

INSTRUCTIONS FOR BUSINESS LICENSE APPLICATION

You must complete each of the following sections or your application will be returned.

USE OF THIS APPLICATION

- **License New Business:** A new business with no previous owners.
- **Change Ownership:** If purchasing an existing business or changing business entity (sole owner to corporation, etc.)
- **Renewal:** To renew your license.

I. TYPE OF APPLICATION AND LICENSE

Anyone engaged in business activity on the Gila River Indian Community must apply for, and be issued a business license.

Separate licenses shall be obtained for each branch of establishment or separate business house.

Please indicate if the application is for a new license, renewal or special event. Please use this application to update your permanent license as required by Title 13.

If applicant is a member of the Gila River Indian Community, enter tribal enrollment number.

PLEASE NOTE: Applicants in the construction contracting business are required to provide a copy of the Contractor's License and Certificate of Liability (naming GRIC as additional insured).

II. TYPE OF OWNERSHIP

Check as applicable. Corporations must provide the state and date of incorporation.

III. BUSINESS INFORMATION

Enter the legal business name of the Owner (name of corporation as listed in its articles of incorporation, or individual & spouse, or partners, or organization owning or controlling the business).

Enter the Federal Employer Identification Number or Social Security Number of owner.

Enter the mailing address where all correspondence is to be sent. You may use your home address, corporate headquarters, or accounting firm's address.

If you wish correspondence to be sent to a name other than the owner, enter the name or the department or accounting firm in the "In care of" section to ensure delivery by the postal service.

Enter the street address for the primary location(s) of the business. For additional business location(s) attach an additional sheet.

If your business is located within the boundaries of the Gila River Indian Community please identify the location.

Describe the major business activity: principal product you manufacture, commodity sold, or services performed. Your description of the business is very important because it determines your taxability.

Enter the location of where you will be conducting business on the Gila River Indian Community.

Enter the date business started on the Gila River Indian Community.

Enter the date sales began (if applies) on the Gila River Indian Community.

Enter the estimated taxable business, which will be transacted during the term of the license.

Cash/Accrual Methods: Cash method requires the payment of tax based on sales receipts actually received during the period covered on the return. When filing under the accrual method, the tax is calculated on the sales billed rather than the receipts.

If you are a not-for-profit organization, attach a copy of your IRS determination letter.

IV. IDENTIFICATION OF OWNER(S)

Enter as many applicable; attach a separate sheet if additional space is required.

V. LOCATION OF TAX RECORDS

Complete as indicated.

VI. PREVIOUS OWNER(S)

Complete this section if you acquired an existing business.

Please note, all or part of a business may be acquired or succeeded to "in any manner" which includes, but is not limited to, acquisition by purchase, lease, repossession, bankruptcy proceedings, default or through the transfer to a third party.

VII. REFERENCES: Please enter business and/or trade references for companies. Or personal references for individual ownership.

VIII. SIGNATURES

The application must be signed only by individuals legally responsible for the business, not agents or representatives.

LICENSE TYPES AND TERMS

Annual Business License: Annual license or renewal shall be issued for a period of one year from the date of approval.

Special Event Business License: A person or business may be issued a special event business license to conduct business for a period of five days. **ONLY ONE SPECIAL EVENT BUSINESS LICENSE WILL BE ISSUED WITHIN A 12-MONTH PERIOD.**

FEES

There are three different license fees.

Annual Business License:

Non-Enrolled Members \$150
Enrolled Members \$ 5

Special Event Business License: \$ 30

REGULATORY LICENSE

If any other ordinance or law of the Gila River Indian Community requires a business to obtain a license or permit for regulatory purposes, no business license will be issued until the business has obtained the required license or permit.

COMPLYING WITH LAWS AND REGULATIONS

Any person or business operating within the boundaries of the Gila River Indian Community shall comply with all laws and regulations of the Gila River Indian Community.

REVOCACTION OF LICENSE

Business licenses may be revoked after notice and hearing for any of the following reasons (not all inclusive):

- Fraud or misrepresentation
- Any violation Title 13 Ordinance or any other law or ordinance
- Conviction of a crime
- Conducting business in an unlawful manner
- Unfair business practices

Payment can be made by cash, check, cashier's check or money order ONLY.

SEND YOUR APPLICATION AND PAYMENT TO:

**Gila River Indian Community
Office of the Treasurer
P.O. Box 2160
Sacaton, AZ 85147
(520) 562-9558**



GILA RIVER INDIAN COMMUNITY BUSINESS LICENSE APPLICATION



I. Type of Application and License

- | | |
|---|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Annual License – Non Member (\$150.00 fee) |
| <input type="checkbox"/> Change | <input type="checkbox"/> Annual License – GRIC Member (\$5.00 fee) |
| <input type="checkbox"/> Update to Permanent License No.: _____ | GRID No.: _____ |
| <input type="checkbox"/> Renewal of License No.: _____ | <input type="checkbox"/> Special Event (\$30.00 fee) Date of Event: _____
(Issued 1x per 12 month period) |

II. Type of Ownership

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Association |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Not for Profit Organization
(Attach IRS Letter of Determination) |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Corporation
(List State of Inc. _____ / Date of Inc. _____) |
| <input type="checkbox"/> Limited Liability Partnership | |
| <input type="checkbox"/> Sub Chapter S | |

III. Business Information

Legal Business Name _____	Federal Employer ID Number (EIN) _____
DBA Name _____	
Business Address _____	Business Phone Number _____
Mailing Address (if different from business address) _____	In Care Of: _____
Is your business located on the Gila River Indian Community? Please indicate detailed description of your business activity: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location where your business activity will take place on the Gila River Indian Community: _____	
Date Business Started on GRIC _____	Date Sales Began on GRIC _____
Estimated Gross Sales _____	
Filing Method <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	

IV. Identification of Owner(s) Partners, Corporate Officers, Members and/or Managing Members or Officials (if more space is needed attach a separate sheet)

Name (Last, First, MI)	SSN	Title	%Owned	Address/Phone

Where you issued a GRIC business license in previous years? Yes No If Yes, List No.: _____

V. Location of Tax Records (by whom/where your financial records are kept)

Name of Company and Point of Contact:

Phone No.:

Address (City, State & Zip Code) (Do not use PO Box or Rural Route Address):

VI. Business Purchase Information

Did you buy an existing business?

Yes No

If yes, did that company conduct business on the Gila River Indian Community?

Yes No

Did the company have a license issued by the Gila River Indian Community?

Yes No

Previous Owners Name:

GRIC Business License No.:

Previous Owners Address:

Previous Owners Phone No.:

VII. References

Name

Address

Phone No.

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VIII. Consent to Liability (initials required): _____

I am in receipt of a copy of Title 13 and consent to liability for and payment of all applicable taxes imposed under such Title 13, as it may be amended by the GRIC Community Council from time to time.

IX. Signature(s) by Individuals Legally Responsible for the Business

This application must be signed by a sole owner, two partners, two corporate officers, members and/or managing members, the trustee, receiver or personal representative of an estate.

Under penalty of perjury I (we) declare that the information on this document is true and correct. Giving false information could also result in disapproval and/or revocation of my business license.

Type or Print Name

Title

Signature

Date
