



**Finance Department**  
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## LICENSE TO SELL AND COLLECT TAXES APPLICATION

### **\$15.00 FEE-RETAIL SALES TAX**

NAME OF BUSINESS AND  
MAILING ADDRESS:

NAME OF BUSINESS AND  
PHYSICAL BUSINESS ADDRESS  
(If different from mailing address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

DRIVER LICENSE NUMBER & STATE: \_\_\_\_\_

IS THIS IS BUSINESS CONDUCTED OVER THE INTERNET, BY CATALOG, PHONE, DIRECT MAIL OR IN PERSON SALES? YES/NO (NOTE: If yes, then any sales made to customers within the city limits of Alamosa are subject to city, county, and state sales taxes.)

FEDERAL ID#: \_\_\_\_\_ (REQUIRED) STATE ID#: \_\_\_\_\_ (REQUIRED)

DATE BUSINESS STARTED: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS (WHAT DO YOU DO OR SELL, AND TO WHOM): \_\_\_\_\_

PLEASE CHECK:

- Renewal A City License will be issued.  
 New Applicant A City License and a City account Number will be issued.  
 One Time Sale A City License will not be issued and the City Account terminated. **NO FEE.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

### **FOR ACCOUNTING AND FINANCE OFFICE USE ONLY**

**REGULAR FEE COLLECTED** \_\_\_\_\_

**MOBILE FEE COLLECTED:** \_\_\_\_\_

**LICENSE#:** \_\_\_\_\_

RECEIPT # \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_ MAILED: \_\_\_\_\_

**TRANSIENT FEE COLLECTED:** \_\_\_\_\_

**TAX ACCOUNT NUMBER:** \_\_\_\_\_