

TOWN OF CARRBORO
City Privilege/Business License Unit – Finance Department
301 W. Main Street, Carrboro, NC 27510
919-942-8541 (Main); 919-968-7745 (Fax)

Dear Sir or Madam:

This is to remind you that your 2009-10 city privilege/business license is about to expire on June 30, 2009.

You are required to return a completed renewal application form, along with your renewal notice each year (including your federal tax identification number and/or social security number) if you will be conducting business within the Town of Carrboro during our new fiscal year (July 1, 2010 – June 30, 2011). Any person who continues to conduct business without payment of taxes is liable for an additional monthly tax of 10% added to their account.

- If your business is located within the Town of Carrboro city limits and has closed down, please indicate with the closing date. Please fax or mail back to us. Otherwise your account will be charged monthly late penalty fees.
_____ Business has closed down. Closing date was: _____.
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- If your business is not located within the city limits and you anticipate you **will not** be conducting business in the Town of Carrboro the new fiscal year, please indicate here. Please fax or mail back to us, otherwise your account will be charged monthly late penalty fees.
_____ Not renewing the new fiscal year. We will renew if we do business again in your town.
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- **Estimated bill charges** - The amount(s) charged on your renewal reflects charges based on last year's bill. Please update all the appropriate charges that apply to your business's activity to date, keeping in mind that your business may also have a combination of fees to pay.
- **Gross Receipts** –(not indicated on fee schedule)- If your business or part of your business is based on gross receipts, please indicate your gross receipts in "dollar amounts". Your gross sales are indicated on your business's prior operating statement and/or state tax return.
Example:

<u>Barber (\$2.50 per operator)</u>	<u>\$ 5.00</u>
<u>Retail (products) (\$3,500 gross)</u>	<u>\$25.00</u>
Total	\$30.00

Or

Chain/Branch	\$50.00
Restaurant	\$42.50
Cigars	<u>\$ 4.00</u>
Total	\$96.50
- **Sworn Affidavit** - It is required that you sign this section indicating your reported gross receipts are true, correct, and made in good faith for the taxable period. This is pursuant to the Town of Carrboro Privilege License Tax Ordinance.

If you have any questions concerning these charges, please contact our office at 919-942-8541 or 919-918-7316. Thank you for your assistance.

Sincerely,
Privilege License Billing/Collections
5/2010