



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 2008. Please scan and email the completed application to [sallyf@basalt.net](mailto: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 Karen\_Hillebrand, Finance Department, or Sally\_Ferren, Deputy Town Clerk, at 927-4701 to pay by phone.

**IMPORTANT INFORMATION FOR 2008:**

**If you are the sole proprietor (not Inc. or LLC) of your business**, you must now comply with the requirements of House Bill 06S-1023. You must:

- ✓ **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.**

**For renewals:** Please complete the required forms and return to Town Hall no later than the close of business, **Thursday, January 31, 2008**. 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.**

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