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: (980) 314-4400
Web: http://MeckNC.gov/taxes