

City of Tulsa
License Center
175 E. 2nd Street, Ste. 255
Tulsa, OK 74103
(918) 596-7640

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.



Tulsa
CITY OF
A New Kind of Energy.

Application for Outdoor Seller License

Applicant Name (First)		(Middle)	(Last)	
Local Address	City	State	Zip Code	
Legal Address	City/State/Zip Code		Phone Number	
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				
License Number and Description of Any Vehicle to be Used			Business Hours	
Oklahoma Tax Commission Sales Tax Number and Expiration Date				
Description and Content of Any Signs to be Used				
Employer Name (if not self-employed)				
Employer Address				
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.**

Casual Sales Tax Report for City of Tulsa Sales



STS 20002-A -Office Use Only-
 Revised 11-2019

Oklahoma Sales Tax Return

A. Taxpayer <input type="checkbox"/> FEIN <input type="checkbox"/> SSN (check one, enter number below)	B. Reporting Period	C. Due Date	D. Account Number
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E. Amended Return

H. Page 01 of _____ Page(s)

Name _____

Address _____

City _____ State _____ ZIP _____

F. Out of Business

Date Out of Business: _____
MM/DD/YY

G. Mailing Address Change

G. New Mailing Address

Address _____

City _____ State _____ ZIP _____

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

----- Dollars -----Cents -

1. Total Sales.....	=	_____ . <u>00</u>
2. Removed from inventory and consumed or used or purchases for which direct payment is due +	=	_____ . <u>00</u>
3. Total Exemptions (Total from Schedule J)	-	_____ . <u>00</u>
4. Net taxable sales.....	=	_____ . <u>00</u>
5. State Tax	=	_____ . _____
<small>State of Oklahoma 4.5%</small>		
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	3m. Bad Debt
3b. Gasoline Sales with State Gasoline Tax Paid.....	3n. Coin Operated Device
3c. Motor Vehicle Sales on which Excise Tax Has Been Paid.....	3o. Export
3d. Agricultural Sales	3p. Medicare/Medicaid.....
3e. Sales Subject to Federal Food Stamp Exemption	3q. Newspaper/Periodicals
3f. Returned Merchandise	3r. Qualifying Exempt Organization
3g. Manufacturing Exemption Permit.....	3s. Sales Tax Holiday
3h. Direct Pay Permit.....	3t. Gift Certificate/Gift Card (Sales of)
3i. Sales - Out-of-State	3u. Trust Authorities
3j. Sales to Qualified Veterans	3v. Nontaxable Services.....
3k. Churches, Schools, Governments	3w. Marketplace Facilitator Sales.....
3l. Cigarettes/Tobacco	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.



STS 20021

Revised 1-2018

Oklahoma Sales Tax Return 'Supplement'

A. Taxpayer FEIN/SSN	B. Reporting Period	C. Due Date	D. Account Number
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E. Amended Return

H. Page _____ of _____ Page(s)

City and County Tax Schedule

	K. City/County Code	L. City/County Name	M. Net Sales Subject to Tax	N. Tax Rate (%)	O. Amount of Tax Due (Multiply Item M by Item N)	
			--- Whole Dollars Only ---		--- Dollars ---	Cents
1	7281	City of Tulsa		3.65%		
2	7288	Tulsa County		0.367%		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
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)