Business Licenses.

3. REQUIREMENTS FOR \$275.00 BUSINESS REGISTRATION BOND:

A. Transient General Contractors Ch. 18-2.01(c) In addition to the Occupational License Registration Fee, General Contractors that do not meet the definition of a local business shall be required to post a cash bond in the amount of \$275.00 with the City at the time of registration. **Read Item C concerning the time limit and process to apply for refund on bond.**

B. Businesses deemed local but have no business site in the City CH.18-2.01 (d) A business that had been deemed to be local by producing sufficient evidence to show its close proximity to the City or the City Annex would constitute regular visits but does not own its business site in the City Limits or City Annex or does not have a valid lease for its business site in the City or City Annex for a period of over six (6) uninterrupted months shall be required post a cash bond of \$275.00 with the City at the time of registration. **Read Item C concerning the time limit and process to apply for refund on bond.**

C. Bond Refund: Any person or business entity required to file a \$275.00 cash bond shall have a minimum of one (1) year and a maximum of two (2) years from the date of bond payment to request a refund of the bond. Upon receipt of the refund request, if all license fee returns are deemed to be filed and paid in full, a refund of the bond will be issued. If at any time during the two year period a return is not filed or the occupational taxes not paid, the bond shall be retained by the City and no portion shall be eligible for a refund. **At the end of the two year period, if no request has been made for a refund, the remaining bond payment shall be forfeited to the City.**

4. APPLICATION OF WITHHOLDING AND NET PROFIT LICENSE FEES:

A license fee at the rate of 2 % applies to the following within the City of Bowling Green, KY:

- A. Salaries, wages, commissions and other compensations for work or services rendered in any activity (referred to as Employee Withholding Fee).
- B. Income from the operation of a business or enterprise after providing for all costs and expenses incurred in the conduct thereof -- referred to as Net Profit Fee.

5. PENALTIES:

Any person or persons who shall attempt to do anything whatsoever to avoid the payment of the whole or any part of the license fee, shall become liable to the City for the payment plus interest and penalty charges as described in Chapter 18 of the City Code of Ordinance.

6. AFFIDAVIT:

Every application must be under oath and executed by same person having personal knowledge of the business and information required.



* FOR OFFICE USE ONLY

* Acct. #: _____

* Source Code: _____

CITY OF BOWLING GREEN, KENTUCKY

BUSINESS REGISTRATION APPLICATION

1017 College Street * P O Box 1410 * Bowling Green, KY 42102-1410

Ph. (270) 393-3000 * Fax (270) 393-3636 * Website: www.bgky.org/finance/license

Registration Fee: \$50.00 A Cash Bond may be required. Refer to Section 3 of instructions.

*** Per City Code of Ordinances Ch. 18 copy of lease for over six (6) months attached. ***

Business Name: _____ Local Phone No.: _____

Job Site or Business Address within Bowling Green City Limits (No P O Box):

If entity has other locations in Bowling Green attach list of street addresses

Does a permit exist with the Building Dept. (NCS) requiring approval from Occ. License? Yes No

Are you the business owner of this property? Yes No If no, have you attached copy of lease?

Fax Number: _____ Start date in BG: _____

Local Manager/Rep: _____ Description of Business: _____

Will you have payroll employees working in Bowling Green? No Yes # of Employees: _____

Will you have contract (1099) labor in Bowling Green? Yes No

Check Entity Type: Individual, Partnership, Corporation, Limited Liability Partnership

Limited Liability Company filing as: Individual _____ Partnership _____ Corporation _____

Identification of business applicant may be requested.

Other _____ Non-Profit *must attach IRS acknowledgement of tax exempt status*

Check if applicable to this business: Alcohol Sales Live Entertainment

I certify that all the information on this application is true and correct.

Print Applicant Name:

Applicant Signature:

(First) (MI) (Last) (Title)

(Date)

Print Applicant Name:

Applicant Signature:

(First) (MI) (Last) (Title)

(Date)

THIS INFORMATION IS CONFIDENTIAL & NOT SUBJECT TO OPEN RECORDS

Accounting Period per Federal Return: Calendar Year or Fiscal Year End Date: _____

Social Security No. of Business Owner: _____ Business Federal ID No.: _____

Accounting Firm or Individual Name: _____ Phone: _____

General Mailing Name & Address:

_____ Phone: _____
Fax No.: _____
Email Address: _____

Home Office Name & Address:

_____ Phone: _____
Fax No.: _____
Email Address: _____

Address to mail *Quarterly Employee Withholding Return* if different from General Mailing Address:

_____ Phone: _____
Fax No.: _____
Email Address: _____

Address to mail *Net Profit License Fee Return* if different from General Mailing Address:

_____ Phone: _____
Fax No.: _____
Email Address: _____

Owner/Partner/Corporate Officer information to be completed: (attach separate list if necessary)

Full Legal Name: _____ Full Legal Name: _____
(First) (MI) (Last) (First) (MI) (Last)

Residence: _____ Residence: _____

Phone: _____ Date of Birth: _____ Phone: _____ Date of Birth: _____

Social Security No: _____ Social Security No.: _____

Check if Minority Owned Business: (Optional, for statistical purposes only)
Female, Male, White, Black, Asian, Hispanic, American Indian

Credit card information is not retained in our files.



THIS INFORMATION IS CONFIDENTIAL & NOT SUBJECT TO OPEN RECORDS

Business Name _____

Please Bill VISA MasterCard Discover American Express

Credit Card Account # _____

Expiration Date: ____ - ____ - ____ Card Verification Code (found on back of card) _____

For the amount of \$ _____

Authorized Signature as it appears on card _____

Print the name and address the Visa, MasterCard, American Express or Discover monthly statement is mailed to:

Name _____ Business name if applicable: _____

Street Address or Post Office Box City State Zip Code

*City forms with this page may be faxed to a secure location at 270.393.3636
If mailing this form use address below:
City of Bowling Green
P. O. Box 1410
Bowling Green, KY 42102-1410*

Checklist:

1. Have you included a completed credit/debit card remittance form or a check payable to the City of Bowling Green?
2. Have you answered each question fully?
3. Have you signed your application certifying that all information is true and correct?
4. Do you have proper identification if requested at time of application?
5. Have you attached a signed/valid copy of your deed or lease if required?
6. Have all additional required documents been attached?
7. Have you given an accurate description of your product being sold or your service?
8. Have you indicated if your business will have Alcohol Sales or Live Entertainment at your business?