



401 S. Johnstone Avenue · Bartlesville, OK 74003

Payment is Due

July 31, 2020

BUSINESS LICENSE RENEWAL NOTICE

New License Period: July 1, 2020 to June 30, 2021

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	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other: _____			
Federal Employer's ID Number			If no FEI#, then Social Security #	
OK Sales Tax Permit Number			Hours of Operation	
Days of Week Open for Business	M T W Th F Sat Sun		Outside Storage of Materials or Goods	Yes No
Total Number of Employees		# of Full-Time Employees		# of Part-Time Employees
RENEWAL MESSAGE:				
<p>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, 2020.</p> <p>If business is no longer active, please enter the closing date here: _____.</p> <p>Notice must be signed below to be valid.</p>				
<p>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.</p>				
<p>Date: _____ Signature of Owner or Representative: _____</p>				