

GILA RIVER INDIAN COMMUNITY BUSINESS LICENSE INFORMATION

PLEASE READ OVER THIS FORM BEFORE COMPLETING THE BUSINESS LICENSE APPLICATION

POINT OF CONTACT

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Business License & Taxation Ordinance Officer

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BUSINESS LICENSE APPLICATION

BUSINESS IS NOT TO BE CONDUCTED WITHOUT A SIGNED BUSINESS LICENSE

NOTE: The receipt **does not** validate your license

You may download a copy of the application at www.gilariver.org

- Place the mouse on the **Opportunities** tab and a drop-down will appear, click on **Business Lic. /Tax Forms**
- Scroll down and click on **Forms for Download**
- Click on **Business License Application** (the form is fillable online, but must be printed out)

When applying for a business license you have 4 options:

The business license process may take up to 7-10 business days

1. Mail in the application with a check or money order (All checks and money orders need to be made out to **Gila River Indian Community**)

Mailing address:

Gila River Indian Community
Office of the Treasurer
PO Box 2160
Sacaton, AZ 85147

2. Come into the office

Payment options include check, money order, cash, or card (not American Express).

NOTE: The business license will not be processed the same day.

Physical Address:

525 W. Gu u Ki
Sacaton, AZ 5147

Directions:

When using a GPS application, it is best to search "Kowee Coffee", zip code 85147. Using this gives better direction than typing in the address.

- I-10 East to Exit 175, Casa Blanca Road
- Turn left over frwy, then right onto Casablanca Road
- Continue for approximately 5 miles until you see a paved road, Blue Bird Rd on right hand side
- Turn Right on Blue Bird

- Turn left onto North Access Road
- Turn right into GRIC Governance Building
- Enter the building, sign in at the security desk, and ask for Business Licensing

3. Pay-By-Phone steps are as follows:

- Email the application to GRICBusinessLicense@gric.nsn.us (application will be reviewed then followed with payment instructions)
- The license will be processed and a copy will be emailed to you once it has been approved. The hard copy will be mailed out.

4. Online at <https://gilariverindiancmuaz.tylerportico.com/portal/launcher/> (additional instructions attached)

CERTIFICATE OF INSURANCE (COI)

All that must submit a COI include: construction companies, contractors, repair services, or installation services.

Please include a Certificate of Insurance with Gila River Indian Community listed as additional insured. The information is as follows:

Gila River Indian Community
Office of the Treasurer
PO Box 2160
Sacaton, AZ 85147

FOOD VENDORS

All vendors selling food must obtain a permit from the **Environmental Health Services Department** prior to obtaining a business license. For a special event, there is a **deadline of 14 days prior to the event**. Home-based placards are not permitted at public events. Please use the same business name for the permit application and the business license application.

Phone: (520)562-5100

Email: EHSHelpDesk@gric.nsn.us

ADDITIONAL INFORMATION

- Please complete **ALL** highlighted sections of the business license application.
- Under section III, #12 (location of business activity), please include the name of the exact location you will be working at (i.e. building name, cross streets, or job site). If you will have more than one job within the Gila River Indian Community, you may state "Community wide". **For a special event business license, please state the name of the event on this section.**
- Please inform us of any changes. Changes may be sent by email, in person, or by mail.
- Business license renewal forms will be mailed out 2 months before the expiration month.
- Please **initial** Section VIII!
- For **Special Events**, the deadline for submission of the application and payment is **1 week** before the event date. No applications or payments will be accepted thereafter.
- For **event coordinators**, please reach out to us so that we may provide a spreadsheet to keep track of the vendors attending your event.
- There is a 6% sales tax rate, which needs to be reported monthly using our Transaction Privilege Tax (TPT) Return form. The tax form is due by the last day of the following month. The tax rate does not apply to those who are working directly with the Community, Community Departments, or Community entities.
- You may download a copy of the Tax Return Form at: www.gilariver.org
 - Place the mouse on the Opportunities tab and a drop-down will appear, click on Business Lic. /Tax Forms
 - Scroll down and click on Forms for Download
 - Click on Standard Transaction Privilege Tax Return and print (the form and payment must be mailed in)

PLEASE HAVE YOUR BUSINESS LICENSE ON HAND AND POSTED AT ALL TIMES