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Business Registration Form

City of Portland Business License Tax
Multnomah County Business Income Tax
Metro Supportive Housing Services Business Income Tax
(For new businesses, tax entity changes, and reopening businesses)

Register online at Pro.Portland.gov.

QR code for official use only

General Business Information

Business Tax Entity Type *(Select one)*

- ○ Individual/Sole Proprietor
- ○ Partnership
- ○ S-corporation
- ○ C-corporation
- ○ Trust/Estate

Social Security Number *(Sole Props)*

Federal Employer Identification Number

☐ Existing account: Check this box if tax entity change or you are a sole proprietor reopening a business.

Business Tax Account #: BZT -

Last Name, First Name *(Corporations, Partnerships, LPs, LLPs, S-Corps, and multiple-member LLCs: enter business name)*

Doing Business As *(If different from above. Include single-member LLC business name here. State of Oregon: "Assumed Business Name")*

Business Activity Description

Business Phone	Business Fax	Business/Contact Email Address	
Contact Name		Contact Phone	Contact Fax
Business Start Date (MM/DD/YYYY)	Business Fiscal/Tax Year End *(Sole Props: December)* 12 - December		Number of Owners

Business Activity (check all that apply):

- ☐ Business activity is conducted in the City of Portland
- ☐ Business activity is conducted in Multnomah County
- ☐ Vendor business registration *(Attach statement describing the nature of the business activity with the City, and check boxes above if applicable)*
- ☐ Business is a Non-profit Corporation under IRS Sec 501(a) *(Attach Federal 501c3 Certification Letter)*
- ☐ Business activity is conducted in Metro Jurisdiction
- ☐ Estimated gross business income is greater than $5 million
- ☐ Estimated total gross business income is at least $1 billion and Portland gross business income is $500K or more
- ☐ Business activity solely consists of ridesharing (e.g., driver for Uber, Lyft, DoorDash, etc.)

Primary Business Location and Mailing Address

(Include additional business locations and/or addresses of rental property on the back of this form)

Primary Business Location Address ***(No PMBs or PO Boxes)***	City	State/Prov	ZIP/Postal Code
		OR	

Business Property Type *(select all that apply)*:

☐ Commercial ☐ Residential ☐ Rental Property Owned, # of units: _____

Mailing Address ***(PMB or PO Boxes accepted)*** ☐ *same as above*	City	State/Prov	ZIP/Postal Code
		OR	

Owners and/or Partners

Businesses with stockholders: List corporate owners that hold more than 5% of the voting stock of the corporation.
*List **all** partners, including limited partners (if any) and all LLC members. Use additional sheets if needed.*

Owner/Partner Name and Address	SSN or FEIN	% of Stock/Ownership
		0.00%
		0.00%
		0.00%

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Additional Business Locations and/or Rental Property Owned

(Attach additional sheet(s) if needed)

Business Name	Business Description		
Address	**City**	**State/Prov**	**ZIP/Postal Code**
		OR	

Check all that apply: ☐ This is an additional business location ☐ Rental property owned, # of units: _____ Owned Rental Property ☐ Commercial ☐ Residential

Business Name	Business Description		
Address	**City**	**State/Prov**	**ZIP/Postal Code**
		OR	

Check all that apply: ☐ This is an additional business location ☐ Rental property owned, # of units: _____ Owned Rental Property ☐ Commercial ☐ Residential

Instructions: New businesses are required to register with the City of Portland and Multnomah County. Existing businesses changing their tax entity, and sole proprietors/single-member LLCs reopening their business should also complete this form and provide their Business License Tax account number. The business name, taxpayer ID #, entity type, etc. should match the federal/Oregon tax return on which the single-member LLC's income is directly reported. Single-member LLCs should not register or file in the LLC's name. The name of the single-member LLC should be included on the "Doing Business As" line. Spouses who jointly file their IRS/Oregon individual tax return are required to file a joint City/County return as well. **Only one Registration Form should be completed**. Include the name and SSN of the second spouse in the "Owners and/or Partners" section of this form.

No payment is due with this form

To remain in compliance you must file City/County/Metro tax returns **each year** when you file your federal and state returns.

You can file your returns at Portland.gov/revenue/file-business-tax

Notice of Confidentiality

All tax returns and related financial information, including taxpayer ID number, filed with the City of Portland are confidential. Except as provided by Portland City Code 7.02.230, .240, and .250, it is unlawful to divulge or release any information submitted or disclosed to the City.

Signature

The undersigned declares under penalty of making a false statement, that the information given in this form is true.

Signature of Registrant or Authorized Representative **Title** **Date**

Mail or fax this form to:

Revenue Division, 111 SW Columbia St. Suite 600, Portland, OR 97201-5840

Phone (503) 823-5157 | FAX (503) 823-5192 | TDD (503) 823-6868

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Business Registration
Demographic Information

The following information is being requested in conjunction with the City of Portland Business License Tax registration form. You are not required to furnish the information but are encouraged to do so.

Business Name (*optional*) (as reported on page 1 of the registration form):

Race/Ethnicity *(select all that apply):*

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other
- ☐ Publicly held or other firm not classifiable by race/ethnicity
- ☐ I otherwise do not wish to furnish this information

Gender Identity *(select one):*

- ○ Woman
- ○ Man
- ○ Another identity
- ○ Publicly held or other firm not classifiable by gender
- ○ I otherwise do not wish to furnish this information