MECKLENBURG COUNTY OFFICE of the TAX COLLECTOR  
NEW BUSINESS INFORMATION FORM

New businesses responsible for collecting and remitting the following taxes should complete this form, in addition to the appropriate tax return(s), and submit them to the Mecklenburg County Tax Collector at the address listed below:

☐ Prepared Food & Beverage ☐ Room Occupancy ☐ Vehicle Rental/U-Drive-It ☐ Heavy Equipment

1. Start Date of Your Business Activity: ____________________________________________
2. Business Ownership Type:
   ☐ Corporation (including LLC’s and S Corps)  ☐ Sole Proprietorship  ☐ Partnership
3. Corporation/Business Name: _________________________________________________
4. Doing Business As/Trade Name: ______________________________________________
5. Business Owner Name/Partner Name: _________________________________________
6. Business Description: _______________________________________________________
7. Business Location – include suite/apartment number city, state, zip code:

___________________________________________________________________________
8. Business Mailing Address: _________________________________________________
9. Social Security Number (optional): _____________________________________________
10. Federal Tax Identification Number (optional): ________________________________
11. Home Telephone Number: ________________________________________________
12. Business Telephone Number: ______________________________________________
13. Fax Number: _____________________________________________________________
14. Cellular Telephone Number: ______________________________________________
15. Email Address: ____________________________________________________________

Signature (required): __________________________________________________________

Print Name: ___________________________________________________________________

Title: _________________________________________________________________________

Date: _________________________________________________________________________

Please return to:

Mecklenburg County Tax Collector,
P.O. Box 32728
Charlotte, NC 28232-2728

Telephone: 311 or (704) 336-7600
Web: http://MeckNC.gov/taxes