



City of Chattanooga

Minimal Activity License Renewal Form

Remit \$15.00 with this form to renew a minimal activity license. Make checks payable to the "City of Chattanooga" and mail payments to 101 East 11th Street, Room 100 Chattanooga, TN 37402. Call (423) 643-7262 or email busl@chattanooga.gov for additional information. Answer all questions below completely.

1. Business FEIN, ITIN, or SSN (required)	2. Filing Period for Renewal (Required)	3. Business License # (Required)
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4. Business Name (Required)

5. Contact Person (First and Last Name) (Required)	6. Contact Phone Number (Required)
7. Relationship to Business (Required)	8. Contact Email Address (Required)

The taxpayer is responsible at all times for maintaining financial records for the business. A Minimal Activity License is only valid if your business grosses less than or equal to \$9,999.99 worth of goods and services. If at any point during a fiscal year period, a business that has a Minimal Activity License grosses over \$9,999.99 from the sale of goods and services, an owner, officer, member, or partner of the business is legally required to notify the Tennessee Department of Revenue to upgrade to a Standard Business License within 15 days of that occurrence. At that point in time the business would be required to file business tax, and would be due four months, and fifteen days after the close of a business's fiscal year. If any further changes in business information occur, such as primary address, mailing address, and or personnel changes; the business is legally required to promptly notify the Tennessee Department of Revenue. All this as well as business tax returns are required to be filed directly via the Tennessee taxpayer access point (TNTAP) system. <https://www.tn.gov/revenue.html>

9. Check the statement that accurately applies to your business. (Choose only one, required)

My business grosses more than \$9,999.99 from the sales of goods and services. <input type="checkbox"/>	My business grosses less than or equal to \$9,999.99 from the sales of goods and services. <input type="checkbox"/>
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SIGNATURES REQUIRED! THIS FORM MUST BE SIGNED BY AN AUTHORIZED OWNER, OFFICER, OR MEMBER, IN ADDITION TO WHOEVER SUBMITTED THE FORM. UNDER THE PENALTY OF PERJURY, I DECLARE THAT I HAVE EXAMINED, AND UNDERSTOOD ALL ITEMS ON THIS FORM, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.

10. Taxpayer Signature (Required)	11. Date of Signature (Required)
12. Tax Preparer Signature (Required, if applicable)	13. Date of Signature (Required)