



Instructions for Form 100 - L Designation of Individual

WHO MUST FILE

Any person engaging in the transport or sale of Liquor within the Navajo Nation must register with the Office of the Navajo Tax Commission (ONTC) by filing this form.

TIME FOR FILING

The form must be filed on or before the due date of the first report due under the Liquor Regulations. A new form is required when any of the information on the Form 100-L on file with the Office of the Navajo Tax Commission needs to be revised, for example, any address change, change in ownership, etc.

PLACE FOR FILING

By Mail to: Registrar, Office of the Navajo Tax Commission, Post Office Box 1903, Window Rock, Arizona 86515-1903.

REQUIRED INDIVIDUALS

The designee must be a natural person, i.e., an individual. If the Licensee is an individual owner, that individual may be the designee. If a Licensee is a sole proprietorship or partnership, then an employee, the proprietor, or an individual partner may be the designee. An individual executor may be named designee of an estate. An individual trustee may be designated for a trust. Any officer or employee may be the designee of a corporation. Any employee of a Licensee may be its designee, or a Licensee may designate any other representative, provided only that the representative is an individual.

INSTRUCTIONS BY ITEM

- Enter the Licensee or Employer Identification Number (EIN) which is also known as a Federal Tax Identification Number.
- Enter the Licensee or business name and nature of business.
 1. Enter the full name, title, mailing address, city, state, zip code, telephone number, fax number and E-mail address of the natural person who will be the designee of the Licensee.
 2. If different from Section 1, enter the mailing address and telephone number of the Licensee's business office.
 3. If different from Sections 1 and 2, enter the mailing address and telephone number, if any, within the Navajo Nation.
 4. Indicate the type of business.

VERIFICATION AND SIGNATURE

The form must be verified, signed, and dated by the Licensee or an officer, employee, or other duly authorized representative of the Licensee. If form is not signed, it is considered invalid.