MUSCOGEE (CREEK) NATION
OFFICE OF THE TAX COMMISSION
P.O. BOX 579 | OKMULGEE, OK 74447
TEMPORARY VENDOR'S SALES LICENSE APPLICATION INSTRUCTIONS

Title 36, § 4 – 107: Temporary Vendor's Sales License

The Temporary Vendor's Sales License shall be issued to vendors for special or short-term events within the Muscogee (Creek) Nation territorial jurisdiction or temporary solicitation of sales in said territorial jurisdiction.

The **Temporary Vendor's Sales License(s)** shall be valid for up to but not to exceed ten (10) calendar days and shall be nontransferable and non-assignable. **A license fee* of fifty dollars ($50.00)** shall be paid for each temporary retail sales license issued and shall be in lieu of sales taxes and applicable sales reports otherwise required under this title.

**Muscogee (Creek) Nation enrolled citizens with current MCN Citizenship Card are exempt from the temporary licensing fee.*

Applicants conducting sales for a period of ten calendar *days* or less are eligible to apply for the Temporary Vendor's Sales License. Any vendor selling for a period of eleven calendar days or more during a calendar year must apply for the Annual Vendor's Sales License; different requirements and fees apply.

Temporary Vendor's Sales License Application Procedures

- **APPLICATION** - The applicant must complete and sign the Temporary Vendor's Sales License Application.
- **FEE** - A separate application and license fee* for the Temporary Vendor's Sales License shall be submitted and paid for each separate location, booth space, and/or event at which a vendor may establish a temporary place of business or retail or wholesale outlet.
- **CITIZENSHIP** - If the applicant is a Muscogee (Creek) Nation enrolled citizen, a copy of the applicant's citizenship card is required with application; MCN citizens are exempt from the licensing fee. MCN enrolled citizens with current MCN Citizenship Card are exempt from the licensing fee.
- **PERMIT** - Any business or person conducting sales on Muscogee Nation properties must have authorized approval to use event locations. Depending on event location, one of the following is required to be submitted with Temporary Vendors Sales License Application:

  1) ***Lighthorse Permit*** is required for these tribal complex locations - Realty Lobby, Employment & Training Conference Room, Elderly Nutrition, Housing 1st Floor or 2nd Floor Conference Rooms

  2) ***Mound Building Activity Form*** is required for these locations in the Mound – East or West Lobby, National Council Chambers, Auditorium, ***OR***

  3) ***Email*** from authorized department/office granting permission for all other event locations

- **LEASE -** If the applicant is renting or leasing the event location, a copy of the rental or lease agreement is required with application.

- Return application with fee, copy of MCN citizenship card, and permit/lease/email *(whichever is applicable)*. All required documentation must be received by the MCN Tax Commission at least one week prior to event date. Applications with documentation may be submitted in person, by mail, or email.
- Licenses will be available for in-person pick up at the MCN Tax Commission Office OR mailed to vendor's home address if time permits. Please let us know where you would like to receive your license.
- Vendors are required to post the Temporary Vendor's Sales License in a visible place at their booth during event.
- The Tax Commissioner shall have the authority to approve or deny an application for a vendor's license. All denied applicants shall have the right to appeal pursuant to Title 36, § 6–101.

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Fee Schedule:

☑ Special Event…. $0* (Muscogee (Creek) Citizen ONLY)
MCN Citizenship Card on file with Tribal Tax Division? ☐Yes ☐*No
**If No, please submit copy of MCN Citizenship Card with application*

☐Special Event…. $50 (Non-MCN Citizens)
Cash, check or money order ONLY; make checks payable to MCN Tax Commission

Business Identification:

☑Individual
☐General Partnership
☐Limited Partnership
☐Other_____

LICENSEE INFORMATION

NAME OF LICENSEE (Last Name, First Name) | MUSCOGEE (CREEK) ROLL #

ADDRESS (Street Address or PO Box) | CITY | STATE | ZIP

PHONE NUMBER (Area Code + Number) | EMAIL ADDRESS | SSN &/OR FEIN

EVENT NAME | EVENT DATE(S)

EVENT SITE LOCATION | CITY | STATE | ZIP

TAXABLE PRODUCTS for this event: *Brief description of what you are selling (i.e. art, jewelry, food sales, etc.).*

BUSINESS INFORMATION *(If different than Licensee Information)*

BUSINESS NAME | PHONE NUMBER (Area Code + Number)

BUSINESS ADDRESS (Street Address or PO Box) | CITY | STATE | ZIP

Any business or person conducting sales on Muscogee Nation properties must have authorized approval to use event locations.

Is this event located within the Muscogee Nation Boundaries?..... ☑Yes ☐No

Did you receive approved permission to host your event on Muscogee Nation Tribal properties?..... ☑Yes* ☐ No**
*Please attach copy of permit or email granting permission. **If you answered no, contact the facility coordinator and request permission.

Are you renting/leasing the business location?..... ☐Yes* ☑No
*If you answered YES, please give name and address of the lessor for this location below and **attach copy of current rental or lease agreement.**

LESSOR NAME (Name on lease) | PHONE NUMBER (Area Code + Number)

LESSOR ADDRESS (Street Address or PO Box) | CITY | STATE | ZIP

NOTICE: Any required license fees must be paid and submitted with Temporary Vendor's Sales License Application prior to event date. Failure to include fees & other required documentation will delay the processing of your application.
The Temporary Vendor Sale's License Certificate must be visibly posted during event.

A sole owner, general partner, corporate officer, community chairman, or authorized representative must sign this application.

I, the undersigned applicant or authorized representative, declare under the penalties of perjury, revocation of license, that I have examined this application and attachments and to the best of my knowledge the facts set forth are true and correct, and that the requirements hereunder will be carried out in accordance with the laws of the Muscogee (Creek) Nation and the rules and regulations of the Muscogee (Creek) Nation Tax Commission. I further acknowledge and agree that sales tax withholdings are trust funds for the Muscogee (Creek) Nation and that any use of these trust funds other than timely remittance to the Muscogee (Creek) Nation is embezzlement and can result in fines and/or criminal prosecution.
I also understand and agree that the Temporary Vendor's Sales License fee is non-refundable, except in the event that the scheduled event is officially cancelled.

Type or print name and title | Signature | Date

Return application with fee, copy of citizenship card, and/or lease (whichever is applicable) to the MCN Tax Commission Office:
MCN Tax Commission ▪ P.O. Box 579 ▪ Okmulgee, OK 74447 ▪ 918.938.0537 ▪ tax@mcntax.com