



Transient Merchant / Itinerant Vendor License

CITY OF BENTON | Recreated fillable application | 618-439-6131

Download, fill and save in a PDF reader, or print and complete by hand. Use the online form for submission to cityclerk@bentonil.gov. Do not email Social Security numbers, driver license numbers or completed identity cards. Supply those privately to City Hall. A typed name is not a notarized signature.

The source requires filing at least 10 business days before the proposed activity, supporting documents and notarization. Original definitions, fee schedule, attachment checklist and field-check card are retained in the reference pages. Confirm current fees and submission requirements with the Clerk. A typed name does not replace notarization.

Business

Name of business

Street address of business

PO Box

City

State

ZIP

Business phone

Business fax

Location of intended sale

Dates of intended sale

Nature of business, goods and method of sale

Vehicle and licensing

Vehicle make and model

Vehicle color

Vehicle license plate

Vehicle state



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Illinois transient merchant / vendor licenses in last 12 months

Previous Benton application?

Previous application approved?

If not approved, reason

Ownership

Owner / president name

Mailing address

City, state, ZIP

Phone

Date of birth (provide privately)

Driver license number (provide privately)

License state of issuance (provide privately)

Supporting documents

Documents provided / outstanding

Applicant signature / typed name

Date



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Notary - complete in person - staff only

Subscribed and sworn day

Month

Year

Notary public signature

Applicant / field-check information card

Name on information card (provide privately)

Location (provide privately)

Residence address (provide privately)

Driver license number on card (provide privately)

Business address (provide privately)

Vehicle color / year / body / license (provide privately)

Occupation (provide privately)

Vehicle modifications (provide privately)

Social Security number on card (provide privately)

Race (provide privately)

Sex (provide privately)

Date of birth on card (provide privately)

Height (provide privately)

Weight (provide privately)

Eyes (provide privately)

Hair (provide privately)

Complexion (provide privately)

Action leading to check (provide privately)



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Unusual features (provide privately)

Coat (provide privately)

Jacket (provide privately)

Dress (provide privately)

Sweater (provide privately)

Trousers (provide privately)

Associates (provide privately)



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Original city form - reference pages

The following pages reproduce the city-published source form without edits. Review all instructions, certifications, required attachments, fees and signature requirements. Historic addresses and fees appear as originally published; confirm current requirements with the City Clerk. The recreated application is a convenience version for city review.

CITY OF BENTON

APPLICATION FOR TRANSIENT MERCHANT – ITINERANT VENDOR LICENSE

Please print legibly or type

A Transient Merchant-Itinerant Vendor License may only be obtained by filing this application with the City Clerk's office no less than 10 business days in advance of the proposed activity.

DEFINITIONS:

- **Transient Merchant:** A person/business temporarily in the retail sale of goods, wares, or merchandise in this City and who, for the purpose of conducting such business occupies any building, room, vehicle, structure of any kind, vacant lot or parcel of property.
- **Itinerant Vendor:** A person/business who transports tangible personal property for retail sale within the City who does not maintain in this City an established office, distribution house, sales house, warehouse, service center, or residence from which such business is conducted.

Name of Business _____

Street Address of Business _____

PO Box of Business _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Business Fax (_____) _____

Location from which Applicant intends to sell _____

Date (s) from which Applicant intends to sell _____

Nature of Business proposed to be conducted. Include the type(s) of goods to be sold and how those goods will be sold (out of a truck, from a stand, etc.) Be Specific.

Describe the Vehicle to be Used (If Applicable)

Make and Model _____ Color _____

License # _____ State _____

List all licenses to conduct business as a transient merchant and/or itinerant vendor obtained within the State of Illinois within the last 12 months:

Have you ever made a previous application for a transient merchant and/or itinerant vendor license in the City of Benton? _____ Yes _____ No

If yes, was that license approved? _____ Yes _____ No

If no, what was the reason? _____

BUSINESS OWNERSHIP INFORMATION

NAME OF OWNER/PRESIDENT _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

PHONE NUMBER (____) _____ DATE OF BIRTH _____

DRIVER'S LICENSE # _____ STATE OF ISSUANCE _____

Please attach the following:

- ☐ Cash or certified check in the amount of \$100.00. Vendor and/or Solicitors \$150.00.
- ☐ Surety bond issued by an insurance company having authority to do business in the State of Illinois or a cash deposit equal to fifty percent (50%) of the wholesale value of the merchandise to be offered for sale. (Not less than \$1,000.00 nor more than \$10,000.00).
- ☐ Notarized statement from the property owner authorizing you to sell from his/her property through April 30th of the current City fiscal year.
- ☐ Illinois Retailer's Occupation Tax (Sales Tax) Certificate.
- ☐ Complete inventory of goods to be sold.
- ☐ Franklin County Health Permit (if applicable).
- ☐ State or Federal Tax Identification Number (FEIN).
- ☐ A completed Seller Information Form (attached) for the applicant whose signature appears below and every person who will be in contact with the public for the purpose of stocking, transporting, delivering, and/or selling the goods, wares or merchandise. Additional forms may be obtained from the City Clerk's Office.

Signature of Applicant

Date

Subscribed and sworn to me this
_____ Day of _____, _____

Notary Public

This application and supporting documents may be sent to the City Clerk's Office, City Hall, 500 W. Main, Benton, IL 62812. No facsimiles will be accepted.

APPLICANT/FIELD CHECK**INFORMATION CARD**

Name			Location		Date	Time
Residence Address			D.L.#			
Business Address			Vehicle Color Yr. Body License Info			
Occupation			Vehicle Modifications:			
Social Security Number						
Race	Sex	Height	Action Leading to Check:			
Weight	Eyes	Hair				
Complexion		Date of Birth				
Unusual Features:						
			Comments:			
Hat		Coat	Associates:			
Cap		Jacket				
Blouse		Dress				
Shirt		Sweater				
Skirt		Trousers				