

## Business License Application

Application Type: ☐ Renewal  
☐ New Business  
☐ Info Change

RDS Account No.: \_\_\_\_\_

NAICS: \_\_\_\_\_ For code info visit: [www.naics.com/search/](http://www.naics.com/search/)

### Online Filing is Available

Free-Fast-Secure-Step by Step

[www.bizlicenseonline.com](http://www.bizlicenseonline.com)

Municipality Name: Riverside

Dates--Due: Jan. 31, 2019

Delinquent: Feb. 1, 2019

Current Year (License Year): **2019**

Purchasing different license year, indicate year:

**Date Business Activity Initiated/Proposed:**

### Instructions:

- ☐ All municipalities are required to obtain a **copy of individual/entities board certifications/permits** prior to issuance of a business license. For a list of certifications, please visit our website [www.revds.com](http://www.revds.com)
- To determine license fee due see a full schedule listing at [www.revds.com](http://www.revds.com) or email our Business License Department at [bizlicensesupport@revds.com](mailto:bizlicensesupport@revds.com) with any questions or call 800-556-7274. Fax documentation toll free to 844-528-6529.

Federal Employer Identification No. (FEIN): \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Trade Name / DBA (If different from legal name): \_\_\_\_\_

Ownership Type: ☐ Sole Proprietorship ☐ Corporation ☐ LLC-Single Member ☐ LLC-Multi Member ☐ LLP (Limited Liability Partnership)  
☐ General Partnership ☐ Governmental Agency ☐ Professional Association ☐ Other \_\_\_\_\_

Business Type: ☐ Retail ☐ Wholesale ☐ Bldg Contractor ☐ Service ☐ Professional ☐ Manufacturer ☐ Rental ☐ Other \_\_\_\_\_

Describe Business Conducted: \_\_\_\_\_

### Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Physical Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(No PO Box Allowed)

Telephone Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Contact Person Name:

Phone: \_\_\_\_\_ Title: \_\_\_\_\_

### List Names of Owner(s), Partner(s), or Officer(s)- (Attach Separate Sheet if Necessary):

Name: \_\_\_\_\_ Residence Address: \_\_\_\_\_ SSN: \_\_\_\_\_ Title: \_\_\_\_\_

**Sworn Statement:** I hereby swear that the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license has been examined by me and to the best of my knowledge is true, correct, and complete. I understand issuance of license does not permit business operation unless business is properly zoned, and/or in compliance with all applicable laws/rules.

**Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by RDS due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Each returned item received by the City of Riverside due to insufficient funds will be charged a \$30 fee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

### MUNICIPAL USE ONLY

Physical Business Location: Incorporated City Limits \_\_\_\_\_ Police Jurisdiction \_\_\_\_\_ Outside Corporate Limits & Outside PJ \_\_\_\_\_

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Code / Schedule	Type of License	Gross Receipts (Required)	Unit Amount (If Applicable)	Flat/Base Fee	Additional Amount Due Based on Column C and D	License Fee Due
						\$
						\$
						\$
Penalty: (15% - 30%)					Calculate Penalty (if applicable):	\$
Interest: (15%-45%)					Calculate Interest (if applicable):	\$
					Issuance Fee:	\$ 12.00
					Total Due:	\$

Payment Method: ☐ Check ☐ Cash ☐ Card Date: \_\_\_\_\_ Payment Forwarded to RDS: Yes or **No** Municipal Initial: \_\_\_\_\_