



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,

Welcome to the Town of Smithfield business community. The Town values your presence in our 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 register their business and 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 register your new business:

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) **SUBMIT APPLICATION AT TOWN HALL.**

Visit Town Hall during business hours, Monday through Friday, 8:30 to 4:30.

First, bring application to the Tax Collector for certification that the taxes are paid on your account.

Second, submit the certified application with \$5.00 registration fee to the Assessors Office.

Third, complete *Application for Zoning Certificate* and submit to Building & Zoning Office (\$20 fee).

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



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NEW BUSINESS APPLICATION FOR BUSINESS REGISTRATION CERTIFICATE

There is a \$5.00 fee required to process this application.

Please make checks payable to Town of Smithfield

Business Name/DBA: _____

Business Phone #: _____

Location: _____

Plat: _____

Lot: _____

Mailing address: _____

Nature of Business: _____

Owner Name(s): _____

Owner 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:

- *Zoning Certification required for Business Registration approval.*
- *Business Registration must be renewed each year by December 31st.*

PLEASE SIGN AND NOTARIZE HERE	<i>I declare, under penalties of perjury, that the information provided herein is true, correct, and complete.</i>
	_____ <i>Owner Signature</i> <i>Date</i>
	<i>State of Rhode Island, Providence County</i>
	<i>Subscribed and sworn to me by</i> _____
	<i>This</i> _____ <i>day of</i> _____, _____
	<i>My commission expires</i> _____
_____ <i>Notary Public</i>	

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: