

INSTRUCTION FOR BUSINESS LICENSE APPLICATION
You must complete each of the following sections or your application will be returned.

GENERAL INFORMATION

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

Annual Business Licenses shall be issued for a period of one year from the date of approval.

Special Events Business Licenses shall be issued for a period of 5 days. **Only one special event business license will be issued within a 12 month period.**

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).

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

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.

All vendors that offer or sell food must provide a copy of their GRIC Environmental Services' establishment Permit or Notice with their Business License Application.

A separate license is required for each physical location or business office.

Business licenses may be revoked after notice and hearing for any of the following: (this is not meant to be an all inclusive list)

- Fraud or misrepresentation
- Violation of the Title 13 Ordinance or any other Community law or ordinance
- Conviction of a crime
- Conducting business in an unlawful manner.
- Unfair business practices

Business License payment can be made **ONLY** by cash, check, cashier's check or money order.

Business License Applications and payment are to be sent to:

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

APPLICATION INSTRUCTIONS

I. TYPE OF APPLICATION AND LICENSE. (Select one of the following)

New: A new business with no previous owners.

Change: The purchasing of an existing business or changing a business entity (sole owner to corporation, etc.)

Renewal: To renew an existing annual license.

Update: To renew an existing permanent license.

Include applicable GRIC Member Number or Special Event Start Date

II. TYPE OF OWNERSHIP

Check applicable.

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

If you are incorporated enter the state in which you are incorporated and date of incorporation.

III. BUSINESS INFORMATION

Legal Business Name:

Individual - Last, First name of owner

Partnership - Names of General Partner /Owner

LLC – Managing Member per State Regulation

Corporation - Name as listed in Articles of Incorporation.

Enter the entities Federal Employer Identification Number (EIN) or owner's Social Security Number.

Enter the name under which the entity is doing business (DBA). For example "XYZ Foods".

Enter the name and Email address of a contact person at the business.

Enter the street address of the primary location of the business.

Enter a business contact phone number.

If different than the Business Address, enter the mailing address where all correspondence is to be sent including the monthly tax return. You may use your home address, corporate headquarters, or accounting firm's address.

If you wish correspondence sent to a name other than the Legal Business Name, enter the name or the department or accounting firm in the "In care of" section.

If your business is located on the Gila River Indian Community, check box.

Describe the major business activity: principal product you manufacture, commodity sold, or services performed. A detailed 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.

If you offer or sell food enter you GRIC Environmental Health Services' Permit or Notice Number

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

If applicable enter the date sales on the Gila River Indian Community began.

Enter the estimated gross sales which will be transacted during the term of the license.

Enter your filing method.

Cash method requires the payment of tax based on payments received during the month covered by the tax return.

Accrual method requires the payment of tax based on transactions billed during the month covered by the tax return.

IV. IDENTIFICATION OF OWNER(S) OR CORPORATE OFFICERS.

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

If this business previously held a GRIC business license so indicate and enter the license number.

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V. INDIVIDUALS AUTHORIZED TO RECEIVE BUSINESS LICENSE INFORMATION.

Complete as indicated.

VI. LOCATION OF TAX RECORDS

Complete as indicated.

VII. BUSINESS PURCHASE INFO

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.

VIII. GENERAL INFORMATION

Please provide bank, credit or trade references. If none, individuals may enter personal references.

IX. CONSENT TO LIABILITY

You will receive a copy of Title 13 with your license. You acknowledge that you are responsible for reading Title 13 and consent to liability for and payment of all applicable taxes.

X. SIGNATURES

The application must be signed only by individual(s) legally responsible for the business, not agents or representatives.



GILA RIVER INDIAN COMMUNITY

BUSINESS LICENSE APPLICATION



Please Print

I. Type of Application and License

- | | |
|---|---|
| <input type="checkbox"/> New
<input type="checkbox"/> Change

<input type="checkbox"/> Renewal, print license# _____ | <input type="checkbox"/> Annual License - Non-Member (\$150.00 fee)
<input type="checkbox"/> Annual License – GRIC Enrolled Member (\$5.00 fee)
GRIC Enrollment Number: _____
<input type="checkbox"/> Special Event (\$30.00 fee) Dates of event: _____ |
|---|---|

II. Type of Ownership

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

III. Business Information

Legal Business Name _____	Employer ID Number (EIN) or SSN (for Ind) _____
Business or DBA Name _____	Contact Name _____
Business Address _____	Email Address _____
Mailing Address (If different than Business Address) _____	Business Phone Number _____
State _____ Zip Code _____	In Care of or Attn: _____
Business Phone Number _____	
Is Your Business Located on the Gila River Indian Community Reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
Are you a Not for Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please attach your IRS letter of determination)	

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)

Name (Last, First M.I.) _____	Soc. Sec. No. _____	Title _____	% Owned _____	Residence Address _____	Phone Number _____
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Did you have a previous Gila River Indian Community Business License? Yes No If yes, list _____

V. Individuals Authorized to Receive Business License Information not Listed Above.

VI. 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)

VII. 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 Business Name (if different) & Owner's Name

Previous Owner's address

Previous Owner's Phone Number Gila River Indian Community License Number

VIII. General Information (bank, credit, trade) - Individuals may use personal references

References:

Name (Last, First M.I.) Residence Address Phone Number Relationship

IX. Consent to Liability (initials required): _____

You will receive a copy of Title 13 with your license. This is an acknowledgement that you are responsible for reading Title 13, and consent to liability for and payment of all taxes imposed by it, and as it may be amended by GRIC Community Council in the future.

X. 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
