



GILA RIVER INDIAN COMMUNITY



BUSINESS LICENSE APPLICATION

I. Type of Application and License

- Input boxes for application type: New, Change, Annual License - Non-Member (\$150.00 fee), Annual License - GRIC Enrolled Member (\$5.00 fee), Renewal, print license#, Special Event (\$30.00 fee) Dates of event: GRIC Enrollment Number:

II. Type of Ownership

- Input boxes for ownership type: Individual, Partnership, Limited Liability Company, Limited Liability Partnership, Corporation State of Inc., Sub Chapter S, Association, Other (please explain), Date of Inc.

III. Business Information

Form fields for business information: Legal Business Name, Employer ID Number (EIN), Business or DBA Name, Business Address, Mailing Address (If different than Business Address), In Care of, City, State, Zip Code, Business Phone Number, Is Your Business Located on the Gila River Indian Community Reservation?, Detailed description of your business activity, Location of business activity on the Gila River Indian Community (GRIC), Date business started on GRIC, Date sales began on GRIC, Estimated Gross Sales, Filing Method, Are you a Not for Profit Organization?

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

Table with 6 columns: Name (Last, First M.I.), Soc. Sec. No., Title, % Owned, Residence Address, Phone Number

Did you have a previous Gila River Indian Community Business License? Yes No If yes, list

**V. Location of Tax Records (by whom and where your records are kept)**

Name of company and person to contact

Phone Number

Address (City, State and Zip code) (Do not use PO Box or Route Number)

**VI. Business Purchase Information**

Did you buy an existing business?  Yes  No

If yes, did that business conduct business on the Gila River Indian Community?  Yes  No

Did the business have a license issued by the Gila River Indian Community?  Yes  No

Previous Owner's Name

Previous Owner's address

Previous Owner's Phone Number

Gila River Indian Community License Number

**VII. General Information**

References:

Name (Last, First M.I.)

Residence Address

Phone Number

Relationship

Name and Address of Bank

**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 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

Type or print name

Title

Signature

Date

# 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 Reservation must apply for, and be issued a business license.

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

Please indicate if the application is for a renewal or new license and the type of license, annual or permanent, you are applying to obtain.

**Please Note:** Applicants in the construction contracting business are required to submit a copy of their contractor's license and proof of insurance.

## 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 business EIN number or SSAN of owner.

Enter the name of the Business/DBA (doing business as) name, if same as above, enter same.

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

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

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

If your business is located on the Gila River Indian Reservation, 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 Reservation.

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

Enter the date sales began on the Gila River Indian Reservation.

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

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

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

## V. LOCATION OF TAX RECORDS

Complete as indicated

## VI. PREVIOUS OWNERS

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. GENERAL INFORMATION

Enter the applicable information.

## 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 twelve month period.

## FEES

There are three different license fees.

<b>Annual Business License:</b>	
Non-Enrolled Members	\$150
Enrolled Members	\$5
<b>Special Event Business License:</b>	\$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 purpose, 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 Reservations 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 of this ordinance or any other law or ordinance
- Conviction of a crime
- Conducting business in an unlawful manner.
- Unfair business practices

Send your application and payment to:

GILA RIVER INDIAN COMMUNITY  
Office of the Treasurer  
P.O. Box 2160  
Sacaton, AZ 85247  
(520) 562-9550