

For City Use Only:	Customer #	CRIZ #	Property #:
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**CITY OF LANCASTER
BUSINESS REGISTRATION FORM**

GENERAL INSTRUCTIONS: Complete all sections of the form, answering all questions in full. **All registrants must complete Signature Section D. Only properties and businesses located in the CRIZ MUST complete CRIZ Section C.** Mail completed form to City of Lancaster, Attn: Marisol Torres, 120 North Duke Street, Lancaster, PA 17602; or by email, matorres@cityoflanasterpa.com. Any questions, please call 717-291-4708. Additional copies of the form are available upon request and on-line at www.cityoflanasterpa.com

SECTION A: This section must be completed for an incorporated business or by persons who are self-employed and by each Partner of an unincorporated business.

Business Name		Federal EIN and/or Social Security Number		
Legal Name (Doing Business As):		Business Web Address		
Sole Proprietor or Partner Name		Social Security Number (If EIN is not provided)		
Physical Address (Do Not Use PO Box)	City	State	Zip Code	Business Phone
Mailing Address for all Business Related Forms	Contact Person		E-mail Address (Required)	
	Street or PO Box	City	State	Zip Code
Indicate Type of Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other	Nature of Business: (Detailed Description)			

LIST PRINCIPAL OWNERS, PARTNERS OR OFFICERS

Name & Title	Home Address	Social Security Number	Home Phone

Date Business Incorporated:	State of Incorporation:
No. of employees (if Sole Proprietor, do not include yourself in this number):	

SECTION B: This section **MUST BE** completed for **ALL** businesses operating in the City of Lancaster

Company Finance Department Contact	Name:	Telephone Number:	
	Address:	E-mail Address:	
	City:	State:	Zip Code:

SECTION C: CRIZ ACTIVITY

The City Revitalization & Improvement Zone or CRIZ was created by state law in 2013. The CRIZ is a special district that encourages development and revitalization in certain sized communities such as Lancaster. The CRIZ in Lancaster consists of approximately 130 acres in downtown Lancaster and in selected areas in the remaining parts of the city. Under the law, certain state and local tax revenue generated by businesses in the CRIZ can be used to pay debt on bonds and loans that are issued for qualified capital improvements in the zone.

Is your property/building and/or business located within the CRIZ? (You can confirm whether you are in the CRIZ or working on a CRIZ project by going to this website and entering your address: (<http://www.cityoflanasterpa.com/business/criz>). Click on CRIZ Map at the bottom of the page.

YES NO

If you answered YES and are a property/building owner and/or a business working within the CRIZ, you MUST complete Section C in its entirety. If the answer is No, please skip to Section D.

Type of CRIZ Activity	
<input type="checkbox"/> Owner of Property or Building	<input type="checkbox"/> Business Tenant (own or lease)

List all non-CRIZ and CRIZ locations where this business currently operates in PA. (Add additional sheet if necessary)			
Street Address	City	State	Zip Code

Complete this section only if the information is different or supplemental to Section B on the reverse side.			
Tax Preparer Information	Name:		Telephone Number:
	Address:		E-mail Address:
	City:	State:	Zip Code:
Principle Bank Information	Name:		Telephone Number:
	Address:		E-mail Address:
	City:	State:	Zip Code:

Section D: I hereby certify that the above information and statements are true and correct. I also understand that it is my responsibility to notify the City of Lancaster in writing or on forms designated by the City, if any of the information changes or if my business closes.

Signature	Date
Printed Name	Phone Number
Title	E-mail Address

Please Note: If you are a NON-Profit Organization, the City requires a copy of your 501C (IRS non-profit letter) with submission of this form.

BUSINESS REGISTRATION INFORMATION					
New For : Qtr	Year	FOR CITY USE ONLY	Business Registration No		
City Start Date			Ref or Partners Acct No.		
Commercial EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No		Incorporation Date		
Commercial LST	<input type="checkbox"/> Yes <input type="checkbox"/> No		Incorporation State		
Self-Employed EIT	<input type="checkbox"/> Yes <input type="checkbox"/> No		Work PSD Code		
Self-Employed LST	<input type="checkbox"/> Yes <input type="checkbox"/> No		Live PSD Code		
Processed By:			Process Date:		