



**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://tax.charmeck.org>