



## CHECKLIST FOR BUSINESS LICENSE APPLICATION

- Did I provide my Federal Tax ID number (FEIN or TIN)? *This is issued by the IRS.*
- Did I provide my State of Alabama tax ID and/or sales tax number? *This number usually begins with the letter "R" unless filing under your SSN.*
- Did I check the form of Ownership (Sole Proprietor, LLC, Corp, Partnership)? *You must select sole proprietor, unless you have legally filed LLC or Corporation papers with your Home County and/or state. Partnerships must provide agreement paperwork.*
- Did I provide the business name? *Legal business name is the name the business files taxes under. The trade name is usually DBA. Please list legal business name and, if applicable, DBA.*
- Did I provide the business activities? *License fee is based on the business activity conducted inside the city limits of Dothan. If more than one activity, please list each one.*
- Did I provide physical and mailing addresses? *If physical address is inside city limits, you must complete additional paperwork. A physical address cannot be a PO Box or UPS mailbox store.*
- Did I provide contact information? *A telephone number for the business and business owner is needed. You may also provide an email address as an additional contact means.*
- Did I provide name and number for a contact individual? *This individual is either the business owner or someone who you will allow the City of Dothan to speak with concerning your business license.*
- Did I provide information of all owners and/or partners? *SSN is not needed unless you file taxes under that number.*
- Did I provide a copy of recorded Articles of Incorporation, LLC, and/or partnership agreements? (If applicable) *A recorded copy is stamped showing where the articles were recorded in your home county and/or state.*
- Did I date and sign my application? *An application not signed is considered incomplete. It must be signed by someone who is authorized to act on behalf of the company and must be listed on application.*
- Did I provide the start date of business activities? *This is the date you began/will begin your business.*
- Did I provide the number of employees I will have inside the city limits of Dothan? *This does not apply to all businesses.*

If you need additional assistance, please contact the business license division at 334-615-3166 or [businesslicense@dothan.org](mailto:businesslicense@dothan.org).