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|  | City of Dayton, Kentucky  514 Sixth Avenue, Dayton, Kentucky 41074  Phone (859) 491-1600 Fax: (859) 491-3538  Website: www.DaytonKY.com |

Business License Application 2018

\*A Zoning Permit may be required before you begin business activity. Contact Campbell County Planning and Zoning for a determination at (859) 292-3880.

WARNING: Statements in this application shall be made under oath, or by affirmation or by any other legally authorized manner of attesting to the truth of such statement. Any false statements made herein shall be punishable according to law; and may be cause for denial of the application or the revocation of the business license issued pursuant thereto.

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| I. BUSINESS INFORMATION | | | | |
| **Name of Business:** | | |  | |
| **Business Address:** | | |  | |
| **Business Telephone #:** | | |  | |
| **Email Address:** | | |  | |
| **Employer ID #** (EIN or SSN)**:** | | |  | |
| **Business Start Date (in city):** | | |  | |
| **# of Employees:** | | |  | |
| **Contact Person for Taxes/Fees (name and telephone #)** | | |  | |
| **III. BUSINESS OWNER INFORMATION** | | | | |
| **Type of Business:** | | | [ ] Corporation [ ] LLC [ ] Partnership [ ] Sole Proprietorship | |
| **Owner/ Partner/ Corporate President Name, Address, Phone #, DOB, and SSN:** | | |  | |
| **Co-Owner/ Partner/ Corporate Officer Name, Address, Phone # SSN:** | | |  | |
| **Co-Owner/ Partner/ Corporate Officer Name, Address, Phone # SSN:** | | |  | |
| IV. ACKNOWLEDGEMENT & SIGNATURE: | | | | |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned, hereby certify that I am authorized to sign this license application for the above business and persons, and that, I have made full inquiry into the information give above and to the best of my knowledge, the statements contained above are true and correct.  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **INTERNAL USE ONLY - Received and Processed:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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Tax Table and Rental Property Address(es) Form

Due by April 15th or by the 15th Day of the 4th Month Following the Close of the Taxable Year.

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| I. DAYTON RENTAL PROPERTY ADDRESS(ES) LISTINGS – If Applicable |
| **PLEASE LIST THE ADDRESS OF EACH RENTAL PROPERTY OWNED OR OPERATED BY THE LICENSEE LOCATED WITHIN THE CITY OF DAYTON (if applicable):**  **Property #1 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #2 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #3 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #4 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #5 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #6 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #7 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #8 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #9 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #10 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #11 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #12 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Property #13 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property #14 – Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Every person engaged in the business of leasing or renting real property or portions thereof shall pay an annual license tax to the City in the amount of .01 times his or her gross receipts but not less than the amount of one hundred dollars ($100.00). |
| **II. RENTAL OCCUPATIONAL LICENSE FEE COMPUTATION** |
| |  |  | | --- | --- | | 1. Multiply Gross Rents received by .01 If total is less than $100.00 enter $100.00 Minimum fee. | *$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | 2. Penalty @ 5% per month (minimum $25; maximum 25%)  (If applicable) | *$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | 3. Interest @1% per month thereof from Due Date ( If applicable) | *$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | 4. Total Rental Occupational Fee Due | *$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | **II. RE**   |  | | --- | | III. ACKNOWLEDGEMENT & SIGNATURE: | | **\*IMPORTANT\* Attached Federal Return forms including but not limited to Form Schedule C and E.**  RETURN MUST BE SIGNED – I hereby certify, under penalty of perjury, that the statements made herein and in any supporting schedules  are true, correct, complete and to the best of my knowledge.  Signature of PREPARER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of LICENSEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   **NTAL OCCUPATIONAL LICENSE FEE COMPUTATION** | | | |

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Business Returns – Additional Information

Due by April 15th of the 4th Month Following the Close of the Taxable Year.

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| I. ADDITIONAL INFORMATION |
| The occupational tax and business license fees are imposed for the privilege of engaging in any business, profession, occupation, or trade within the City of Dayton regardless of the legal residence of the party so engaged.  The City of Dayton Business Return is for taxpayers who are making sales, performing work or services, owning and operating rental real estate, or otherwise conducting a business, trade, occupation or profession in the City of Dayton file and remit occupational taxes and business license fees.  **Who Must File:** Corporations, partnerships, sole proprietorships, estates and trusts, or other businesses engaged in an occupation, trade, or profession with a business nexus in the City of Dayton, Kentucky.  **Extensions:** If an extension of time for filing is required, a separate extension request to the City of Dayton Clerk’s Office is mandatory in all cases. Any tax due must be paid with the extension request and the request must be postmarked or hand-delivered to the City of Dayton on or before the original due date. If an extension of time for the filing of a return has been granted, any balance of the license fee unpaid by the regular due date bears interest at the rate of twelve percent (12%) per annum. In addition, a late payment penalty of five percent (5%) per month, or fraction of a month (minimum of $25) to a maximum of twenty-five percent (25%) is assessed against any license fee balance unpaid by the regular due date, unless estimated tax payments of at least 90% of the current year's total liability, as finally determined, has been submitted by the original due date of the return.    **Failure to File Penalty:** There is a five percent (5%) penalty per month or fraction of a month (minimum of $25) to a maximum of twenty-five percent (25%) for failure to file a tax return by the regular or extended date.  **Failure to Pay Penalty:** There is a five percent (5%) penalty per month or fraction of a month (minimum of $25) to a maximum of twenty-five percent (25%) for failure to pay or late payment of occupational tax if no extension was filed. If an extension was filed, see the instructions under “Extensions".  **Interest:** Interest is computed at twelve percent (12%) per annum from the original due date until the date of payment.  **Two (2) Year Statute of Limitations for Refunds:** Refund requests must be submitted within two (2) years from the date the overpayment was made.  **County Occupational License Taxes and Fees:** Payment of City taxes in no way waives any responsibility of the taxpayer of their responsibility of paying respective County, State or Federal Taxes. Similarly, payment of Federal, State and/or County taxes does not waive Taxpayer’s responsibility to submit City of Dayton Business Returns and make payment of taxes owed. |