



# CITY OF WILSONVILLE

## BUSINESS LICENSE APPLICATION

29799 SW Town Center Loop E. • Wilsonville Oregon 97070 • (503) 570-1518 Fax (503) 682-1015

For the period July 1, 2021 through June 30, 2022

NEW  RENEWAL  OWNERSHIP CHANGE  ADDRESS CHANGE  NAME CHANGE

BUSINESS INFORMATION			
Business Name		DBA (Doing Business As)	
Business Street Address		Business Mailing Address (if different)	
City, State, Zip		City, State, Zip	
Business Phone #	Fax #	Federal ID Number	Business Start Date in Wilsonville
Primary Contact Name/Phone		Primary Contact Email	

BUSINESS OWNER AND CONTACT INFORMATION	
Owner Name	
Corporate Contact Name (if applicable)	Corporate Contact Phone Number
Corporate Contact Email Address	
Payroll Tax Preparer Contact Name (see attached Payroll Tax Information )	Payroll Tax Phone Number
Payroll Tax Preparer Email Address	
Self-Employment Tax Preparer Contact Name (see SE Tax Information)	SE Tax Phone Number
SE Tax Preparer Email Address	

ADDITIONAL INFORMATION		
SIC Code (see code list)	Describe the Nature of the Business. If construction, enter job site address below**	
Home Based Business Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you intend to Solicit Door to Door? Yes <input type="checkbox"/> No <input type="checkbox"/> (call 503-570-1518 for more permit information)	
Type of Ownership C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non Profit <input type="checkbox"/> Other <input type="checkbox"/> _____		
OCCB #	Metro License #	Does your company have potential industrial/commercial storm water discharges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, contact Sarah Sand at 503-570-1552 or email – sand@ci.wilsonville.or.us
<b>**If construction, the location of the job site in the City of Wilsonville</b>		
Do you own or lease the property? Own <input type="checkbox"/> Lease <input type="checkbox"/>		
Give the name, address and phone number of the property management or owner: _____ _____		

For Office Use Only: Customer # _____
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**BUSINESS LICENSE FEES**  
(NON-REFUNDABLE)

The annual license fee for each fiscal year beginning July 1<sup>st</sup> is \$100.00 plus \$3.00 **per each employee who is actively working in the City in the employers business.**

If a business has an annual net income of \$12,000.00 or less the license fee is \$50.00 plus \$3.00 per each employee. The fee for businesses whose total annual gross income is documented to be less than \$500.00 will be waived.

*(The license fee for the period of January 1<sup>st</sup> to June 30<sup>th</sup> shall be prorated at one-half (½) the annual fee).*

Each branch or establishment of any business shall be considered a separate business and subject to a license.

<b>Full Year Fee</b> (July 1 to June 30)		<b>Prorated ½ Year Fee</b> (January 1 to June 30)	
<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$25.00
<b>Total Employees Working in Wilsonville:</b> _____ x \$3.00			<b>Total Employee Fee:</b> \$ _____
Total owners: _____ (no fee, for information only)			
<b>Temporary license</b> – if working 2 weeks or less during the fiscal year. (There is no employee fee for temporary license).			<input type="checkbox"/> \$25.00
<b>TOTAL DUE:</b>			\$ _____

**SIGNATURE AND INFORMATION**

**The information provided on this form is true and complete to the best of my knowledge:**

Applicant's Signature	Applicant's Name (please print)
Title	Date
Phone number	

**Payment must accompany application. Make check payable to: City of Wilsonville  
Credit Cards are only accepted in person at the City Hall Finance Department**

Mail to: City of Wilsonville  
Business License Department.  
29799 SW Town Center Loop E.  
Wilsonville, OR 97070

Business licenses will be processed and mailed within seven to ten business days from the date it is received in our office. For questions, call 503-570-1518 or email: licenses@ci.wilsonville.or.us

**FOR OFFICE USE ONLY**

Amount Paid:	Date Received:	Received By:	Receipt #:	Cash <input type="checkbox"/> Check <input type="checkbox"/>
Date Processed:	Processed By:	Date Issued:	License #	Charge <input type="checkbox"/>

# STANDARD INDUSTRIAL CLASSIFICATIONS (S.I.C.) CODE LIST

Please select the number that most closely identifies your type of business from the following condensed list.  
Write the number in the space provided on the business license application.

## AGRICULTURE, FORESTRY & FISHING

0700 Agriculture Services  
0740 Veterinary Services  
0750 Animal Services except Veterinary  
0780 Landscape & Horticultural Services  
0800 Forestry

## MINING

1000 Metal Mining  
1200 Coal Mining  
1300 Oil and Gas Extraction  
1400 Asphalt Mix/Concrete Batch Plants  
1440 Sand & Gravel

## CONSTRUCTION

1500 General Building Contractors  
1520 Residential Building Construction  
1610 Highway & Street Construction  
1620 Heavy Construction  
1710 Plumbing, Heating, & Air Conditioning  
1720 Painting and Paper Hanging  
1730 Electrical Work  
1740 Masonry, Stonework & Plastering  
1750 Carpentering & Flooring  
1760 Roofing & Sheet Metal Work  
1770 Concrete Work  
1790 Misc Special Trade Contractors

## MANUFACTURING

2000 Food and Kindred Products  
2010 Meat Products  
2020 Dairy Products  
2030 Canned & Preserved Fruits & Vegetables  
2040 Grain Mill Products  
2050 Bakery Products  
2060 Sugar & Confectionery Products  
2070 Fats & Oil  
2080 Beverages  
2090 Food Preparations & Products  
2100 Tobacco Manufacturers  
2200 Textile Mill Products  
2300 Apparel & Other Finished Products  
2400 Lumber & Wood Products  
2500 Furniture & Fixtures  
2600 Paper & Allied Products  
2700 Printing & Publishing  
2800 Chemicals and Allied Products  
2810 Industrial Inorganic Chemicals  
2820 Plastics Materials & Synthetics  
2830 Drugs  
2840 Soap, Detergents & Cleaning Preparations  
2850 Paints, Varnishes & Allied Products  
2860 Industrial Organic Chemicals  
2870 Agricultural Chemicals  
2890 Misc. Chemical Products  
2900 Petroleum and Coal Products  
2910 Petroleum Refining  
2950 Paving & Roofing Materials  
2990 Products of Petroleum & Coal  
3000 Rubber & Misc. Plastic Products  
3100 Leather & Leather Products  
3200 Stone, Clay, Glass & Concrete Products  
3300 Primary Metal Industries  
3400 Fabricated Metal Products  
3500 Industrial Machinery and Equipment  
3600 Electronic & Other Electric Equipment  
3700 Transportation Equipment  
3710 Motor Vehicles & Equipment  
3720 Aircraft & Parts  
3730 Ship & Boat Building & Repairing  
3740 Railroad Equipment  
3750 Motorcycles, Bicycles & Parts  
3790 Misc. Transportation Equipment  
3800 Instruments And Related Products  
3900 Misc. Manufacturing Industries  
3910 Jewelry, Silverware & Plated Ware  
3930 Musical Instruments  
3940 Toy and Sporting Goods  
3950 Pens, Pencils, Office & Art Supplies  
3960 Costume Jewelry and Notions  
3990 Miscellaneous Manufacturers

## TRANSPORTATION AND PUBLIC UTILITIES

4000 Railroad Transportation  
4100 Local and Interurban Passenger Transit  
4110 Local & Suburban Transportation  
4120 Taxicabs  
4130 Intercity & Rural Bus Transportation  
4140 Bus Charter Service  
4170 Bus Terminal and Service Facilities  
4200 Motor Freight Transportation and Warehousing  
4210 Trucking, Local & Long Distance  
4220 Public Warehousing  
4221 Farm Product Warehousing and Storage

## TRANSPORTATION AND PUBLIC UTILITIES-Con.

4222 Refrigerated Warehousing and Storage  
4225 General Warehousing and Storage  
4230 Trucking Terminal Facilities  
4300 United States Postal Service  
4400 Water Transportation  
4500 Transportation by Air  
4600 Pipelines, Except Natural Gas  
4700 Transportation Services  
4800 Communications  
4810 Telephone Communication  
4830 Radio & Television Broadcasting  
4840 Cable and Other Pay TV Services  
4890 Communication Services (NEC)  
4910 Electric Services  
4920 Gas Production & Distribution  
4930 Combination Utility Services  
4940 Water Supply  
4950 Sanitary Services  
4970 Irrigation Systems

## WHOLESALE TRADE

5000 Wholesale Trade - Durable Goods  
5010 Motor Vehicles, Automotive Parts & Supplies  
5015 Motor Vehicle Parts, Used  
5020 Furniture & Home Furnishings  
5030 Lumber & Other Construction Materials  
5040 Professional & Commercial Equipment  
5050 Metals & Minerals, Except Petroleum  
5060 Electrical Goods  
5070 Hardware, Plumbing & Heating Equipment  
5080 Machinery, Equipment & Supplies  
5090 Miscellaneous Durable Goods  
5093 Scrap and Waste Metals  
5100 Wholesale Trade - Nondurable Goods  
5110 Paper & Paper Products  
5120 Drugs, Proprietary & Sundries  
5130 Apparel, Piece Goods & Notions  
5140 Groceries & Related Products  
5150 Farm-Product Raw Materials  
5160 Chemicals & Allied Products  
5170 Petroleum & Petroleum Products  
5171 Petroleum Bulk Stations and Terminals  
5180 Beer, Wine and Distilled Beverages  
5199 Nondurable Goods, NEC

## RETAIL TRADE

5200 Building Materials & Garden Supplies  
5210 Lumber and Other Building Materials  
5230 Paint, Glass and Wallpaper Stores  
5260 Retail Nurseries and Garden Stores  
5300 General Merchandise Stores  
5400 Food Stores  
5451 All Other Specialty Food Stores  
5490 Miscellaneous Food Stores  
5500 Automotive Dealers & Service Stations  
5510 New and Used Car Dealers  
5530 Auto and Home Supply Stores  
5540 Gasoline Service Stations  
5550 Boat Dealers  
5560 Recreation & Utility Trailer Dealers  
5570 Motorcycle Dealers  
5590 Automotive Dealers, NEC  
5600 Apparel and Accessory Stores  
5700 Furniture and Home Furnishing Stores  
5730 Radio, Television and Computer Store  
5800 Eating and Drinking Places  
5900 Miscellaneous Retail  
5910 Drug Stores & Proprietary Stores  
5920 Liquor Stores  
5930 Used Merchandise Stores  
5940 Miscellaneous Shopping Goods Stores  
5960 Nonstore Retailers  
5961 Web Retailers  
5980 Fuel Dealers  
5990 Retail Stores, NEC

## FINANCE, INSURANCE & REAL ESTATE

6000 Banking  
6060 Credit Unions  
6160 Mortgage Bankers and Brokers  
6200 Security and Commodity Brokers  
6300 Insurance Carriers  
6410 Insurance Agents, Brokers & Service  
6500 Real Estate Operators and Lessors  
6512 Nonresidential Building Operators  
6513 Apartment Building Operators  
6515 Mobile Home Site Operators  
6530 Real Estate Agent and Managers  
6550 Subdividers and Developers  
6700 Holding Offices  
6720 Investment Offices  
6790 Miscellaneous Investing

## SERVICES

7010 Hotel and Motels  
7020 Rooming and Boarding Houses  
7212 Dry Cleaners  
7215 Coin-Operated Laundry  
7217 Carpet and Upholstery Cleaning  
7220 Photographic Studios (Portrait)  
7230 Beauty Shops  
7240 Barber Shops  
7250 Shoe Repair  
7260 Funeral Service & Crematories  
7290 Miscellaneous Personal Services  
7310 Advertising  
7323 Credit Reporting Services  
7340 Services to Dwelling & Others Buildings  
7342 Pest Control Services  
7349 Cleaning and Maintenance Services, Housekeeping Services, Janitorial Services, Window Cleaning  
7350 Misc Equipment Rental and Leasing  
7352 Medical Equipment Rental & Leasing  
7359 Equipment Rental & Leasing, NEC  
7360 Personnel Supply Services  
7363 Temporary Employment Services  
7371 Computer Programming Services - Web Design  
7374 Data Processing Services  
7378 Computer Repair  
7379 Computer Related Services, NEC  
7389 Interior Decorating and Design  
7390 Misc. Business Services, NEC  
7510 Automobile Rental & Leasing  
7519 Utility Trailer and RV Rental  
7530 Auto Repair Shops  
7540 Automotive Services, Except Repair  
7549 Quick Lube Shops  
7620 Electrical Repair Shops  
7630 Watch, Clock & Jewelry Repair  
7640 Reupholstery & Furniture Repair  
7690 Misc. Repair Shops, NEC  
7810 Motion Picture Production  
7830 Motion Picture Theaters  
7841 Video and Game Rentals  
7910 Dance Halls, Studios & Schools  
7930 Bowling Centers  
7992 Public Golf Course  
7996 Amusement Parks  
7997 Membership Sports & Recreation Clubs  
8010 Offices & Clinics of Doctors of Medicine  
8020 Offices of Licensed Dentists  
8030 Offices of Osteopathic Physicians  
8040 Offices of Health Practitioners, NEC  
8041 Offices of Chiropractors  
8042 Offices of Optometrists  
8043 Offices of Podiatrists  
8050 Nursing & Personal Care Facilities  
8060 Hospitals  
8070 Medical & Dental Laboratories  
8080 Outpatient Care Facilities  
8082 Home Health Care Services  
8090 Misc. Health & Allied Services, NEC  
8100 Legal Services  
8200 Educational Services  
8320 Individual & Family Social Services  
8350 Child Day Care Services  
8360 Residential Care  
8380 Senior Citizens Association  
8390 Social Services, NEC  
8400 Museums and Art Galleries  
8600 Membership Organizations  
8610 Business Associations  
8620 Professional Associations  
8630 Labor Organizations  
8640 Civic & Social Associations  
8650 Political Organizations  
8660 Religious Organizations  
8680 Farm Groups  
8710 Engineering & Architectural Services  
8720 Accounting, Auditing & Bookkeeping  
8740 Management & Public Relations  
8990 Misc. Services

# **City of Wilsonville**

## **Payroll and Self Employment Transit Tax Information**

**1. What is the Wilsonville Transit District Tax?**

SMART (South Metro Area Rapid Transit) provides transit services within the community and outlying areas such as Canby, Salem and the southern portion of Portland. The Transit Tax was established to finance the locally operated SMART system by City Ordinance 340 in December, 1988, and later revised by City Ordinance 360 in November, 1989 (copies of the ordinances are available upon request).

**2. What is the Transit Tax rate?**

The SMART tax rate is 0.005 effective October 1, 2008.

**What is the City of Wilsonville transit system tax boundary?**

The Wilsonville Transit District boundary is the city limits of Wilsonville (including the Charbonneau District).

**3. What is the difference between Wilsonville Transit District Payroll Excise Tax and Wilsonville Transit District Self-employment tax?**

The excise tax is paid by the employer. The self-employment tax is paid by the self-employed person.

**4. How do we determine self-employment income?**

Self-employment earnings are those reported on your individual federal Schedule SE, line 3, as defined in IRC § 1402. If a taxpayer has more than one business included on federal Schedule SE, only include those businesses from line 3 of your federal Schedule SE that have net earnings. Do not use a business with a net loss to offset a business with net earnings.

**5. Who must file and pay?**

All employers, including nonresident employers, who are paying wages (as prescribed by ORS 267.380) earned in the City of Wilsonville must register and file with the City of Wilsonville Tax Department. Wages include all salaries, commissions, bonuses, fees, payments to a deferred compensation plan, or other items of value.

**6. Are 401k plans included in the Wilsonville transit district payroll?**

Yes, contributions to deferred compensation plans are subject including contributions to 401k retirement plans made at the election of the employee and matched by the employer.

**7. Are Section 125 cafeteria plans subject to the Wilsonville transit tax?**

No, Section 125 cafeteria plans are exempt from the Wilsonville transit tax.

**8. How are the transit taxes determined on truck drivers, salespeople and construction?**

Employees, who are subject to withholding tax, are subject to Wilsonville transit tax. If an employee only works a portion of the time in the Wilsonville transit district, then only that portion is subject to the tax. Wilsonville transit taxes are determined by where the work is physically performed including jobsites and home locations.

**9. Are real estate salespeople subject to Wilsonville transit tax?**

Yes, they are treated as self-employed; therefore, commissions on sales within the Wilsonville transit district boundaries are subject to the transit tax through the individual's net earnings from self-employment.

**10. Are wages paid to church employees subject to Wilsonville transit tax?**

No, churches are exempt from paying Wilsonville transit taxes.

**11. Are non-profit organizations subject to transit taxes?**

Not all non-profit organizations are exempt from the Wilsonville transit tax. Only the organizations with 501(c)(3) status are exempt. Non-profit organizations will need to send in a copy of the IRS determination.

**12. Apportionment of Tax**

Employers located outside of the Wilsonville transit district are subject to payroll and self-employment taxes if any employee, commission merchant, or commission employee does business in the Wilsonville transit district. Taxpayers do not pay both Wilsonville Transit Tax and Tri-Met Tax on the same taxable wages. If work is done in both districts then the taxable wages should be prorated and the applicable amounts paid to each district.

**13. Is there a minimum payment?**

If the tax due for a quarter is less than \$20 payment can be deferred until the end of the year; however, the quarterly transit tax return needs to be submitted showing the amount due with no payment; otherwise, the account will be considered delinquent and subject to penalties and/or interest. Sole proprietors can pay at year-end or make estimated quarterly tax payments.

**14. What are the penalties and interest?**

Late payment or non-payment will result in a penalty of 10% of the tax due for accounts up to 30 days past due. An additional penalty of 15% will be assessed on accounts over 30 days past due. Fraudulent tax returns or intent to evade will result in an additional 25% penalty. Interest shall be assessed at the rate of 1.5% per month. Legal fees and costs associated with the collection of tax will be the liability of the taxpayer.

Still have questions?

Call Eleesa Aguilar at 503-570-1518 or email to [TransitTax@ci.wilsonville.or.us](mailto:TransitTax@ci.wilsonville.or.us)

Please visit our website [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us) for tax forms and additional information.

For more information about SMART programs and services please our website [www.ridesmart.com](http://www.ridesmart.com)