

# IMPORTANT NOTICE

- NEW TAX FORMS – BUSINESS PRIVILEGE AND MERCANTILE TAX ARE NOW LISTED ON ONE TAX FORM
- NEW SEPARATE FORM FOR LICENSES FOR BUSINESS PRIVILEGE AND MERCANTILE. ONCE PAYMENT IS RECEIVED THE LICENSE WILL BE MAILED.
- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2021**. ALL RETURNS ARE TO BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED.
- ANY TAX FORMS RECEIVED AFTER MAY 31, 2021 WILL BE SUBJECT TO PENALTY AND INTEREST LISTED ON THE TAX FORMS.
- **BUSINESS PRIVILEGE LICENSES AND TAXES ARE REQUIRED FOR ALL HOME OFFICE WORKERS – RESIDENTS THAT ARE WORKING FROM THEIR HOME.** GROSS RECEIPTS EQUAL THE APPORTIONMENT OF SALARY, COMMISSION, BONUSES, ETC.
- SEPARATE CHECKS ARE REQUIRED FOR ALL TYPES OF TAXES – LICENSES, TAX RETURNS AND LST (LOCAL SERVICE TAX) PAYMENTS. **CHECKS CAN NOT BE COMBINED**
- ACCOUNT NUMBER AND ADDRESS MUST BE TYPED IF NOT USING OUR PREPRINTED FORMS. YOU MUST PROVIDE YOUR EIN OR SS# AND PHONE NUMBER. ALL FORMS MUST HAVE SIGNATURE, PRINTED NAME, OFFICIAL TITLE AND DATE.
- IF YOU ARE NOT SURE ON WHICH LICENSE BOX TO CHECK PLEASE CONTACT OUR OFFICE
- **ALL APPLICATIONS RECEIVED BLANK OR NOT COMPLETED IN FULL WILL BE RETURNED.**
- ANY COMPANY THAT DOESN'T APPLY FOR AN ANNUAL LICENSE COULD BE FINED
- COMING LATE JULY 2021, PAYMENTS CAN BE MADE ONLINE THROUGH E-CHECKS FOR AN ADDITIONAL \$1.95 CONVENIENCE FEE.
- COMING THE END OF SUMMER 2021, ONLINE CREDIT CARD PAYMENTS WILL BE AVAILBLE. PLEASE CHECK OUR WEBSITE FOR UPDATES.

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