



Dear Business Owner:

You may now download a Business License Application Form for a new or renewal of a Basalt Business and Sales Tax Licenses for 2012. Please scan and email the completed application to sallyf@basalt.net, or you may fax it to Sally Ferren at 970-927-4703. Please include your credit card information in your email or fax for processing your business license or you may call Sally Ferren, Deputy Town Clerk, at 927-4701 to pay by phone.

IMPORTANT INFORMATION FOR 2012:

FOR RENEWALS: PLEASE COMPLETE THE REQUIRED FORMS AND RETURN TO TOWN HALL **NO LATER THAN THE CLOSE OF BUSINESS, **FRIDAY, JANUARY 31, 2012**. RENEWALS RECEIVED AFTER THE 1ST OF FEBRUARY WILL BE CHARGED AN ADDITIONAL \$25.00 PER MONTH, ON THE FIRST DAY OF EACH MONTH, UNTIL RECEIVED. PLEASE RETURN YOUR RENEWAL EARLY TO AVOID LATE CHARGES. WE WILL BE CHARGING LATE FEES THIS YEAR – PLEASE BE TIMELY OR INCLUDE THE LATE FEE OF \$25.00 PER MONTH IN YOUR CHECK. IF YOU DO NOT PAY YOUR LATE FEES, A LICENSE WILL NOT BE ISSUED.**

If you are the SOLE PROPRIETOR of your business (your company is not Inc, LLC, PC, etc.), you must now comply with the requirements of House Bill 06S-1023.

- ✓ **Complete the enclosed Lawful Presence Affidavit**
- ✓ **Sign the Affidavit before a Notary Public (A notary is available at Town Hall)**
- ✓ **Return the Affidavit with your Business License renewal**
- ✓ **Enclose a copy of the identification presented to the Notary (i.e. driver's license)**

If you have changed your business name and/or location, please indicate clearly the old name and/or address and the new name and/or address on the application.

PLEASE COMPLETE EACH BLANK ON THE APPLICATION – DO NOT FORGET TO FILL OUT THE EMERGENCY CONTACT INFORMATION. IN CASE OF FIRE OR OTHER DISASTER, THIS IS THE NUMBER THAT WILL BE USED BY THE POLICE AND/OR FIRE DEPARTMENT.

Contact Sally Ferren, Deputy Town Clerk, at 927-4701 if you have questions relating to your business license.