

City of Cleveland

CLEVELAND TENNESSEE

Kim Bivens
Business Tax
Clerk



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Cleveland, TN 37311
423-559-3309 - OFFICE
423-559-3302 - FAX

FILE UPDATE FORM

PLEASE COMPLETE THIS FILE UPDATE FORM SO THAT WE CAN ENTER YOUR CURRENT INFORMATION INTO OUR COMPUTER SYSTEM.

EXACT BUSINESS NAME & LOCATION	BUSINESS MAILING ADDRESS
NAME (BUSINESS NAME AT THIS LOCATION)	NAME (CORPORATION NAME)
STREET/HIGHWAY (NOT P.O. Box)	ST./HWY./RT./ OR P.O. BOX
CITY STATE ZIP	CITY STATE ZIP
BUSINESS PHONE NUMBER	FAX NUMBER
STATE SALES TAX NUMBER	FEDERAL EMPLOYEE I.D. #
TYPE OF OWNERSHIP <input type="checkbox"/> PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> OTHER	E-MAIL ADDRESS

IDENTIFY OWNERS, OFFICERS, AND OR PARTNERS (ATTACH ADDITIONAL NAMES)

1.) NAME	HOME PHONE	SOCIAL SECURITY #
ADDRESS (STREET & P.O. BOX)	CITY	STATE ZIP
2.) NAME	HOME PHONE	SOCIAL SECURITY #
ADDRESS (STREET & P.O. BOX)	CITY	STATE ZIP

DESCRIBE THE EXACT BUSINESS ACTIVITY AT THIS LOCATION, STATE MAJOR PRODUCT AND/OR SERVICES SOLD:

HAVE YOU BEEN ASSESSED A PERSONAL PROPERTY TAX? NO YES
IF YES, LIST RECEIPT # _____

THE STATEMENTS MADE IN THIS UPDATE FORM ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF.

SIGNATURE TITLE DATE

If I can be of further assistance, please feel free to contact me at: KBIVENS@ClevelandTN.gov