



401 S. Johnstone Avenue · Bartlesville, OK 74003

Payment is Due

July 31, 2019

BUSINESS LICENSE RENEWAL NOTICE

New License Period: July 1, 2019 to June 30, 2020

PLEASE COMPLETE (Print or Type)

Business Name		Business Phone	
DBA		Mobile Phone	
Business Location		Home Phone	
		Other Phone	
Mailing Address (if different from Business Location)		Email Address	
		Email Address	
		Email Address	
Description of Business			

Contacts: Please provide the names of key contacts for your business. Where noted below, identify a contact for billing purposes and for emergency purposes.

Name		Title/Position	
Name		Title/Position	
Name		Title/Position	
Billing Contact		Billing Contact Phone #	
Emergency Contact:		Emergency Contact Phone #	

Business Structure: Sole Proprietorship Corporation General Partnership Limited Partnership
 Non-Profit Limited Liability Company Limited Liability Partnership
 Other: _____

Federal Employer's ID Number		If no FEI#, then Social Security #	
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OK Sales Tax Permit Number		Hours of Operation	
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Days of Week Open for Business	M T W Th F Sat Sun	Outside Storage of Materials or Goods	Yes No
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Total Number of Employees		# of Full-Time Employees		# of Part-Time Employees	
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RENEWAL MESSAGE:

Please review the above information and make any necessary changes. After completion, return this form along with the attached invoice no later than July 31, 2019.

If business is no longer active, please enter the closing date here: _____.
Notice must be signed below to be valid.

I declare, under penalty of perjury, that the information in this renewal notice is true and correct and that all required licenses are in full force and effect.

Date: _____ Signature of Owner or Representative: _____