

INSTRUCTIONS FOR COMPLETING BUSINESS REGISTRATION APPLICATION

The process of registering your business with the Village goes beyond satisfying compliance with local ordinance requirements. The safety of your employees and protection of your property is very important to us. The information you provide with this application will help ensure the highest quality of service in the event of an emergency which affects your business. **Information entrusted to the Village is not sold to outside parties**, however, it is shared with local law enforcement, fire protection and paramedic agencies, and other governmental units which promote and protect the welfare of your employees and property.

By reviewing the enclosed application, you will find that previous year's registration information has been pre-printed on this year's application. Simply review the information as it is shown and add, update and make corrections in the blank spaces provided where necessary. Please make every attempt to provide information that is missing or incomplete. This will ensure that the Village has up-to-date records on all local businesses. A brief description and explanation of the requested information for each section of the application follows below.

(REQUIRED) BUSINESS INFORMATION: Please provide the full *operating name* and address of the business location which has its physical presence within the corporate boundaries of the Village for filing and identifying purposes. A local telephone number should also be included. Please identify the name and title of the Corporation and address, CEO, President, General Manager or other principal executive who oversees and directs the operations of the local facility. We have also relocated the 'date opened' and 'No. of Employees' to this area. In addition, we are requesting an email address for the main contact.

BILLING INFORMATION: Please provide the full address of the location where registration materials should be mailed. Additionally, please provide the name and telephone number of a contact person with whom registration issues may be discussed. *Please note that this is the address to which licenses will be mailed upon processing of your registration fees.*

OWNER/OPERATOR/MANAGER INFORMATION: Please complete all information requested in this category including circling the type of business.

CORPORATE OFFICERS OR PARTNER INFORMATION: Please complete this section, using a separate sheet of paper if needed.

EMERGENCY CONTACT INFORMATION (PAGE 2): Please provide up to four names and two contact numbers for each individual who you would like contacted in the event of an emergency. The nature of the emergency may vary from that of a natural disaster, fire, or criminal activity. These individuals may be contacted after normal business hours. Should the need arise; these individuals will be contacted in the order in which they are listed. The number of individuals contacted will be based on the severity of the emergency and the judgment of the responding agencies. *Please be sure that phone numbers are primary contact numbers.*

BUILDING OWNER INFORMATION (PAGE 2): Please provide the full address of the owner of the structure in which your business is conducted. The contact name and phone number may be that of an individual landlord, management company or other company that owns the building.

FREQUENTLY ASKED QUESTIONS:

Federal Tax ID or TIN:	This is the nine digit identification number under which you report federal tax information.
Retail Sales Tax ID:	This is the eight digit identification number assigned by the Illinois Department of Revenue under which you report and file sales tax collections. If none, please indicate "N/A".
SIC Code and Description:	This is your business's Standard Industrial Classification as assigned by the Illinois Department of Revenue. In most cases, this number has been provided for you.
Date Opened in Carol Stream:	Indicate the date your business first opened in Carol Stream. If you previously indicated a year or month and year only, we assumed the missing month to be January and the missing date to be the 1 st day of the month. If more specific information is provided, the Village will update it on the following year's application.
Number of Employees:	Please indicate the number of employees presently employed at your Carol Stream location.

Home Occupation: Please indicate if your business is conducted out of your home or other residential structure.

REQUIRED FOR PROCESSING

Nature of Business: Please include a brief description of the nature of your business and the products and/or services you provide.

QUESTIONS: Contact the Village Hall at 630-665-7050 for questions concerning registration and fees.

REGISTRATION RELATED FEES

Registration related fees are included on the reverse side of the Business Registration Application in a table at the bottom of the page. Please complete the table indicating the types and quantities of licenses required for your business. All license fees are ½ of the stated amount if eligibility to obtain a license occurs after June 30th of the current registration year. Please make sure that your check agrees to the total amount due on the table. License fees are non-transferable, non-assignable and non-refundable in the event of voluntary termination or revocation. A brief description of each of the registration related fees is included below:

BUSINESS REGISTRATION - \$25.00 per year

Local ordinance requires that all businesses operating within the corporate limits of the Village register annually. The annual registration fee is \$25.00. Registration is successfully completed through this application process and is effective from January 1st through December 31st of each year. The registration fee and application applies to each individual location within Carol Stream, thus a separate application and fee should be prepared for each operating location within the Village for the same business.

Certain types of businesses are exempt by state law from the annual business registration fee. If your business is exempt, the word “EXEMPT” will appear in the fee table adjacent to the business registration fee. While some businesses may be exempt from the registration fee, the Village requires all local businesses to register annually so that emergency contacts and other Village-wide demographic information can be kept up to date. The exemption applies to the business registration fee only and does not apply to other license types (i.e. vending, tobacco, amusement, etc.).

BANKERS AND BROKERS (Other than insurance and real estate) - \$50.00 per year

This fee is *in addition* to the \$25.00 annual business registration fee and includes commercial banks and credit unions.

TOBACCO DEALER’S REGISTRATION - \$100.00 per year

A tobacco dealer’s license must be obtained if your company sells or distributes tobacco products within Village limits. The fee for this license is \$100.00 per year and is *in addition* to business registration and other licensing fees.

Businesses which sell tobacco products are required to post signage warning the public of age restrictions at the places where tobacco products are displayed. Village ordinance specifies the exact language and requirements for the signage. The Village provides these signs free of charge. Please indicate on the registration application the number of signs you would like mailed to your business. You may also obtain a copy at www.carolstream.org/Business/Licenses/Business License.

VENDING LICENSES - \$15.00 per machine per year

A license is required for each vending machine on your premises. The fee for each license is \$15.00 per year for each machine. A vending machine is defined as a mechanical or electronic device that is intended to be used for the dispensing, sale or distribution of any food or food related product, or any mechanical or electronic device, other than electronic game machines, pool tables, juke boxes or amusement machines, which dispenses any product and which is connected to any electrical outlet or water system.

The Village looks to the local business owner as the primary individual responsible for obtaining licenses for vending machines located at their facility rather than the vending company who services the machine(s). The Village does understand that the business owner and their vending company may have a separate agreement as to who is responsible for payment of the licensing fees. Please indicate on the registration application whether you or your vending company will be paying the registration fees for vending machines at your business. If you indicate that your vending company will pay the licensing fees, please provide their name, address and contact person so that we may contact them directly. Compliance will be evidenced by affixing the required sticker/decals to each vending machine.

AMUSEMENT LICENSES – Amusement Devices:	\$55.00 per device per year
Pool Tables:	\$40.00 per device per year
Juke Boxes:	\$25.00 per device per year
Children’s Rides:	\$15.00 per device per year

An amusement device is defined as any machine, game, table or device which is designed, intended, displayed or kept as an amusement game, test of skill or entertainment, and may be operated by the public by insertion of coin, slug, token, plate, disc, or the use of which is made available for any valuable consideration; it is operated by the manipulation of buttons, dials, balls, wheels, trigger devices or electrical impulses, whether or not registering a score, offering a prize, or offering free replays. Amusement devices shall include, but not be limited to, devices commonly known as pinball machines, marble machines, video games, electronic games, skill ball, and all games, operations, or transactions similar thereto under whatever name they may be indicated.

Please indicate on the registration application the number of each type of amusement machine located on your premises. Compliance will be evidenced by affixing the required sticker/decals on each amusement device. *Please note, if you have two or more amusement devices at your location, you are subject to additional licensing requirements described under “GAME ROOMS” below.*

GAME ROOMS – Class A License:	20 amusement devices or more:	\$600.00 per year
Class B License:	6 to 19 amusement devices:	\$300.00 per year
Class C License:	2 to 5 amusement devices:	\$175.00 per year

Ordinance defines a game room as “Any business establishment having two or more amusement devices, **whether or not operated as a principal use**”. Game rooms are required to pay annual licensing fees based on the number of amusement devices at the local establishment as indicated above. Fees for registering a game room are *in addition* to the per device amusement taxes listed above.

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