

## NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

All persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

*If applying by mail*, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

*If applying in person at the Licensing Office*, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.

**\*\*\*NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**



**LICENSING ELIGIBILITY**

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

**\*\*\*NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) <b>NOT</b> accepted: HI, NM, UT, WA Note: a WA "Enhanced" Driver License is acceptable
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport or passport card.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
  - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
  - b. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

OR

2. ALL of the following apply:
  - a. The individual is a resident of another state.
  - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
  - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of municipal employee

\_\_\_\_\_  
Date

55 N. Center Street  
PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-2316 Tel  
(480) 644-3999 Fax



## **MESA CONVENTION CENTER EXHIBITORS TRANSIENT PRIVILEGE TAX INFORMATION**

### **GENERAL INFORMATION**

A person cannot lawfully engage in a business that has a taxable activity in the City of Mesa unless a Privilege Tax License has been issued. If a person is going to conduct business at a Mesa Convention Center event they must possess a valid City of Mesa Privilege Tax License. The license must be with the licensee at the event/activity.

### **CONVENTION CENTER EXHIBITOR LICENSE APPLICATION**

Upon payment to the City of Mesa of a five-dollar (\$5) non-refundable license fee, and completion of the Convention Center exhibitors' application, a license will be issued to the applicant. **This license is valid for 30 days and for the Mesa Convention Center Events only.**

### **RATE (AMOUNT OF TAX)**

Tax rate is 1.75% of the gross income.

### **REPORTING REQUIREMENTS**

A license/tax reporting form will be mailed to the applicant upon receipt of the application. After computing the tax due to the City of Mesa, forward the report and taxes due to:

City of Mesa Licensing Office  
P. O. Box 1466  
Mesa, AZ 85211-1466.

**Reports must be filed whether you have taxable activity or not. The tax return must be submitted to the City within 10 days after the expiration of the license.**

For any taxable activity within the state there may also be tax owed to the Arizona Department of Revenue. Please contact them regarding their licensing requirements. The Arizona Department of Revenue phone number is (602) 542-4576.

**Revenue Collections Operations**

Licensing Office  
55 North Center Street  
Mesa, AZ 85201



**Mailing Address**

PO Box 1466  
Mesa Arizona 85211-1466  
(480) 644-2316 Phone  
(480) 644-3999 Fax

**APPLICATION FOR MESA CONVENTION CENTER EXHIBITOR LICENSE**  
NON-REFUNDABLE **\$5.00** DUE AT THE TIME OF APPLICATION

<b>Start Date of Activity</b>	<b>This license will be good for 30 days from start date of activity.</b>
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**SECTION I. BUSINESS INFORMATION**

Business Name (DBA)		
Address <b>201 N. Center St</b>		
City <b>Mesa</b>	State <b>AZ</b>	Zip <b>85201</b>
Home/Business Phone Number	E-mail address	
Cell Phone Number		

**Office Use Only**

License #
SIC Code
Initials

**SECTION II. MAILING ADDRESS**

Mail To Name		
Mailing Address		
City	State	Zip

**SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION**

**Ownership:**  Individual  LLC  Corporation - State \_\_\_\_\_  Partnership  Ltd. Partnership  Other \_\_\_\_\_

<b>Owners, Partners, LLC Members, or Officers</b> (For Additional Names, Please Attach List)	Name		Title
	Home Address		Social Security #
	City	State	ZIP Code
	Name		Title
	Home Address		Social Security #
	City	State	ZIP Code

<b>Location Where Business Records Are Kept</b>	Name		Phone No. ( )
	Address	City	State
			ZIP Code

**Section IV. Business Activity**

<b>Event Name</b>	
<b>Describe Type of Inventory Sold</b>	

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the city.

Print Name	Signature	Title	Date
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