

APPLICATION FOR ANNUAL PHILADELPHIA BUSINESS PRIVILEGE LICENSE	CITY OF PHILADELPHIA DEPARTMENT OF LICENSES AND INSPECTIONS CONCOURSE LEVEL • LICENSE ISSUANCE UNIT 1401 JOHN F. KENNEDY BLVD. PHILADELPHIA, PA 19102-1687	Follow Instructions Below: For further information call 215-686-2463	
<i>PLEASE SEE INSTRUCTIONS BELOW BEFORE ANSWERING ANY QUESTIONS ON THIS FORM</i>			
1. APPLICANT NAME		1A. TRADE NAME (IF APPLICABLE)	
2. BUSINESS ADDRESS (NUMBER AND STREET)		CITY STATE ZIP CODE	
3. MAILING ADDRESS: IF DIFFERENT FROM ABOVE (NUMBER AND STREET)		CITY STATE ZIP CODE	
4. BRANCH OFFICE ADDRESS (IF ANY)		CITY STATE ZIP CODE	
5. DAYTIME TELEPHONE NUMBER	6. EVENING TELEPHONE NUMBER	FAX NUMBER	
7. FEDERAL EMPLOYER IDENTIFICATION NUMBER/SOCIAL SECURITY NUMBER	8. PA STATE SALES TAX NUMBER	E-MAIL ADDRESS	
9. INDIVIDUALS, PARTNERS OR OFFICERS NAME	10. HOME ADDRESS	11. SOCIAL SECURITY NUMBER	
12. TEMPORARY PHILADELPHIA BUSINESS TAX NUMBER	13. TYPE OF ORGANIZATION (CHECK ONE) <input type="checkbox"/> A. SOLE PROPRIETOR <input type="checkbox"/> B. CORPORATION <input type="checkbox"/> C. ESTATE OR TRUST		
14. LICENSE TYPE	FEE	REVENUE CODE	LICENSE NUMBER
<input type="checkbox"/> Annual Business Privilege License	\$50.00	3710	Expires Yearly each December
I understand that if I knowingly made any false statement herein I am subject to such penalties as may be prescribed by law.			
_____ (DATE)	_____ (SIGNATURE)	_____ (TITLE)	
Department of Licenses and Inspections Information: (215) 686-2463			

INSTRUCTIONS – PLEASE READ CAREFULLY

1. NAME OF TAXPAYER(S) OR TAX ENTITY – If a corporation, use exact legal corporate name. If a partnership, use name of partners. If an individual proprietorship, use name of owner (last name first, first name and middle initial). The entity name is the name which your account will be filed in the name printed on all tax returns mailed to you.
- 1A. TRADE NAME – If you operate your business under a different name than block 1, enter here.
2. BUSINESS ADDRESS – enter primary business location.
3. MAILING ADDRESS - if different than business address, enter here.
4. BRANCH OFFICE ADDRESSES – Enter only Philadelphia branch offices.
- 5, 6 - Self-explanatory - Contact Information -
7. FEDERAL EMPLOYER IDENTIFICATION NUMBER – This number is assigned by the Internal Revenue Service to all corporations and partnerships and to individual proprietors if they employ others. This number must be included on this form.
8. PENNSYLVANIA STATE SALES TAX NUMBER – Enter Pennsylvania Sales and Use Tax license number or Sales and Use Tax exemption number.
- 9, 10 & 11 - INDIVIDUAL'S PARTNER'S OR OFFICER'S NAME; ADDRESSES AND SOCIAL SECURITY NUMBER – This information is also considered a vital portion of your tax record and must be included on this form in full detail for all partners, corporate officers and/or individual owners.
12. Temporary Philadelphia Business Tax Number.
13. Check the appropriate organization.

This License will expire at the end of each calendar year along with the Philadelphia Tax Account Number, and is not renewable.