



APPLICATION FOR CITY BUSINESS LICENSE

City of Roy

www.cityofroywa.us

PO Box 700; Roy, WA 98580-0700 (253) 843-1113 Fax (253) 843-0279

New **Renewal** **Update Only** **Business closed** on ___/___/___

Estimated annual gross receipts from City of Roy sources: \$_____
Location code for sales tax remittances is 2712. City license is effective for the calendar year.

Legal name of business			
Doing business as (dba)			
* Address (street, city, state, zip)			
Mailing address if different			
Phone	Alternate phone	Contact name	Owner of business
Nature of business		Email	
Washington State UBI number	Contractor/Professional license (if applicable) number	Pierce Co. Health Approval (if applicable) number	
Preferred reporting period for city B&O tax: <input type="checkbox"/> quarterly (default) <input type="checkbox"/> annually			
New licenses – date commenced business in the City of Roy: ___/___/___ License application is delinquent if not submitted with applicable fee by January 31 or within 30 days of commencing business in the city. The late fee is 50% of the license fee for each month or portion thereof beyond the delinquent date during which the fee remains unpaid. Maximum late fee is \$90.00.			
*If a place of business is not maintained within Roy city limits – Effective Jan. 1, 2019, no license fee is due unless annual value of products, gross proceeds of sales, or gross income of the business in the city will be more than \$2,000. (Threshold does not apply to regulatory license requirements or activities that require a specialized permit.)			

\$45.00 license fee enclosed *registration only* *\$_____ late fee enclosed*

Under penalties of perjury, I declare that I have examined the foregoing and to the best of my knowledge and belief, declare it to be true, complete and correct.

Signature Date

Printed name Title

OFFICE USE ONLY			
Fee received \$ _____	Date _____	License no. issued _____	Date _____
Issued by _____	Reporting period _____		