



PAYSON CITY CORPORATION STEPS TO OBTAIN A SOLICITOR BUSINESS LICENSE

- Step 1:** Read Solicitor ordinance.
- Step 2:** Obtain background check from the Bureau of Criminal Investigation. This report is to be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. The fee is \$10.00. You will be required to present your drivers license with the filing of your paperwork. The background check is approximately 30 minutes. If you prefer to file the request by mail you can visit their website and download a copy of the application at bci.utah.gov.

Contact Information

Phone: (801) 965-4445

- Step 3:** Obtain and provide a copy of the business entity number, State Tax and Federal Tax numbers. All businesses require a business entity number.
- A. Register your business name at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity # / DBA (Doing Business As)#. The filing fee depends upon the type of business. You can either file the required information in person at the Provo office or electronically by visiting their website at www.commerce.state.ut.us.

Contact Information

Phone: (801) 374-7070

Fax: (801) 374-7089

- B. Register with the Utah State Tax Commission to obtain a Utah State Special Event Sales Tax Number.

Contact Information

Phone: 1-801-297-6303

- C. Register with the IRS (Internal Revenue Service) to obtain a Federal Tax #. This number is also referred to as an EIN (Employee Identification Number). This can take place by visiting their website at www.irs.gov. Click on the titles in the following order: Businesses, Employee ID

numbers, How to apply for an EIN, and then apply by EIN online. The online form is Form SS-4.

Contact Information

Phone: 1-800-829-4933

Step 4: Obtain photographs (2 visa-type head shots) for badge.

Step 5: Complete and submit application with payment.

Solicitor License Fee (Multiple Vendors)	\$100.00
Solicitor License Fee (Independent)	\$70.00
Solicitor Renewal Fee (Multiple Vendors)	\$100.00
Solicitor Renewal Fee (Independent)	\$70.00

Once all of the above steps have been completed and the license is approved, a business license and ID badge will be issued. The license will need to be renewed 12 months from the date of issuance. A current BCI report will need to be renewed every 12 months in order to renew the license.

****** Reminder: ID badge shall be worn prominently on his or her persons while soliciting in the City. ******