



CITY OF KNOXVILLE
Business Tax Office
P.O. Box 1028
Knoxville, Tennessee 37901
Telephone (865) 215-2083



Out of State Contractors Information

1. Contractors who are based out of the State of Tennessee and come into the City of Knoxville to perform a job must obtain a City of Knoxville Business License and pay the appropriate application fee. Tennessee Code Annotated 67-4-706.
2. Out of State Contractors **MUST** also complete **ONE** of the following tasks.
 - A. Attach to the application a \$500 (five-hundred dollar) check to establish an escrow account. These funds must be certified funds. This amount is in addition to the application fee. Tennessee Code Annotated 67-4-707(a).
 - or-
 - B. Contact an insurance company, and have the enclosed 'Out of State Contractor's Bond' completed and returned to our office attached to the application. Tennessee Code Annotated 67-4-707(a).

City of Knoxville

Application for Business Tax License

Department of Finance
Revenue Office
Business Tax Division

**INCOMPLETE APPLICATIONS WILL BE
RETURNED UNPROCESSED**

P.O. Box 1028
Knoxville, TN 37901
(865) 215-2083

1. Reason for Applying:	<input type="checkbox"/> NEW Business	<input type="checkbox"/> Additional Location	<input type="checkbox"/> Purchase of existing business
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2. BUSINESS NAME AND EXACT LOCATION			BUSINESS MAILING ADDRESS		
Business Name			Name (Enter Legal Name, If Different)		
Street or Highway (Do not use P.O. BOX number)			P.O. Box, Street, Route or Highway		
Apartment or Suite Number (Do not enter P.O. Box)			Apartment or Suite Number		
City	State	Zip Code	City	State	Zip Code

3. Business Telephone Number	Business Fax Number
Contact Person's Name	Contact E-Mail Address
County In which Business is located:	If Business Located Inside a Tennessee City? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Name of City: _____

4. Type of Ownership (Select One):		
<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Husband/Wife Ownership	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other: _____
Describe the business activity at this location, stating the major product and/or services sold:		

5. Opening Date:		Will This Business Charge for Admissions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sales Tax No.		Will This Business Sell Alcoholic Beverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FEIN		<i>If YES, check all that apply:</i>		
Sec of State ID #		<input type="checkbox"/> Retail Beer	<input type="checkbox"/> Wholesale Liquor	<input type="checkbox"/> Caterer's License
State Bus Tax Acct #		<input type="checkbox"/> Wholesale Beer	<input type="checkbox"/> Liquor by the Drink	<input type="checkbox"/> Wine

6. Identify the owner(s), officers and/or partners. **Attach additional sheets if necessary.**

a.	Last Name	First Name	MI	Social Security Number / FEIN	<input type="checkbox"/> Owner-Individual	<input type="checkbox"/> Owner-Company	<input type="checkbox"/> Partner
	Street Address. Do NOT use a P. O. Box			City	State	Zip	Phone Number
					<input type="checkbox"/> Officer		<input type="checkbox"/> Member
b.	Last Name	First Name	MI	Social Security Number / FEIN	<input type="checkbox"/> Owner-Individual	<input type="checkbox"/> Owner-Company	<input type="checkbox"/> Partner
	Street Address. Do NOT use a P. O. Box			City	State	Zip	Phone Number
					<input type="checkbox"/> Officer		<input type="checkbox"/> Member

7. TOTAL APPLICATION FEE	\$15.00
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THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
The individual/owner, a partner or an officer of the corporation must sign application. The signatory must be listed in No. 5.

8. _____	_____
Signature of Owner, Partner or Corporate Officer (Do Not Print)	Date



THE CITY OF KNOXVILLE, TENNESSEE

Department of Finance
Business Tax Division

OUT OF STATE CONTRACTOR'S BOND

Minimum Amount of Bond - \$500.00

In accordance with section 67-5806 of the Business Tax Act, Title 67, Chapter 58 of the Tennessee Code Annotated.

KNOW ALL MEN BY THESE PRESENTS, that we, _____, City of _____, State of _____, a Principal, and _____, a Corporation, organized under the laws of the State of _____, and being duly authorized and qualified to do the business of a bonding and indemnity company in the State of Tennessee, as surety, or _____, City of _____, State of _____, and _____, City of _____, State of _____, as sureties, heirs, administrators, executors, successors and assigns, are held and firmly bound unto the City of Knoxville, Tennessee in the penal sum of \$_____, firmly by these presents.

THE CONDITION OF THIS OBLIGATION AND OF THIS BOND IS AS FOLLOWS:

WHEREAS, the above bound principal desires to engage in the business of contracting in the City of Knoxville, Tennessee and has applied to said City of Knoxville, Tennessee for a GROSS RECEIPTS AND BUSINESS TAX LICENSE showing that said principal is qualified to do said contracting work, and

WHEREAS, as a condition to the issuance of such license it is the requirement of Title 67, Chapter 58, Section 67-5806 of the Tennessee Code Annotated of the State of Tennessee, that the said principal shall enter into a bond obligating the said principal to comply with the above Title, Chapter and Section of the Tennessee Code Annotated, guaranteeing payment of all taxes, penalties and interest as is set forth and required in Tennessee Code Annotated, Title 67, Chapter 58, as amended.

NOW, THEREFORE, if the said principal shall comply with the aforesaid statutes and all provisions therein by purchasing a minimum business tax license and filing a gross receipts tax return reporting total gross contracts commenced and/or completed on each September 30th of each year or within fifteen (15) days of the completion date of any and all contracts, whichever date comes first, and paying the appropriate tax, penalties and interest which have accrued, this bond shall become void, but otherwise, it shall remain in full force and effect.

This bond is intended to secure compliance on the part of said principal, with Title 67, Chapter 58 of the Tennessee Code Annotated as well as any and all provisions of the same as amended in respect to the Business Tax responsibilities of said principal to the City of Knoxville, Tennessee, and in order to further define and limit the obligation and office of this bond, it is hereby further agreed between the parties hereto as follows:

- (a) No action shall be brought on this bond unless said principal should default in the performance of his and/or her obligations and responsibilities as set forth in Title 67, Chapter 58 Tennessee Code Annotated.

**City of Knoxville, Tennessee
Out of State Contractor's Bond
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- (b) This bond shall in no way affect the said principal's civil responsibility to the person and/or persons for whom such contracting work is being done or has been performed, and shall not limit the City's right to seek and enforce any and all legal remedies provided it in Title 67, Chapter 58, of the Tennessee Code Annotated.
- (c) The term of this bond shall commence on the date written below and shall terminate on the last day of the current tax period for Class 4 businesses (Title 67, Chapter 58, of the Tennessee Code Annotated.) Thereafter, the term of this bond shall coincide with the taxing period for Class 4 businesses as established by the Tennessee State Legislature.
- (d) This bond may be cancelled by giving thirty (30) days written notice of such intended cancellation by registered mail to the Business Tax Office, City of Knoxville, Tennessee, and P.O. BOX 1028, KNOXVILLE, TN 37901-1028.

Signed and sealed this the _____ day of _____, 20_____.

Principal

Surety

Surety

State of _____

County of _____

Sworn and subscribed to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

NOTICE

Enter name and address of bonding company:

Name Bonding Company

Bond Number

Contact Person

Address, Street and Number

City State Zip