



Designation of Individual

FORM 100

Calendar year **2025** - This form is due by January 15th every year

Please refer to instructions when completing this form. Please print legibly.

TIN/SSN: _____

Business Name: _____

Nature of Business: _____

1. Designee Information

Name 1. _____ 2. _____

Title _____

Mailing Address _____

Ph/Fax Number _____

E-mail Address _____

2. Business Office (if different from Section 1) check here if the same

Address _____

Telephone _____

3. This form applies to (type of tax): HOT SALES

4. Type of Business: Corporation Partnership

Sole Proprietorship Joint Venture Other _____ (specify)

5. Month End of Accounting Year: _____

6. Accounting Records are kept on: Cash Accrual Modified basis.

7. Street, City, and State where are located: _____
Do not enter Post Office Box

I declare that the information contained in this document and any attachments thereto is true and correct to the best of my knowledge and belief pursuant to all Navajo Nation, Kayenta Township laws and regulations.

X _____
Designee or Duly Authorized Agent Signature (Digital Signature not allowed)

Telephone Number

Print or Type Name

Date

Instructions for Form 100

Designation of Individual

WHO MUST FILE

Any person or organization engaging in any business activity whatsoever within the Kayenta Township boundaries, must register with the Finance Department, Kayenta Township Commission by filing this form.

TIME FOR FILING

The form must be filed on or before the time for filing taxpayer's first declaration return under any Navajo tax and Kayenta Township tax Law. On an annual basis, each taxpayer must designate and provide the mailing address of a natural person for the purposes of notice, by filing a Form 100. **The forms must be submitted each year to the Finance Department of the Kayenta Township Commission by January 15, even if no changes have occurred since the prior filing.** A new form is required when any of the information on the Form 100 on file with the Finance Department of the Kayenta Township needs to be revised, for example, any address change, change in ownership, etc.

PLACE FOR FILING

By Mail to: Accounting Manager, Finance Department, Kayenta Township, PO Box 1490, Kayenta, Arizona 86033-1490.

EFFECT OF FILING

One filing of this form for separate taxes will be effective with respect to the business' obligation to register and designate an individual under the tax laws of the Kayenta Township. A taxpayer must file more than one form if different individuals are designated for different taxes. The individual named on the form will be taxpayer's designee for the purpose of receiving notice and will remain the designee until the taxpayer files a new form. Any new notice or other communication by Town Manager will be made to the designee and is deemed as made to the taxpayer and binding on it. This manner of notice, however, does not exclude effective notice either given directly to the taxpayer or by other methods, including publication.

REQUIRED INDIVIDUALS

The business' designee must be a natural person, i.e., an individual. If the business is an individual owner, that individual may be the designee. If a business 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 or limited liability company. Any employee of a business may be its designee, or a business may designate any other representative, provided that only the representative is an individual.

ADDITIONAL INDIVIDUALS

Businesses who need to have more than one person receive tax publications may name other individuals, not for notice, but for complete and timely information. The Kayenta Township will maintain a reasonably current list of individuals to receive the same general publications as are sent to designees. This provision is limited to two (2) additional names per taxpayer, not per Form 100.

Instructions for Form 100 continued on next page:

FAILURE TO FILE

Persons failing to register by filing this form are subject to the penalties provided by regulations. It should be noted that failure to file this form may result in a delay of your receipt of certain forms which have filing deadlines. If a taxpayer fails to timely file any required form by the time due, including but not limited to, a Form 100, return an operator's questionnaire, or declaration of interest, a penalty shall be assessed for each month or fraction thereof that the forms are not filed, in the amount of 5% of the tax due for the period; provided however, that the minimum amount for the total penalty imposed under this section shall be \$50.00. See Chapter 8-Kayenta Township Tax Ordinances, Subchapter 1 Tax Administration, Section 8-112-114 page 6-7, as amended from time to time.

INSTRUCTION BY ITEM

"TIN/SSN" Indicate the business' taxpayer identification number or social security number.

"Business Name" Indicate the name of the business.

"Nature of Business" Indicate the nature of the business.

1. **Designee(s) Information:**

Enter the full name, title, mailing address, city, state zip code, telephone number, fax number and E-mail address of the natural person that will receive notifications.

2. **Business office**

Business office located on the Navajo Nation or Kayenta Township If different from Section 1, enter the mailing address and telephone number of the taxpayer's business office. If not applicable indicate N/A.

3. **Tax Type**

Indicate the type of tax the business is applicable to. A separate form is required for each tax and each business location. The following abbreviations apply:

HOT – Hotel Occupancy Tax

SALES – Sales Tax

4. **Type of Business:** Indicate the type of business.

5. **Month End Accounting year:** Indicate the month

6. **Account Records:** Indicate whether the accounting records of the taxpayer are maintained on a cash, or accrual

7. **Physical address of Records:** Enter the location of the taxpayer's records; use the physical address, not a post office box.

VERIFICATION AND SIGNATURE

The form must be verified, signed and dated by the taxpayer or an officer, employee, or other duly authorized representative of the taxpayer. **If form is not signed, it is considered invalid.** Fine will be imposed if not signed.