Business License/Tax Information

Counties and municipalities are each permitted to collect a tax on the privilege of conducting a business. In addition to State law, the Commissioner of Revenue is authorized under certain conditions to establish rules and regulations with regard to the procedures to be followed for the collection of this tax.

License must be obtained within 20 days after commencement of business. Applications are available at the County Clerk's office or via our forms webpage. When a business closes it is necessary to file a final return within 15 days. Anyone purchasing a business should be certain final returns have been filed by the previous owner, or the new owner can be held liable for any tax due.

An applicant for a business license must remit $20.00 with completed application.

A tax year is not necessarily based on the calendar year. Tax rates vary from 1/8 of 1% to 1/60 of 1% based on the classification established by State law.

EXEMPT BUSINESSES - Businesses that gross less than $3,000 a year are exempt. Also the following businesses are exempt regardless of their gross: manufacturers, doctors, dentists, veterinarians, attorneys, accountants, schools, religious organizations, insurance agents, loan companies, security exchanges, or public utilities.

DEDUCTIONS ALLOWED FROM BUSINESS TAX: Credit for minimum tax of $15. Also, credit for any "Personal Property Tax" paid to Trustee's Office if paid during the period of time covered by the business tax return.

Following the closing date of the tax period taxpayers have two months during which to compute and pay the business tax before penalty and interest accrue.

After a business is licensed a gross receipts report must be filed annually and the appropriate tax paid. Businesses failing to report their gross or to obtain a license are subject to a distress warrant which may be issued directly by the Clerk's office.

The issuance of a warrant results in more costs to the taxpayer, and is taken only as a last resort.