

**STILLAGUAMISH TRIBE OF INDIANS
BUSINESS LICENSING AND TAX COMMISSION**

Business License Application Instructions

Use the Application for Business License to apply for a Tribal Business License or make changes to your business information. A Tribal Business License is required for any person or entity conducting or engaging in business on lands subject to the jurisdiction of the Stillaguamish Tribe of Indians that fall into the following categories:

- (A) Construction Contractors;
- (B) Fixed Retail Sales;
- (C) Peddlers;
- (D) Adult Day Care Centers;
- (E) Child Care Centers, as required under the Tribal Childcare Licensing and Operations Ordinance;
and
- (F) Wholesale Sales.

Please read these instructions carefully and consult the Tribe's Business Licensing and Taxation Code. Your business may have additional tribal, local, state, or federal licensing or permitting requirements.

Please type or write legibly. The application must be filled-in completely and signed. No modifications of any kind may be made to the application form. Failure to follow these instructions may result in your application being denied or returned, and you may incur late penalties and interest for late filing of the application. All payments made are non-refundable. Issuance of a Tribal Business License is a privilege and not a right.

Section I. Business Information

Line 1. Federal EIN or SSN. Enter the Federal Employer Identification Number provided to you by the Internal Revenue Service or your Social Security Number. Sole proprietors who are not employers usually do not have to apply for a Federal Employer Identification Number. However, all other business types usually apply for this registration regardless of whether they have employees.

Line 2. Enter the legal business name or provide the name of the primary owner of the business. The legal name of a business is the name of the person or entity that owns a business. If you are the sole owner of your business, the business name is your full name. If your business is a partnership, the legal name is the name provided in your partnership agreement or the last names of the partners. For limited liability companies and corporations, the business's legal name is the name that was registered with the appropriate government.

Line 3. Enter the trade or "doing business as" name, but only if different from Line 2. For example, if your legal business name is "John Smith" and you are doing business as "Smith Construction," enter "Smith Construction" on line 3.

Line 4. Enter the telephone number and fax number associated with the business.

Line 5. Enter email address and web address for company.

Line 6. Enter the physical address of the business.

Line 7. Enter the mailing address of the business if different from the physical address provided on Line 6.

Line 8. Enter the description of the type of business you conduct or will be conducting, and include the type of merchandise sold or service provided. For example, if you are a Wholesaler enter “Wholesale” and indicate what types of goods you sell, or if you are a Construction Company enter “General Contractor or Construction Company”.

Line a. Enter location of the Tribe’s land where business will be conducted.

Line b. Enter Stillaguamish contact person/department.

Section II. Status of Organization, Type of Entity and Category Type

Line 1. Indicate whether you are a “for profit business” or “non-profit organization”. Most businesses are “for profit”. If you are a non-profit organization, check “NON-PROFIT ORGANIZATION”. Those non-profit business activities carried out by religious, charitable, educational, benevolent, fraternal or social organizations who have been determined by the Internal Revenue Service to be exempt from the payment of income tax and whose charitable contributions would be deemed tax deductible should check “501(C) (3) ORGANIZATION” and attach to the application proof of Internal Revenue Service recognition of your tax-exempt status.

Line 2. Indicate your type of business entity by checking the applicable type of entity. If your type of entity is not listed, check “OTHER” and specify the type where indicated.

Line 3. If your type of entity is a corporation, enter the state (or states) or tribe (or tribes) where your business is incorporated. If your business is incorporated in multiple states or with multiple tribes, you must list all places of incorporation.

Line 4. Indicate which category your business is engaging in.

Section III. Reason For Applying

Indicate the reason for applying by checking where appropriate. Check only one.

NEW APPLICANT. Check this category if you are new to doing business with The Stillaguamish Tribe of Indians. Licenses are non-transferable. A new owner must apply for a new business license. Include date to start conducting business on Tribal land.

RENEWAL. Check this category if you are renewing your business license. Only to be checked if filling out application before expiration of current license.

CHANGE TYPE OF ENTITY / ORGANIZATION. Check this category if you are changing the type of business entity or business organization on an existing Tribal Business License. For example, if you were a sole proprietorship and are now a partnership, check this category. Please specify the new type entity or organization where indicated. A new application is required and all applicable fees will be applied.

ADD OR REMOVE OWNER / PARTNER. Check this category if you are adding or removing an owner or partner of your business on an existing Tribal Business License. A new application is required and a fee of \$20 will be applied.

If you checked “NEW APPLICANT” and this is the first time you are applying for a license enter the date (mm/dd/yyyy) to start business on Tribal land.

If you checked “NEW APPLICANT” and you acquired an on-going business, indicate the name of the previous owner or business name where indicated.

Indicate the type of license requested. Check only one and pay the applicable fee.

RENEWAL. Only to be used to renew and annual business license. Application for renewal must be filed on or before the expiration date of the current license. Business license expires twelve (12) months after the date of issuance of the license.

ANNUAL. If you intend to conduct business for more than three (3) months during a calendar year. The Annual business license expires twelve (12) months after the date of issuance of the license.

TEMPORARY. Engaged in business three (3) months or less. You must indicate the month, date and year when you intend to start conducting business. If no date is entered, the date the license is issued will be used.

EXPEDITED PROCESSING. If you want your license issued within seven (7) days after filing your application, an expedited processing fee applies. The expedited processing fee must be paid in addition to the applicable license fees. Normal time for processing a business license application and issuing a license is fourteen (14) calendar days. It is the responsibility of the license applicant to ensure that sufficient time is provided for the license application to be approved before conducting or engaging in business activities that require a Tribal Business License.

Section IV. Identification of Owners

Line 1. Enter the names of all legal owners, partners, corporate officers, members (or managing members) or officials including residence addresses and telephone number. Attach additional pages if necessary.

Line 2. Enter the name and address of an agent whom you have designated to accept process on behalf of the business. An agent for service of process is a person designated by you to receive any court papers, such as a notice of lawsuit. You do not need to designate an agent for service of process. If you do not have or do not want an agent for process, skip to Section V.

Section V. License And Insurance Information

Line 1. Identify all other tribal, local, state, or federal licenses or permits your business currently possesses, as well as any identification numbers associated with those licenses. For example, if you hold

a business license in Snohomish County, you should enter: “Snohomish County Lic. No. [enter number]”. If none, enter “None”. Do not leave blank.

Line 2. Identify if any business license held has ever been suspended, revoked or denied. If yes, explain why.

Line 3. Indicate if your business is bonded or insured and include policy information.

Section VI. Additional Information

Line 1. Indicate whether you are an enrolled member of the Stillaguamish Tribe of Indians. If “YES”, and you know your enrollment number, enter your enrollment number where indicated.

Line 2. Indicate whether you are an enrolled member of another federally-recognized Tribe. If “YES”, enter the name of the Tribe and your enrollment number where indicated. Must provide a copy of membership.

Read the conditions of license, and sign and date the application where indicated. Any unsigned application will be returned and will cause a delay in issuing a business license. This may subject you to applicable late fees and interest.

General Information

Confidentiality. Personal information, such as your social security number, is confidential and will not be disclosed to persons not affiliated with the Commission, except as might be needed for enforcement of license violations.

Changes to Business and Updates to Application. Changes in business or updates made to an application, such as a change of address, after an application is processed and a license is issued may require a new application and may incur additional fees. If your business moves to a new location, a new application must be submitted along with the applicable fee. Please contact the Commission to review your account and determine if you need to file a new application and pay a new fee.

Renewal. It is your sole responsibility to renew the business license on time. Penalties and interest are assessed for delinquent accounts, regardless of whether you receive a renewal notice. Forms are available upon request from the Stillaguamish Tribe of Indians Tax Commission as well as the Tribe’s website www.stillaguamish.com.

Closure or Sale of Business. Business licenses are not automatically canceled. You must contact the Commission to cancel the license. Fees will not be prorated. Please be prepared to provide the date the business closed or sold, and the name of the new owner, if applicable.

Payments. All payments must be made at the time a license application is filed. License fees are non-refundable. Payments made by check must be paid to the order of “Stillaguamish Tribe of Indians.” Do not send cash.

Failure to Timely Apply or Pay Fees. All late applications and payments are subject to penalties, late fees, and interest starting the first day the application is late.