How to Obtain an Outdoor Seller License

1. *Application must be complete, and all required items attached before returning to License & Collections.* Complete the attached application. Application must be notarized.

2. Submit the application to License Center staff, 175 E. 2nd Street, Ste. 255, with the following items:

   - A copy of your State of Oklahoma Sales Tax Permit, or proof that you or your employer are exempt from the payment of sales tax. To obtain a Sales Tax Permit, contact the Oklahoma Tax Commission at (918) 581-2399.

   - For vendors selling on private property: a written, notarized statement by the legal owner of the land upon which any fixed outdoor business location shall be located authorizing the use of the land for the purposes desired by you the applicant.

   - Application fee of $20.00 (new licenses only) and license fee of $30.00

3. Retain attached example of how to submit taxes to the Oklahoma Tax Commission

4. Within seven (7) business days after receipt of the application, the Director shall either approve or disapprove the application. Grounds for disapproval are outlined in Title 21, Chapter 20 of the Tulsa Revised Ordinances.
## Application for Outdoor Seller License

### Applicant Information
- **Applicant Name (First)**
- **(Middle)**
- **(Last)**
- **Local Address**
- **City**
- **State**
- **Zip Code**
- **Legal Address**
- **City/State/Zip Code**
- **Phone Number**

### Business Details
- **Name of Business** and **Brief Description of Business to be Conducted and Items to Be Sold**
- **Legal Description and Address of Fixed Outdoor Location Desired for Business – Seasonal Vendors Only**
- **Days of Week and Length of Time Business will be Conducted**

### Vehicle and Business Hours
- **License Number and Description of Any Vehicle to be Used**
- **Business Hours**
- **Oklahoma Tax Commission Sales Tax Number and Expiration Date**

### Signs and Credentials
- **Description and Content of Any Signs to be Used**
- **Employer Name (if not self-employed)**
- **Employer Address**

### Additional Information
- **Brief Description of Credentials**
I __________________________________, of lawful age being first duly sworn, deposes and says as follows. I have not been convicted within the previous five (5) years of a felony or misdemeanor involving dishonesty or fraud, and the punishment or penalty assessed.

I am aware that my license may be revoked for any fraudulent information submitted in this application and for violation of any applicable provisions of the Outdoor Seller’s Ordinance.

______________________________
Signature of Deponent (Applicant)

Subscribed and sworn before me this _____ day of ________, 20 __.

My Commission Expires

______________________________ Notary Public

The outdoor seller shall not sell or vend from his or her vehicle or conveyance when:

Within one hundred fifty (150) feet of a public or private school grounds during the hours of regular school session, classes or school-related events in said public or private school, except when authorized in writing by said school.

Within one hundred fifty (150) feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor unless authorized in writing by the stationary business establishment.

Within one hundred fifty (150) feet of a restaurant, café or eating establishment which is open for business unless authorized in writing by the stationary business establishment.

Within one hundred fifty (150) feet of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City.

Within one hundred fifty (150) feet of City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food at such property.

Within one hundred fifty (150) feet of the location for which a special event permit has been issued during the time specified from the start through completion of the special event.

The outdoor seller also agrees to report taxes as described on the attached example form.

I state that I am the outdoor seller on said application and have read the above criteria and attest that I will comply with all five (5) stipulations as stated. I further understand that if found not to be in compliance with the above stipulations will be subject to immediate removal and/or citations.

______________________________ Signature ______________ Date
Attention Vendors!!!

See “Oklahoma Sales Tax Return” below:
- Please write your SSN or FEIN # on Letter A. If you don’t have one, you can write your ITIN #.
- Please write your Account # on Letter D. If you don’t have one, please write CASUAL.

See “Oklahoma Sales Tax Return Supplement” below:
- When reporting taxes to the Oklahoma Tax Commission, please report 3.65% of sales made within Tulsa city limits under the 7281 City Code.
Oklahoma Sales Tax Return

A. Taxpayer FEIN ☐ SSN ☐ (check one, enter number below)

B. Reporting Period

C. Due Date

D. Account Number

E. Amended Return

F. Out of Business

G. Mailing Address Change

H. Page 01 of Page(s)

Name

Address

City State ZIP

I. Off-Premise Beer Sales: (See Instructions) 00

1. Total Sales .................................................................

2. Removed from inventory and consumed or used or purchased for which direct payment is due ....

3. Total Exemptions (Total from Schedule J) .................................................................

4. Net taxable sales .........................................................

5. State Tax .................................................................

6. City/County Tax (sum of line(s) P. of Column O from Form(s) STS20021) ........................................

7. Tax Due (Add lines 5 and 6) ........................................

8. Interest ................................................................

9. Penalty ................................................................

10. Total Due (If no total due put ‘0’) ........................................

J. Sales Tax Exemption Schedule (Use whole dollars on y)

3a. Sales to Those Holding Sales Tax Permits ..................

3b. Gasoline Sales with State Gasoline Tax Paid ............

3c. Motor Vehicle Sales on which Excise Tax Has Been Paid ...

3d. Agricultural Sales ........................................

3e. Sales Subject to Federal Food Stamp Exemption ....... 3m. Bad Debt ........................................

3f. Returned Merchandise ........................................

3g. Manufacturing Exemption Permit..........................

3h. Direct Pay Permit ........................................

3i. Sales - Out-of-State ........................................

3j. Sales to Qualified Veterans ............................

3k. Churches, Schools, Governments ........

3l. Cigarettes/Tobacco ........................................

3m. Bad Debt ........................................

3n. Coin Operated Device ................

3o. Export ................................................

3p. Medicare/Medicaid ..............................

3q. Newspaper/Periodicals ................................

3r. Qualifying Exempt Organization ........

3s. Sales Tax Holiday ................................

3t. Gift Certificate/Gift Card (Sales of) ...

3u. Trust Authorities ................................

3v. Nontaxable Services ............................... 3w. Marketplace Facilitator Sales............

3x. Other Legal Sales Tax Exemptions...

(explain):

Signature: __________________________ Date: __________________________

The information contained in this return and any attachments is true and correct to the best of my knowledge.
## Oklahoma Sales Tax Return "Supplement"

### City and County Tax Schedule

<table>
<thead>
<tr>
<th>K. City/County Code</th>
<th>L. City/County Name</th>
<th>M. Net Sales Subject to Tax</th>
<th>N. Tax Rate (%)</th>
<th>O. Amount of Tax Due (Multiply Item M by Item N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- - - Whole Dollars Only - -</td>
<td></td>
<td>- - - Dollars - - - Cents</td>
</tr>
<tr>
<td>1</td>
<td>City of Tulsa</td>
<td>7281</td>
<td>3.65%</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tulsa County</td>
<td>7288</td>
<td>0.367%</td>
<td></td>
</tr>
</tbody>
</table>

**P. TOTAL City/County Tax**

(If using Form STS20002 enter Total(s) on Item P. If using Form STS20002-A enter Total(s) on Line 6)

*If more space is needed, use supplemental page(s)*

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**Note:**
- The document is a form for reporting casual sales tax for the City of Tulsa, Tulsa County, and other possible counties.
- The form includes fields for taxpayer identification numbers (FEIN/SSN), reporting period, due date, account number, and whether it is an amended return.
- The table under the schedule shows the city and county codes, names, net sales subject to tax, tax rates, and amounts of tax due.
- The form has instructions for formatting and completing the report, including the calculation of total tax.
- The final line of the form indicates that more space can be used for additional data if needed.