

**CITY OF EASTON**  
**APPLICATION FOR BUSINESS LICENSE**  
YEAR \_\_\_\_\_

Business Legal Name							
Address Location of the Business (Within the City)							
Legal Name if different than Business Name							
Main Contact Phone Number							
Main Contact Email							
Federal EIN							
Mailing Street Address For Tax Forms							
City		State		Zip			
Contact Person Name							
Email							
Phone Number							

Sole Proprietorship		Partnership		Corporation		S-Corporation		Other	
Wholesaler		Retailer		Service		Rental		Manufacturing	

Principal Owner, Partners, Officers (attach additional sheet if necessary)

Name / Title	Home Address	Email	Contact Phone

Enter the Number of Employees including Self			
Have you ever been issued a business license by the City of Easton	YES	NO	
If Licensed under a different name, enter the name?			
If this entity belongs to a Parent Company, Enter the Parent Company Name?			

**Fees**

Place a check mark in the grey box that applies to your business and selections.									Write Amount Due Below	
Rental	Retail	Wholesale	Service	Contractor	Non-Profit				\$25.00	
Warehouse	Storage	Pawnbroker	*****						\$50.00	
Bus Terminal	*****								\$100.00	
Parking Lot Operators, Per Location (Attach List) based on square footage				1-12000 \$25	12001-18000 \$50	>18000 \$100				
Fuel Sales First Truck is \$100				Liquid	Solid	*****			\$100.00	
Additional \$5 for each Fuel Truck				Enter Number of Additional Trucks >					X \$5.00	
Hotel	Motel	B&B	Rooming House	1-9 \$25 Rooms	10-24 \$50 Rooms	> 25 \$100 Rooms				
Transportation Company (\$100 Maximum)				Buses	Taxi	Limo	Other			
\$10 per – enter Quantity Multiply by \$10 ----→				*****					\$100	
Auction Company License Base Fee				*****						
\$10 fee for each Location				Number of Locations →					X \$10	
Public Exhibitions, Shows, Recitals, Religious, Educational, Charitable \$10 each maximum \$100				Number of Events →					X \$10	
Selling of Flowers, Plants, Christmas Trees Prior to Holidays -- \$20 per Holiday Season									X \$20	
									<b>SUB-TOTAL</b>	
Penalty of 20% for returns filed late plus 1% per month or partial month for each month after due date Total Amount Due to the City Easton									<b>Penalty + Interest</b>	
									<b>TOTAL DUE</b>	

I verify that the statements made herein are true and correct. I understand that false statements made herein are subject to the penalties of 18 PA. C.S. 4904 relating to unsworn falsification to authorities

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

After completing this form online, you need to print and MAIL IN. this form once completed is NOT stored, your data will be lost once you exit this program.

Make Checks Payable to : **CITY OF EASTON**

Mail Forms and Checks To:  
**City of Easton**  
**Finance Department**  
**123 S 3<sup>rd</sup> St**  
**Easton, PA. 18042**

**CITY OF EASTON**  
**APPLICATION FOR BUSINESS LICENSE**  
**YEAR** \_\_\_\_\_

Explanation of Business Privilege Tax and Business License

Attached is an application for a business License. The fee for the license is per the license fee schedule for each calendar year. The fee is NOT reduced or pro rated by the portion of the license year elapsed in the year first procured. At the proper time, an annual tax return form will be mailed to you.

The tax ordinance was enacted under the authority of the local Tax Enabling Act (Act 511 1965), 5s P.S. 6901 et seq., and appears in the Codified Ordinances of the City of Easton at Article 321.05, 1112.14 1197.05, 30'.09, 311.02 and 339 and 109.01. the City of Easton Codified ordinances provides for and regulates the "assessment, levy and collection for the general revenue purposes of an annual Business Privilege tax upon persons, firms, companies, and corporations engaging in business, described therein, within the City of Easton. The Ordinance contains pertinent information relative to the definitions and rates; a copy can be requested through the City Clerk's Office or the Business License Office.

**Business Licenses may not be assigned or transferred, New Owners must apply for a new Business License.** Tax payers change of address must be reported in writing to this office within ten (10) days after such change becomes effective.

This License may be suspended or revoked at any time by the Mayor or his designee, if it is determined that the holder of the permit or license secured the same by misrepresentation: failed to maintain qualifications required by federal, state, or local laws: engaged in fraudulent behavior or misleading advertising consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.

**BUSINESS** This is defined as carrying on, or exercising of any trade, profession, or vocation, or commercial activity or making sales within the City of Easton. **The following are brief descriptions of each category to determine which one accurately describes the nature of your business.**

**WHOLESALE DEALER** Sales made by persons engaged as owner or agent, in the business of selling to, or exchanging with another person, goods for cash or barter or any consideration, for the purpose of resale by the person acquiring the goods sold or exchanged.

**RETAIL** Sales made by persons engaged, as owner or agent in the business of selling or exchanging merchandise for cash or barter or any consideration on the assumption that the purchaser of such goods has acquired the same for ultimate consumption or use and not for resale.

**SERVICE/RENTALS** Any profession, vocation, or commercial activity, including but not limited to, lawyer, doctor, accountant, broker, contractor, consultant, maintenance/repairs, engineering, planning design, installation, training, the lease or use of real or personal property. commission sales, etc., for which a fee is collected for services rendered.

**MANUFACTURING** A business that engages in the production of goods from raw materials or components for the wholesale or retail trade.

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**INSTRUCTIONS** Please choose the proper business category on the front of this sheet, complete the requested information and remit with a check to **THE CITY OF EASTON FINANCE DEPARTMENT 123 S 3<sup>rd</sup> St EASTON PA 18042** Make all checks Payable to **THE CITY OF EASTON**.

**If you own or operate more than one business, A separate application MUST BE MADE for each business.**

**If you have any questions, call the Finance Department and ask for TAX and LICENSES DIVISION 610 250 6755**

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**INTERNAL USE ONLY:**

Zoning Approval Date		
Refer EIT	YES	NO
Business License	YES	NO
Health License Required	YES	NO
Taxes Current	YES	NO
Utilities Current	YES	NO
Refer EMS	YES	NO
Business Privilege Tax	YES	NO