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CITY OF CLARKSVILLE

BUSINESS LICENSES - FAQ

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FREQUENTLY ASKED QUESTIONS

Who Is Required To Obtain A Business License?

If your business's location address is within the city limits of Clarksville and your gross receipts are \$3,000 or more, you are required to obtain a business license.

*There is an exception to this rule if a business is a Class 4. If the location of the business is **NOT** within the city limits of Clarksville but your gross receipts exceed \$100,000 within the city limits of Clarksville, you **DO** need to obtain a City of Clarksville business license.*

How Can I Apply For A Business License?

The business license application is available online or in our office. You can locate the application online at www.cityofclarksville.com or come into our office located at either: One Public Square or 111 Cunningham Ln. All businesses required to have a City of Clarksville Business License must also have a Montgomery County Business License. For information on obtaining a Montgomery County Business License please call (931) 648-5711.

What Is The Cost Of A Business License?

There is an initial registration fee of \$15 for obtaining a business license. This covers the initial business tax registration only. After registration, businesses must comply with Tenn. Code Ann. §§ 67-4-708(1) – (5) and Tenn. Code Ann. §§ 67-4-708(1) – (4).

What Payment Types Are Accepted?

Payments for NEW business licenses can be mailed or paid in person by cash, personal check, money order or credit card. a transaction fee of 2.5% is required when paying with a credit card either online or in person.

What Are My Responsibilities After Registration?

After registration, the business is required to file annual returns by the tax due dates, keep copies of those returns, and maintain records. It is the responsibility of the owners, officers, partners, or members of a business to keep up with the latest changes and updates both to the State of Tennessee Tax Law and the City of Clarksville Code of Ordinances.

If any changes in business information occur which include, but are not limited to the following;

- updating the business name
- updating the business address
- updating the business mailing address
- updating the business contact information

Standard Business License - Physical address, mailing address, and contact changes must be submitted through the TNTAP system.

All this information can be entered directly into a taxpayer's TENNESSEE TAXPAYER ACCESS POINT (TNTAP) business tax profile. It is the responsibility of the owners, officers, partners, or members of a business to keep up with the latest changes and updates to state, county, and or city, rules and regulations.

Minimal Activity License – Physical address, mailing address and contact changes must submit a [Business Account Tax Account Change Form](#).

You can stay informed on changes to the City of Clarksville Code of Ordinances by visiting the City of Clarksville Council webpage. You can stay updated on tax law changes by visiting the Tennessee Department of Revenue's important notice page.

Where Do You Obtain A Sales Tax Number?

Applications to obtain various Tennessee Tax ID Numbers are available either electronically through the TNTAP system, in hard copy form linked from the TNTAP system, or in person at any of the various Tennessee Department of Revenue locations that allow walk-in visits. Please visit their website www.state.tn.us/revenue or call (800) 342-1003 for more information.

How Will I Get My Renewed Copy Of The Business License After Filing And Paying?

Standard Business Licenses are required to pay annual Business Tax to the Tennessee Department of Revenue via the Tennessee taxpayer access point (TNTAP) system. Once received, they will be mailed out when they are renewed. Renewed business license copies electronically will be available by request only, 48 hours after the City of Clarksville

receives a record of tax clearance from the Tennessee Department of Revenue. For questions on using your TNTAP account call (615) 253-0600.

Minimal Activity Licenses are not required to pay Business Tax to the Tennessee Department of Revenue and will be received immediately. Upon payment of the \$15 renewal fee in person, the license will be received immediately, or if the fee is paid by mail, it will be mailed to the corresponding address on file.

Business licenses are available to be emailed to the authorized representatives of the business by request only. To make a request to receive either an electronic PDF copy of your business license emailed, or a hard copy mailed to the address on file please email cityfinance@cityofclarksville.com or call (931) 645-7436 with the following information.

Please use the subject line BUSINESS LICENSE COPY REQUEST and list the following:

- Name of the business
- Physical address where it is located
- Phone number where you can be reached.

The City of Clarksville will call and ask for either the FEIN (Federal Employer Identification number) for all Corporations, LLC, Partnerships, Estates Trusts. We will ask for the SSN (Social Security Number) or ITIN (Individual Taxpayer Identification Number) for all Sole Proprietors and or Marital Joint ownerships.

RENEWING YOUR LICENSE

RENEWAL NOTICES MAY NOT GO OUT.

AS THE BUSINESS OWNER YOU ARE RESPONSIBLE FOR RENEWING YOUR BUSINESS LICENSE EACH YEAR.

If You Have A Minimal Activity License:

The taxpayer is responsible at all times for maintaining financial records for the business. If you have not kept financial records, please contact a tax professional for help determining your gross receipts/sales.

All businesses that currently have a Minimal Activity License, and have grossed more than \$3,000 but less than \$100,000 in revenue will renew their business license directly through the City of Clarksville Revenue Office and the Montgomery County Clerk's Office. Minimal Activity Licenses expire five months and fifteen days after the end of your fiscal year end date. For questions please call the respective offices.

To renew your City of Clarksville Minimal Activity License please visit either City of Clarksville location:

1 Public Square, Suite 119
Clarksville, TN 37040

111 Cunningham Lane
Clarksville, TN 37040

Or mail check/money order to:

CITY OF CLARKSVILLE - FINANCE & REVENUE
MINIMAL ACTIVITY LICENSE RENEWAL
PO BOX 928
Clarksville, TN 37040

If You Have A Standard Business License:

All businesses that currently have a standard business license or businesses that have grossed more than \$100,000 from the sales of goods and services are required by law to have a Standard Business License. Those who have a Standard Business License will need to file a business tax return with the Tennessee Department of Revenue. Business tax returns are required to be filed and the payment remitted electronically through the

Tennessee Department of Revenue to the Tennessee Taxpayer Access Point (TNTAP) system, unless a business has been granted an electronic filing waiver. Please contact the Tennessee Department of Revenue directly to see if you qualify for an electronic filing waiver at (615) 253-0600 Ext 4.

Business tax returns are due four months and fifteen days after the end of your fiscal year end date. Business licenses expire five months and fifteen days after the end of your fiscal year end date. Interest is imposed on any taxes not paid by the tax due date. The interest rate applicable to any delinquent tax payment is set on July 1st, each year.

For general questions regarding business tax call (615) 253-0600 Ext. 4. For questions regarding the TNTAP system, call (615) 253-0600

FORMALLY CLOSING A BUSINESS

At any time a business has ceased operations, the owner is required to notify the Department of Revenue within 15 days of closing by filing a final tax return. If you hold a standard business license received from a city recorder or county clerk, you are obligated by law to pay business tax to the Tennessee Department of Revenue in accordance with T.C.A. 67-4-708 (1)-(5).

This is regardless of the amount of revenue earned during the tax year. Even if there was no revenue earned, a minimum tax return and payment must be filed in accordance with T.C.A 67-4-711 & T.C.A 67-4-713. This includes if you obtained a city business license, but never ended up actually opening your business. For questions call (615) 253-0600 Ext. 4

The steps for closing your business are as follows:

1. File and pay all applicable state taxes to the Tennessee Department of Revenue. All tax returns must be designated to indicate the close of business. For confirmation that both the filing and payment steps have been done correctly, please contact the Tennessee Department of Revenue Taxpayer. (615) 253-0600 Ext. 4.
2. Contact the Montgomery County Trustee at (931) 648-5711 to ensure that all outstanding County Personal Property Taxes have been paid.
3. Contact the City of Clarksville Finance & Revenue Office at (931) 645-7436 to ensure that all outstanding City Personal Property Taxes have been paid.
4. Contact the Montgomery County Assessor of Property at (931) 648-5709 to inform them of your business closing.

**FAILURE TO TAKE THE REQUIRED ACTIONS WILL RESULT IN THE CONTINUATION OF
PERSONAL PROPERTY TAXES**