

Please review the following information for accuracy. Make corrections if necessary. Please print legible
See reverse side for additional instructions, explanations, license fee worksheet and information.

Actual Business Location		If necessary, make corrections to Business Location below	
License Number: Business Category Sub Type:		Business Category	
		Phone Number	
		Email address	
		Business Name	
		Address	
		City	
		State	Zip Code
Owner Information		If necessary, make corrections to Owner Information below	
		Phone Number	
		Email Address	
		Owner Name	
		Address	
		City	
		State	Zip Code
License Fee (see table on reverse side)		IMPORTANT	
License fee (Total from Worksheet)	\$	**IMPORTANT** You must have a separate business license for each type of business that you operate. If you wish to add a new business, please pick up an application at the City of Easton Department of Finance or download an application from the City website at www.easton-pa.gov . To calculate License Fee, see worksheet on reverse side of this form.	
Penalty 20% for invoices filed after January 31, 2018	\$		
1% per month or partial month for each month after due date	\$		
Total Remitted (one payment may be made for multiple licenses)	\$		
AUTHORIZATION			
Have you terminated your business <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of termination _____			
I verify that the statements made herein are true and correct. I understand that false statements made herein are subject to the penalties of 18 PA. C.C 4904 relating to unsworn falsification of authorities.		Authorized signature	
Business License fee worksheet is on the back page. The default fee is \$25.00. Exceptions are listed in the table. Place the quantity next to the line and multiply by the rate to get the appropriate license fee due. Where a quantity cannot be entered, assume a quantity of one (1) and multiply by that rate.		Title(owner, Partner, CEO, ect)	
		Phone Number	
		Email	



City of Easton
123 S Third Street
Easton PA 18042

For information
Call: (610) 250-6755
Mon – Fri 8:30am – 4:30pm

2018 Business License Renewal Invoice

Please pay by January 31, 2018
to avoid penalty and interest.

Please make check payable to and mail to:

City of Easton
Finance Department
123 S Third Street
Easton PA 18042

E-mail: mjoseph@easton-pa.gov

Phone: (610) 250-6755

License No.:

CITY OF EASTON EXPLANATION OF THE BUSINESS LICENSE

Attached is a renewal invoice for a Business License. The fee for this license is per the license fee schedule for each calendar year. The fee is not reduced pro rata by the portion of the license year elapsed in the year first procured. At the proper time, an annual tax return form will be mailed to you.

Business Licenses may not be assigned or transferred. New owners must apply for a new Business License. Taxpayer's change of address must be reported in writing to this office within ten (10) days after such change becomes effective.

This license may be suspended or revoked at any time by the Mayor or his designee, if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.

INSTRUCTIONS: Please verify the proper business category on the front side of this sheet, make any changes if necessary and remit with a check to the address on the bottom of the form. If you are adding a new business please obtain a business application from the business license office or from our website at www.easton-pa.gov. If you have questions, please call 610 250-6755 or come to the Department of Finance, 2nd floor, City Hall, 123 S. Third St.

Business License Fee (each separate physical location and/or business requires a City of Easton License)			WORKSHEET	
		RATE	Qty	Rate * (Qty)
Rental, Retail, Wholesale, Service, Contractor Business (Any business not listed below)		\$25.00		
Parking Lot Operators, per location (attach list)	Square foot 1 – 12,000	\$25.00		
	Square foot 12,000 – 18,000	\$50.00		
	Square foot 18,000 +	\$100.00		
Hotel/Motel/B&B/Rooming House	Rooms 1 – 9	\$25.00		
	Rooms 10 - 24	\$50.00		
	Rooms 24 or more	\$100.00		
Warehouse of storage		\$50.00		
Pawnbroker		\$50.00		
Fuel Sales (Liquid or solid)	License (includes 1 truck)	\$100.00		
	Each additional truck	\$5.00		
Transportation Company (Buses, Taxies, Limo within the City)	Each vehicle	\$10.00		
	Maximum (11 or more)	\$100.00		
Bus Terminal		\$100.00		
Not for profit		\$25.00		
Auction Company	License	\$100.00		
	Each Auction	\$10.00		
Public exhibitions, shows & recitals	Each	\$10.00		
	Maximum (11 or more)	\$100.00		
Selling of flowers, plants, Christmas trees prior to holidays		For each holiday season \$20.00		

Business License fee worksheet: The default fee is \$25.00. Exceptions are listed in the table. Place the quantity next to the line and multiply by the rate to get the appropriate license fee due. Where a quantity cannot be entered, assume a quantity of one (1) and multiply by the rate.

C. Mechanical/amusement devices tax (§ 535-96)

(1) Mechanical devices, operator fees

- (a) Small game of chance devices: \$250 per machine/year.
- (b) Video games, simulated gaming (poker, blackjack, etc): \$250 per machine/year.
- (c) Video games, amusement (PacMan, golf, racing, etc.): \$100 per machine/year.
- (d) Pinball games: \$50 per machine/year.
- (e) Prize machine (prizes, tokens or other consideration): \$100 per machine/year.
- (f) Billiard/pool/table games, coin operated: \$100 per machine/year.
- (g) Mechanical rides: \$25 per machine/year.
- (h) Automatic music devices/jukebox: \$100 per machine/year.
- (i) Beverage/food vending devices: \$35 per machine/year.
- (j) Gumball/penny candy devices: \$10 per machine/year.

Worksheet for Mechanical/Amusement Devices Tax

Number of Machines/Devices	Cost per Unit	Equals	Total Amount Due
		=	
		=	
		=	
		=	
		=	
		=	
		=	

D. Admissions tax (§ 535-110)

- (1) Annual permit fee: \$50.00
- (2) Temporary permit fee: \$25.00
- (3) Renewal fee: \$50.00
- (4) Duplicate permit (for defaced, destroyed or lost permits):\$ 15.00