

CITY OF ST MATTHEWS
PO BOX 7097
LOUISVILLE KY 40257-0097
(502) 895-9444

YEAR

OFFICIAL USE ONLY

CHECK #

AMOUNT PAID

DATE PAID

PROFESSIONAL BUSINESS LICENSE

ANNUAL RENEWAL DUE: MARCH 31

BUSINESS LICENSE TAX DEPARTMENT
(502) 899-2515

IMPORTANT NOTICE: READ CAREFULLY BEFORE COMPLETING THIS FORM

YOUR BUSINESS LICENSE WILL BE ISSUED UNDER THE PROVISIONS OF THE CITY OF ST. MATTHEWS CODE CHAPTER 110. YOU ARE CAUTIONED THAT THE LICENSE DOES NOT PERMIT OPERATION OF A BUSINESS IN VIOLATION OF OTHER MUNICIPAL CODE SECTIONS. YOUR BUSINESS LOCATION WILL BE CHECKED BY ZONING AND, IF NECESSARY, FIRE DEPARTMENT OFFICIALS. IF YOU HAVE ANY DOUBT THAT YOUR BUSINESS LOCATION CONFORMS WITH THE REQUIREMENTS OF THE MUNICIPAL CODES ADMINISTERED BY THESE DEPARTMENTS, YOU ARE URGED TO CONTACT THESE DEPARTMENTS FOR FURTHER INFORMATION BEFORE FILING THIS APPLICATION FOR A BUSINESS LICENSE. LICENSE FEES ARE NON-REFUNDABLE.

CHECK ONE: NEW BUSINESS _____ RENEWAL _____ ACCOUNT # (If Renewal) _____

STATE/FEDERAL TAXPAYER IDENTIFICATION # OR SSN # _____

BUSINESS/APPLICANT NAME: _____

BUSINESS ADDRESS: _____
City, State, Zip Telephone Number

MAILING ADDRESS: _____
(If Different From Above) City, State, Zip Telephone Number

CHIEF FINANCIAL OFFICER: _____
City, State, Zip Telephone Number

TYPE OF BUSINESS OR PROFESSION: _____
Fee Due

Penalty: _____ Interest: _____ Total Due: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

110.03(c) PROFESSIONAL LICENSE - SOLE PROPRIETORSHIP

Physicians, Dentists, Attorneys, ETC.

(If a corporation, gross receipts tax is applicable. A different application is required.)

REAL ESTATE BROKER

List of active agents to be provided.

REAL ESTATE SALES PERSONS, INSURANCE, DEBT COLLECTORS

110.03(H) LOAN COMPANY (Other Than Banks)

Fee Structure

\$ 50.00

\$ 50.00

\$ 15.00

\$ 100.00

50% DISCOUNT IF PAID BY MARCH 31

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF PERSON PREPARING FORM

SIGNATURE OF LICENSEE

PRINT NAME

PRINT NAME

TELEPHONE NUMBER

TELEPHONE NUMBER

DATE

DATE

CITY OF ST. MATTHEWS - PROFESSIONAL BUSINESS LICENSE

INSTRUCTIONS

DATE DUE: The St. Matthews Professional License Application is to be completed and payment submitted on March 31.

GENERAL: A business or professional license is required for all businesses, individuals, or sub-contractors that are actively doing work in the City of St. Matthews.

INSTRUCTIONS: A business or professional license is required prior to the conduct of any business within the City of St. Matthews. Real estate brokers are to submit the names, addresses, and telephone numbers of all real estate salespersons actively listing or showing property or advertising in the City of St. Matthews. A business must submit the above information for all sub-contractors coming into and/or actively working in the City of St. Matthews.

Sole proprietorships are required to apply for individual licensing.

Each business location within the City of St. Matthews requires a separate business license.

If a business is a corporation or partnership, the gross receipts application should be filed and the gross receipts tax applicable.

When an application is submitted, it is required to be signed, dated, and the applicable fees paid. Payments will not be processed without an application, and no application will be processed without proper payment.

PENALTY & INTEREST: A penalty of 10% of the tax due will apply if payment is made on April 1 or after. Additionally, interest is charged at the rate of 8% per annum. (.0067 per month or part thereof)

PAYMENTS: We cannot accept credit card payments at this time. Please send payment by check, made payable to the City of St. Matthews.

QUESTIONS: Please contact the City of St. Matthews Business License Department (502 -899-2515) during normal business hours of 7:30 AM to 4:00 PM, Monday through Thursday, 7:30 AM to 11:30 AM Friday. City Hall address: 3940 Grandview Avenue, Louisville KY 40207 (502 895-9444).

OTHER TAXES: The City of St. Matthews has an Occupational Employee Withholding Tax , a Gross Receipts License Tax, and Real Estate Tax, in addition to the Professional Business License Tax. If any additional information is needed , please contact St. Matthews City Hall at 502-895-9444.

RETURN TO THE ATTENTION OF BUSINESS LICENSE/OCCUPATIONAL TAX

P.O. BOX 7097

ST. MATTHEWS, KENTUCKY 40257-0097

