

## Business Tax Licenses

Under the Tennessee Business Tax Act, most businesses, vocations and occupations operating within the City of Lakesite are required to obtain a business tax license from both the City of Lakesite as well as the Hamilton County Clerk's Office and report gross receipts to the Tennessee Department of Revenue on a yearly basis.

### What kind of Business Tax License do you need?

- The **Business Tax Standard License** is for businesses that gross \$100,000 or more annually that are not exempt (see "Exempt" businesses below). To obtain the initial license, remit an application along with \$15.00 to the City Recorder/Clerk's Office. Then, at the end of the tax year, a tax return stating annual gross receipts is filed with the Tennessee Department of Revenue, Tennessee Taxpayer Access Point (TNTAP). Note that a tax year is not necessarily based on the calendar year but is based on the fiscal year end of the business. For more information about TNTAP, please go to <https://tntap.tn.gov/eservices> .

OR

- The **Business Tax Minimal Activity License** is for businesses that gross more than \$3,000 but less than \$100,000 annually. No annual tax return is required. The license must be renewed at the end of the fiscal year at both the city and county clerk offices.

**Issuance of a business tax license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county or city laws. All new Lakesite businesses are also required to complete a **Codes Compliance Form** and submit it with their Business Tax Registration Application.**

### The following are Exempt from Business Tax:

- Businesses with gross receipts of *less than* \$3,000 annually
- Manufacturers as described in Division D of the SIC.
- Services (not including tangible property sales) listed under the provisions of TCA 67-4-708(3)(C) and so described in the Division I of the SIC. Exempt services generally include but are not limited to doctors, dentists, veterinarians, attorneys, accountants, schools, religious organizations, insurance agents, loan companies, security exchanges and public utilities. If providers of any exempt service also make sales of tangible personal property and/or taxable services, they are subject to business tax on such sales. If you are unsure of your exempt status, please visit the **TN Dept. of Revenue Website**.

### Obtain a Business Tax License

To obtain a business tax license, please complete a **Business Tax Registration Application** and submit it to the Lakesite city Recorder/Clerk's Office with the payment of the license fee (\$15.00). This application and payment can be mailed to: City of Lakesite, 9201 Rocky Point Rd, Lakesite, TN 37379.

This application and payment can also be submitted in person from 9:00 AM to 2:00 PM, Monday through Friday at the Lakesite City Hall located at 9201 Rocky Point Rd, Lakesite.

### **County Business Tax License Also Required**

You are also required to obtain a business tax license with the county where your business/job is located. Lakesite is located in Hamilton County. Please contact the Hamilton County Clerk's Office at 423-209-6500 or email at [businesslicense@hamiltontn.gov](mailto:businesslicense@hamiltontn.gov) .

### **Business Tax License Renewal/Business Tax Payment**

Minimal Activity Business Licenses are renewed by paying a \$15.00 renewal fee to the city **and** county offices each year. Business Tax Standard Licenses are renewed by submitting a business tax return and payment to the TN Dept. of Revenue each year. Business Tax payments must be submitted through the Tennessee Tax Payer Access Point - **TNTAP**. For tax filing information, you can call 800-342-1003 or go to <https://www.tn.gov/revenue/taxes/business-tax.html> .

### **Closing Your Standard Business Tax Account/License/Location(s)**

If you close your business, you must logon to **TNTAP**, click on **Business Tax**, and then click on **Close Account**. Follow the instructions to close the account. Notify the Hamilton County Assessor's Office at 423-209-7323 to close your account. Failing to close your account will result in future forced assessments. Notify the County Trustee's Office (taxes) at 423-209-7270 to determine if any person tax is owed and the clerk offices for the county and Lakesite.

Attach a Business Application (same application for standard and minimal)

Attach a Renewal Application for Minimal Activity Business

Attach a Codes Compliance Form