

A Business Tax License shows that you are in compliance with the Tennessee Business Tax Laws. Each year at tax time (when you pay income taxes), you must also pay your business taxes to the TN Dept. of Revenue. Once your business tax payments have been processed, you will be issued new business tax licenses from the City and County Business Tax Offices.

You will need your nine-digit state account numbers to pay your business taxes. These state account numbers should be printed on your Spring Hill (and county) Business Tax Licenses. (You should have **two different** state business tax account numbers – one on your city license and one on your county license.)

If you do not have nine-digit state account numbers printed on your licenses, then you need to register for business taxes with the Dept. of Revenue by going to this site:

<https://apps.tn.gov/bizreg/>.

Please note: when registering online for business taxes, you will receive a **confirmation** number, which is **NOT** the same thing as your business tax account number. Your confirmation number lets you know your registration information has been sent to the Dept. of Revenue. Once that registration information has been processed, you will receive two business tax registration letters from the Dept. of Revenue which will contain your nine-digit city and county account numbers.

Once you have received your nine digit state account numbers, then you must file business tax returns on line at this site: <https://apps.tn.gov/biztax/>. The Dept. of Revenue will notify the city and county business tax offices when your business tax payments have been processed, and at that time your new city and county business licenses will be mailed to you.

(Please see the back of this sheet for screen shots of the two Dept. of Revenue websites you will be using.)

Closing your Business Tax Accounts/Licenses

When your business closes, you will submit a “final” business tax return to pay all business taxes through your last day of business. The Dept. of Revenue will process your “final” business tax payment and close your business tax account. At that time the city and county business tax offices will be notified that your account has been closed.

Once your business tax accounts have been closed, you must notify the County Property Tax Assessor’s office so that your business can be removed from the City and County Personal Property Tax Rolls.

Williamson County Personal Property Tax: 615-79-05708

Maury County Personal Property Tax: 931-375-4021

<https://apps.tn.gov/bizreg/>

The screenshot shows the 'Online Tax Registration' page. At the top, there is a navigation bar with the 'TN' logo and the text 'Online Tax Registration'. Below this, the main heading is 'Online Tax Registration'. The page is divided into several sections:

- Register a Business in Tennessee:** Includes instructions to register one business location at a time and to allow 7-10 business days for processing.
- Change Address:** Requires having an account number and allows changing mailing or email addresses.
- Add Location:** Allows adding one business location at a time.
- Did you save and exit your application?:** Includes a 'Finish Registration' button.
- Tax Types:** Lists taxes that can be registered online: Business Tax (Gross Receipts), Franchise and Excise Tax, Sales and Use Tax, Television and Telecommunications Tax, Automobile Rental Surcharge Tax, Tire Fee, and Used Motor Oil. It also notes that other tax types can be registered using paper forms.
- Demo Pages:** Explains that users can save their application for five days and lists the required information for saving and exiting: FEIN, Social Security Number, or Secretary of State control number.

The browser's taskbar at the bottom shows the time as 9:14 AM on 01/14/2016.

<https://apps.tn.gov/biztax/>

The screenshot shows the 'Business Tax Online Filing' page. At the top, there is a navigation bar with the 'TN' logo and the text 'Business Tax Online Filing'. Below this, the main heading is 'File My Business Tax Return'. The page is divided into several sections:

- Go to Log In:** A button for existing users.
- What You Will Need:** Lists requirements for filing: Tennessee business tax account number(s), reporting period amounts, payment information, and TN.gov username and password. It also includes instructions for new users to create an account and for existing users to add business tax service to their account.
- Account Creation:** A 'Create an Account' button.
- License Information:** A note stating that the state minimal activity license is not available for online issuance and that users should visit their county and city/municipal clerks for the license.
- Demo Pages:** A button for demo pages.

At the bottom of the page, there is a footer with links for 'Help and FAQs' and 'Privacy Statement', the 'Department of Revenue' logo, and a note that 'This online service uses cookies.' The browser's taskbar at the bottom shows the time as 9:10 AM on 01/14/2016.