

City of Glendale Annual License Renewal

Frequently Asked Questions

Where do I re-new?

Glendale City Code, Chapter 21 was amended establishing a Business License fee of \$25, as well as other amendments, effective January 1, 2017. The City of Glendale will be billing for the renewal of **Business Licenses, Special Regulatory Licenses, and other City required licenses** excluding the Transaction Privilege Sales Tax License.

Glendale City Tax Code, Chapter 21.1 was amended reducing the Transaction Privilege Sales and Use Tax license fee from \$50 to \$35, effective January 1, 2017. The State of Arizona, Department of Revenue is now responsible for the renewal of your **Transaction Privilege Sales Tax License** and will be billing \$35 for the Privilege Tax License renewal fee. Please visit www.AZTaxes.gov or www.AZDOR.gov for additional information. **NOTE: the jurisdiction code for Glendale is GE.**

Why the Annual License Renewal Process?

Licenses expire on December 31 of each year and must be renewed on or before January 31 of the following year. City of Glendale will automatically renew the Business and Special Regulatory licenses. If you wish to cancel your license, complete the Cancel License section of the Renewal Form and return the form to the City of Glendale.

What if there are no changes or updates?

Even if you have no changes or updates, you must sign and return the License Renewal Form along with your check and statement stub. The person signing the form shall be the sole owner, partner, corporate officer, managing member, or trustee, or other authorized representative.

What is AZ State TPT (Sales Tax) Number?

If you are required to file transaction privilege tax returns with the State of Arizona, this is your eight-digit number provided to you by the State of Arizona.

What is EIN or SSN?

Your EIN is your employer identification number you obtained from the IRS or if you are a sole proprietor with no employees, your business identifier is your Social Security Number (SSN).

What is Current Ownership Type?

This how your business is structured or organized. The most common are Sole Proprietorship, Partnership, Limited Partnership, Limited Liability Company (LLC), Corporation (for-profit), and Nonprofit Corporation. If you had a change in Ownership Type, you are required to obtain a new business license.

What is Location of Business or DBA (Doing Business As) Information?

This is where you are conducting business. If you had a change in business location, you are required to obtain a new business license

Who Do I Contact for Additional Information?

Address:
City of Glendale
City Hall, First Floor
5850 W Glendale Ave
Glendale, AZ 85301

Email: taxlic@glendaleaz.com

Office Hours:
7:30 a.m. – 5 p.m.
Monday through Friday
(Excluding City holidays)

Phone:
623-930-3190 Office
623-930-2186 Fax