



## Millcreek

2001 S. State Street #N-3600

Salt Lake City, UT 84190-4050

Phone: 385-468-6700

FAX: 385-468-6674

For more information about your new city visit [www.millcreek.utah.gov](http://www.millcreek.utah.gov)

# Welcome New Business

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

On behalf of the businesses located in Millcreek, it's our pleasure to welcome you and your business to the area. What a profound honor to host and assist you with any and all of your business needs.

As a business member in Millcreek, you have access to many resources and tools to help make your business successful and see it achieve all that you can dream it can. The City has partnered with both State and non-profit agencies to provide the utmost in specific tools for your business needs. As you realize and take advantage of these resources you will discover new heights and successes as your business grows. To help ensure your success, this letter is being sent to you to provide you some reminders about operating a business in Millcreek.

We appreciate that you have taken time to register your business with the State of Utah Department of Commerce. This is an important step in running a business; additionally we want to make sure that you remember to apply and receive a license for your business. Ensuring your business is properly licensed to conduct business within unincorporated areas of Millcreek is one step to making sure all your business needs are met. It will provide you with access to Millcreek's Business Licensing and Economic Development teams and everything they have to offer.

Information collected from the Utah Department of Commerce indicates that you have not yet applied for a local Millcreek business license. This important requirement for businesses is something that is often overlooked, but it is just as important as registering a business name, applying for a sales tax number, and providing employee identification numbers for your employees. This may have been an oversight with all there is to do in operating a business so we are here to help make your business as successful as possible with this reminder. Any business or person operating a business within unincorporated Millcreek must apply for a business license.

For your convenience and information there is an attached copy of the Millcreek business license application with additional explanatory information. It is recommended that you complete and deliver this form to our office; however, if it is more convenient for you, you may send us your application via USPS. Sometimes there are questions that arise that cannot be answered over the phone, but require personal interaction. We understand your time is valuable and as an entrepreneur time is very important to you. That being said, to maximize your time we recommend a personal visit to our office to handle the application process. Additionally, at that time we can address any zoning issues that may arise related to your business location and type.

Please Note: If you are receiving payment for work performed and the payer (employer/client) does not withhold taxes on your behalf or you file a 1099 Tax Form, you are considered to be an "Independent contractor" (even if you don't have employees or your own set of clients). Independent contractors are required to apply for a business license to work in the county.

If you have additional questions, please feel free to contact our office at 385-468-6700.

Thank you and again welcome to Millcreek!

Respectfully,

**Business Licensing Team**

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# Information You May Need to Submit

## ◆ Verification that your business name has been registered with the Utah Department of Commerce

- Utah Department of Commerce Entity ID: \_\_\_\_\_
- Business Name: \_\_\_\_\_
- Business Address Listed: \_\_\_\_\_

## ◆ Sales Tax Number

- Every seller with an established presence in Utah (see Nexus Fliers, below) must have a Utah Sales Tax Submit form TC-69, Utah State Business and Tax Registration, or register online at [osbr.utah.gov](http://osbr.utah.gov) to apply for a license. Sales tax licenses are not transferable.
- Businesses that typically must register for a sales tax license includes:
  - Retailers selling tangible goods, products transferred electronically or services
  - Wholesalers purchasing resale inventory
  - Manufacturers
  - Leasing Companies
  - Consumers such as professional firms and construction contractor

## ◆ Employee Identification Number (EIN)—HARD COPY

- If you will have employees, you are required to register with the following agencies. Please note that this information is also outlined at the State website given above.
- You will need to get an Employer Identification Number (EIN) in order to remit the Federal Tax Withholding and make FUTA (Federal Unemployment Act Tax) payments for your employees.

## ◆ Property Owners / Registered Agent Form

- This form is required for commercial and home-operated business. This form is located inside the business license packet.
  - This form must be completed by either the owner of the property, registered agent, an authorized manager group or authorized individual.
  - This form must be signed in the presence of a notary by the authorized owner of the property, registered agent, an authorized manager group or authorized individual.
  - This form will NOT be accepted if it is signed by owner of the property, registered agent, an authorized group or authorized individual prior to the date of the document notarized.

Applicant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



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**Blue Box – Office Use** **White Box – Applicant**

**Application Fee: \$150**  
**Per Employee: \$6**

# Business License Application

|                          |                                |
|--------------------------|--------------------------------|
| Date: _____              | Business License #: _____      |
| Community Council: _____ | APN #: _____                   |
| Zone: _____              | Application Accepted by: _____ |

**Request** (check all that apply):       New Business       Ownership Change

|                             |                       |                               |
|-----------------------------|-----------------------|-------------------------------|
| Business Name: _____        | Phone: _____          | Fax: _____                    |
| Business Location: _____    | City: _____           | State: <u>Utah</u> Zip: _____ |
| Business Web Address: _____ | Business Email: _____ |                               |

Number of Employees: \_\_\_\_\_      Type of Business: \_\_\_\_\_

Briefly Describe Your Business:

## YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

Please submit all the items marked in the "Yes" column.

**Yes**    **No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that your Business Name has been registered with the Utah Department of Commerce.<br><i>(This document is always required unless the Business Name is your exact legal name.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Sales Tax Number (STC) (When the business sells a product)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee Identification Number (EIN)<br><i>(When there are employees, not including the owner, or for a Corporation, Partnership or Limited Liability)</i>                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner / Manager Authorization:  |

This form must be completed in addition to the business license application for individuals leasing their office space (commercial businesses) or residence (home-based businesses).

This form **MUST** be completed by either the owner of the property, a property management group designated by the owner, or the registered agent of the company. This form must be signed in the presence of a notary by the authorized agent, and the date the document is signed must correspond with the date the document is notarized.

This form will **NOT** be accepted if it is signed by an authorized agent prior to the date the document is notarized.

Yes  No **Do you use a status verification system to verify the legal working status of all employees?**

Private employers who employ 15 or more employees are legally obligated to verify the working status of all employees.

## OWNER INFORMATION

### OWNERSHIP TYPE:

Sole Proprietorship  Corporation\*  Partnership\*  Limited Liability\* (\*Requires EIN)

### OWNERS NAME:

First: \_\_\_\_\_ Last: \_\_\_\_\_ Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## CORPORATION INFORMATION

**Corporate Name:** \_\_\_\_\_

### CORPORATION OFFICERS/PARTNERS/MEMBERS:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

Corporate Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## LOCAL CONTACT/AGENT INFORMATION

Contact Name: \_\_\_\_\_ Position:  Owner  Manager  Employee

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Millcreek Code of Ordinances. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

I would like my Business License Renewal Form sent to:

Owner's Mailing Address  Business Address  Corporate Address

Please Note: Your business license will expire one year from the date issued, and all licenses must be renewed annually. Any license renewed 30 days after the expiration date will be assessed a penalty fee.

As per Millcreek Code of Ordinance, Section 5.16.090

*“. . . it is the responsibility of the licensee to renew the license and failure to receive a renewal statement does not excuse this responsibility. . .”*

Applicant's Signature: \_\_\_\_\_

**Sales Tax Number: (STC)**

\_\_\_\_\_

**Federal Tax Id#: (EIN)**

\_\_\_\_\_

**Occupancy Classification:**

\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SIC Code:**

\_\_\_\_\_

**Number of Employees:**

\_\_\_\_\_



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**Blue Box – Office Use Only** **White Box – Applicant**

# Property Owner/Manager Authorization

|                          |                                |
|--------------------------|--------------------------------|
| Date: _____              | Business License #: _____      |
| Community Council: _____ | APN #: _____                   |
| Zone: _____              | Application Accepted by: _____ |

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Requested Use: \_\_\_\_\_

I (we), \_\_\_\_\_, hereby state and affirm that I am (we are) the owner(s) of the property described above and pursuant to a concession agreement to be entered into, I (we) will authorize \_\_\_\_\_ to operate the business described on this form at the property listed above. Pursuant to the concession agreement, I (we) will further allocate this business to use \_\_\_\_\_ number of the available parking stalls. The total number of parking stalls available on the sited is \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Property Owner(s) Signature \_\_\_\_\_

State of Utah )  
 :ss.

County of Salt Lake )

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above instrument who duly acknowledged to me they executed same.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Residing In: \_\_\_\_\_