



TOWN OF SMITHFIELD

R H O D E I S L A N D

OFFICE OF THE TAX ASSESSOR

64 FARNUM PIKE, SMITHFIELD, RI 02917

PHONE (401) 233-1014 · FAX (401) 232-7244

Dear Smithfield Business Owner,

The Town of Smithfield values your presence as a member of our business community. We also strive to achieve clarity and transparency in our relationship with residents and business proprietors alike by assisting you in understanding and maintaining compliance with local statute.

Town Ordinance Chapter 236 Article III requires the owner of each business situated in the Town of Smithfield to renew their Business Registration Certificate with the Assessors Office on an annual basis. This requirement helps the Town maintain up to date records on businesses operating locally in accordance with state law, and also assists us in providing a level playing field for business proprietors with regards to licensing and taxation. You can read the ordinance at the following web address:

<http://www.ecode360.com/8256267>

Please follow these steps in order to renew your Business Registration Certificate for this year:

1) **COMPLETE AND SIGN THE APPLICATION ON THE FOLLOWING PAGE.**

Please make sure to fill in the form completely and legibly. If you provide an email address, it may be used for correspondence from the Town related to your business account. Your email address will not be shared with any outside firm and is not considered public information.

2) **INCLUDE THE \$5.00 REGISTRATION FEE WITH YOUR APPLICATION.**

Please make checks payable to *Town of Smithfield*.

3) **MAKE SURE YOUR TAX PAYMENTS ARE CURRENT.**

The tangible tax account for your business must be up to date in order for the application to be approved.

4) **SUBMIT APPLICATION BY DECEMBER 31ST.**

Visit Town Hall during business hours, Monday through Friday, 8:30 to 4:30. **First**, bring your application to the Tax Collectors Office to have them certify that the taxes are paid on your account. **Second**, submit the certified application with \$5.00 registration fee to the Assessors Office.

If you prefer to mail your application, please send to:

Assessors Office
64 Farnum Pike
Smithfield, RI 02917

As always, your cooperation is appreciated.

Regards,

Drew Manlove, MAA
Town Assessor



TOWN OF SMITHFIELD

R H O D E I S L A N D

OFFICE OF THE TAX ASSESSOR

64 FARNUM PIKE, SMITHFIELD, RI 02917

PHONE (401) 233-1014 · FAX (401) 232-7244

ANNUAL APPLICATION FOR BUSINESS REGISTRATION CERTIFICATE DUE EACH YEAR BY DECEMBER 31ST

*There is a \$5.00 fee required to process this application.
Please make checks payable to Town of Smithfield*

Business Name/DBA:

Phone #:

Location:

Plat:

Lot:

Mailing address:

Nature of Business:

Owner Name(s):

Phone #:

Email: *(Please print "NONE" if you prefer traditional mail correspondence related to this account)*

Owner Type: *(Please indicate one)*

Sole Proprietor

Partnership

Corporation

Other:

*Tangible tax account must be paid up to date for Business Registration approval.
Businesses not registered by December 31st may incur a \$25 penalty per month.
Contact the Assessors Office if your business has sold or relocated.*

**PLEASE
SIGN
HERE**

Owner Signature:

Under penalties of perjury, I declare that the information provided herein is true, correct, and complete.

Signature

Date

Title

For Town Official Use Only

*I certify that the tangible property taxes for the
account listed above are paid up to today's date:*

*I certify that this application for Business
Registration has been received and approved:*