



# APPLICATION FOR KNOX COUNTY BUSINESS TAX LICENSE INSTRUCTIONS



1. Select the reason for which the application is being filed: new business, additional location, or the purchase of an existing business, or the minimal activity license.
2. Enter the date on which the applicant began or will begin conducting business activities at the location for which registration is being made. If the business started before 2010 the fee will be \$22.00 instead of \$15.00.

Select the legal structure type of the business being registered.

4. Enter a description of the business activities being performed by the business at the location being registered. Indicate the main products or services sold at this business location. Please be as detailed as possible.

Enter the name of a contact person for the business being registered. Enter the contact person's email address.

6. If the business being registered has been issued a State Business Tax Account Number from the Tennessee Department of Revenue, enter this number. Enter the Tennessee Secretary of State Identification number of the business being registered, if applicable. If the business being registered currently has a sales and use tax account with the Tennessee Department of Revenue, enter this number. If the business has applied for but not received a sales and use tax account number, so indicate. If no number is required, so indicate. Enter the Federal Employer's Identification Number (FEIN) of the business being registered. If the business has applied for but not received the FEIN, so indicate. If no FEIN is required, so indicate.

7. Enter the mailing address of the business being registered. Enter the legal name (if different from location name) street address or post office box number, apartment or suite number if applicable, city, state, and zip code. Enter the name and exact location address of the business being registered. Include the business name, street address, apartment or suite number, city state, and zip code. Enter the name of the county in which the business is located. Indicate whether the business is located within the limits of a city in the county. If located in a city, enter the name of the city. NOTE: A business located within the limits of a city may have a business tax obligation for both the county and the city. If so, the business must obtain a business license from both the county and the city. Enter the business telephone number and business fax number, if applicable.

8. Enter the names, home addresses, and home telephone numbers of two owners, officers, or partners in the business being registered. If the owner is an individual, enter the owner's social security number and check the appropriate box. If the owner is a business entity, enter the owner's FEIN and check the appropriate box. Finally, check the box to indicate whether the person is an individual or business entity owner, partner, officer, or member. This information is critical. It will allow us to identify persons with whom we may discuss the business tax account when needed.

9. The application must be signed by an individual owner, partner, or officer of the business being registered. The person who signs the application must be listed in Item 8 on the application form. Indicate the title of the person signing the application (i.e., owner, partner, officer) and the date on which the application is signed.

Questions? Please call (865) 215-2392 Monday – Friday 8:00am to 4:30pm EST