

Business License Frequently Asked Questions

Who is Required to Obtain a Business License?

If your business location address is within the town limits of Smyrna and your receipts are \$3000 or more, you are required to obtain a business license.

The exception to the rule is a business that is a Class 4. If the location of the business is **NOT** within the town limits but your gross receipts exceed \$100,000 within the town limits of Smyrna, you **DO** need to obtain a Town of Smyrna business license.

How Can I Apply for A Business License?

The business license application is available in our office or online. The application is under the Business Tab where it can be downloaded and printed.

The application is two-sided with specific documents required for submitting the application. All documents must be submitted to process the application.

All businesses are required to have a Town of Smyrna Business License and must also have a Rutherford County Business License. For information on obtaining a Rutherford County Business License, call 615-898-7800 ext. 2.

Before you sign a lease or purchase a physical building for operating your business in Smyrna, it is strongly recommended to confirm with our Planning and Zoning Department that the business can operate in that area of town, call 615-355-5706.

How Do I Determine What Business Classification I am?

Each taxpayer is classified by its “dominant business activity” pursuant to Tenn. Code Ann. §67-4-708 per a location basis. A taxpayer’s classification is based on the activity that generates the largest portion of the business’s taxable sales or service. A taxpayer’s classification determines its tax rate.

What is The Cost Of A Business License?

There is an initial registration fee of \$15 for obtaining a business license. This Covers the initial business tax registration only. After registration, businesses must comply with Tenn. Code Ann. §§67-4-708(1)-(5) and Tenn. Code Ann. § 67-4-708(1) - (4).

What Payment Types Are Accepted?

Payment forms are check, cash, money order or credit card. There is an extra transaction fee when paying by credit/debit card.

What Are My Responsibilities After My Business Registration?

After registration the business is required to file an annual business tax return by the tax due dates, keep copies of those returns and maintain records. It is the Responsibility of the owners, officers, partners or members of a business to keep up to date on any changes both with the State of Tennessee Tax Law (www.tn.gov/revenue) and the Town of Smyrna Code of Ordinances (www.townofsmyrna.org).

How Will I Get My Renewed Copy Of The Business License?

Standard Business Licenses Accounts are required to pay the annual business tax to the Tennessee Department of Revenue via the Tennessee Taxpayers Access Portal (TNTAP). **The Tennessee Department of Revenue does not send out renewal notices nor do they give filing extensions on business tax returns.** As a business owner you are responsible for filing your business tax return on time. Once the business tax return is filed and paid our office receives this information and will mail out the new license. For questions regarding TNTAP you call 615-253-0600.

Minimum Business Licenses Accounts will receive a yearly renewal notice from our office. It is important that you maintain the correct mailing address on your account so that you receive this notice. The taxpayer is responsible for keeping financial records for the business. Upon the return of the renewal notice form with the \$15 payment your new license will be issued. Minimum Business License

Accounts are not required to file the business tax to the Tennessee Department of Revenue. Minimum Business License Accounts that are not renewed or no response from the taxpayer regarding the account, will be closed.

Business tax returns, regardless of standard or a minimum account are due in accordance with your company's fiscal year end date. A business license expiration date is 30 days after the filing deadline.

Interest and penalty are imposed on any taxes not paid by the tax due date.

Formally Closing A Business

Standard Business License Accounts, at any time your business has ceased operations, the owner is required to notify the Department of Revenue within 15 days of closing by **filing a final business tax return**. This is regardless of the amount of revenue earned during the tax year.

If you obtained a business license, but the business never actually opened, you are required to formally close to avoid potential tax obligations.

Minimum Business License Accounts, at any time your business has ceased operations, the owner is required to notify the Town of Smyrna Business Tax Clerk in writing. If you obtained a business license and your business was open at any time during the tax year, then you decide to close your business you will be responsible to pay that year's final minimum tax payment. For any questions call 615-459-2553