



City of Phoenix
Finance Department
Tax Division

**APPLICATION FOR
SPECIAL EVENTS
TEMPORARY TRANSACTION
PRIVILEGE (SALES) TAX
LICENSE**

LICENSE FEE \$25.00
Nonrefundable fee must
accompany application

This application must be filed and a license obtained to lawfully engage in business in the City of Phoenix. Incomplete applications may not be processed. The license is valid for 30 consecutive days beginning with the first day of taxable activity. Violators of this section shall be guilty of a misdemeanor per City Code 14-330.

License Number

| Event Location | | |
|--|---|-----------------------------|
| Common Special Event Locations | Event Name | |
| Arizona Fairgrounds/Coliseum 1826 W McDowell Rd, Phoenix, AZ 85007-1612 | Event Date(s) | |
| Phoenix Civic Plaza 225 E Adams St, Phoenix, AZ 85004-2332 | Event Location (if not checked off on list) | |
| US Airways Center (America West Arena) 201 E Jefferson St, Phoenix, AZ 85004-2412 | City, State, Zip | |
| Business Information | | |
| Business Name (Individual First name first, Company or "DBA") | Corporation Name (if different) | |
| In Care of (if applicable) | Phone (including Area Code) | |
| Mailing Address | | |
| City, State, Country (if not US), Zip Code + 4 | | |
| E-mail Address | Federal ID# | AZ State License # |
| Business Type | Retail Food Vendor Commercial Rental Rental of TPP Amusements (Rides & Games) Other | |
| Describe Nature of Business | | |
| Business Ownership | | |
| Ownership Type | Individual (husb/wife) LLC Corporation-State Inc Gen. Partnership Ltd. Partnership Other | |
| (1) Owner Name/Officer Name | | Title |
| Home Address | | |
| City, State, Zip | | Phone (including Area Code) |
| (2) Owner Name/Officer Name (if applicable) | | Title |
| Home Address | | |
| City, State, Zip | | Phone (including Area Code) |

| Office Use Only |
|---|
| ACT/SIC / |
| / |
| / |
| Lic. Cat. S |
| Prev. Lic. # |
| Owner Type |
| Billing Cycle M |
| Begin Date |
| Report Method C |
| Liability Date |
| Inspector Code 999 |
| Entered by |
| Approved by |
| Counter Mail <input type="checkbox"/> <input type="checkbox"/> |

I certify that the statements made in this application are true and complete to the best of my knowledge and, that I am specifically authorized to complete this application. I acknowledge that I am required to report and pay all taxes due in a timely manner to the City of Phoenix.

Signature

Date

Print Name

Title

FEE: \$25.00

Office Location: 251 W. Washington St. 3rd Floor
Mailing Address: City Of Phoenix
P.O. Box 2005
Phoenix, AZ 85001-2005
Phone Number: (602) 262-6785, press 1,1,0; TTY: (602) 534-5500

TEMPORARY TRANSACTION PRIVILEGE (SALES) TAX LICENSE

The Temporary Transaction Privilege License is available for persons whose business in Phoenix is conducted within a period of thirty (30) consecutive days. This application is limited to use at events, shows, fairs, carnivals, etc. The total fee is \$25.00 for each thirty (30) day period. If you will conduct business in Phoenix for two (2) or more thirty (30) day periods in the same calendar year, you may prefer to apply for a regular Phoenix Transaction Privilege (Sales) Tax License which is valid for the entire calendar year, for a \$16.00 application fee plus a \$50.00 annual fee.

IF YOU HAVE A CURRENT CITY OF PHOENIX PRIVILEGE (SALES) TAX LICENSE

If you have a current City Of Phoenix Privilege (Sales) Tax License for a permanent business location, a separate temporary license is not required for a temporary location such as a show. Bring your current Phoenix Privilege (Sales) Tax License with you to the event.

GENERAL INSTRUCTIONS

The application is used for data entry and must be typed or printed in black or blue ink. Return the completed application to the address above enclosing the **\$25.00 fee with a check made out to the City Treasurer**. Incomplete applications will not be processed and will delay your business activity.

EVENT LOCATION

Enter the Event Name and Event Date(s) for your Phoenix event and mark the appropriate event location box if the event location is listed. If the event location is not listed, please note the event location information under the Event Date(s). The location information must be a physical address. Do not enter P.O. Box or "corner of" information.

BUSINESS INFORMATION

Enter your formal business name. If you represent yourself and have no formal business name, enter your own name, last name first. Enter your corporation name if different from your "DBA" name. Under the In Care of line enter the name or Department to whom mail should be directed. Enter your business phone number including the area code. Under Mailing Address, enter the address to which you would like all correspondence directed. P.O. Box numbers may be used in this address. Enter your e-mail address, Federal ID#, and AZ State License #, if any. Under Business Type select the activity which best describes your business. If none of the listed activities describe your business, please describe your activity in the space marked "OTHER". Under Describe Nature of Business, give a brief description of the type of business you will be conducting (e.g., craft sales or hot dog cart).

BUSINESS OWNERSHIP

Indicate the type of ownership in the appropriate box. List the owner's name, title, home address, and phone number. If ownership type is other than individual, you must list two officers, partners, or etc.

CERTIFICATION

Date and sign the application where indicated. Don't forget to print your name and title.

THE LICENSE IS NOT TRANSFERABLE TO A NEW BUSINESS ENTITY.

THIS LICENSE DOES NOT PRECLUDE THE AUTHORITY OF OTHER CITY AGENCIES. YOU SHOULD CALL THE ZONING DEPARTMENT, (602) 262-7844, IF YOU HAVE ANY QUESTIONS CONCERNING LAND USE OR SIGN PLACEMENT BEFORE ENGAGING IN BUSINESS.

If you have any questions concerning this application or the City Of Phoenix, please call (602) 262-6785, press 1,1,0 for assistance or TTY (602) 534-5500.

DO NOT MAIL WITH APPLICATION