



Finance Department
 118 Arizona Street
 Bisbee, AZ 85603

City of Bisbee Paper Bag Reporting Form

SECTION 1 – CONTACT INFORMATION	
Store Name:	Owner/Manager:
Address:	Email:
	Phone Number:
SECTION 2 –REPORTING	
A. Total bags sold per month x \$0.05 per bag:	\$ _____
B. Total cost of providing paper bags per month: <i>(Including administrative and reporting costs)</i>	\$ _____
C. Total to be remitted to the City of Bisbee (Row A - Row B) If negative, please enter 0	\$ _____
<p>If there is a balance due in Row C, please send payment and signed form to the City of Bisbee, Finance Department, at the address listed above. If applicable, reports are due on the 15th day of January, April, July, and October each year for payments less than \$250 per month, or monthly on the 15th for monthly payments greater than \$250.</p>	
SECTION 3 – EXEMPT FROM REPORTING	
<p>_____ I do not have excess proceeds from the sale of paper bags, based upon my direct and indirect costs. This business is exempt from reporting and has no obligation to provide either monthly or quarterly reports, unless that situation changes.</p>	
<p>_____ I do not provide bags at point of sale and am exempt from reporting either monthly or quarterly, unless that situation changes.</p>	
Signature of owner, manager or other responsible agent	Date
<p><i>Signature by owner, manager or responsible agent confirms that the above information is true and correct to best of the knowledge and information of the signer. Please return this signed form to City of Bisbee, Finance Department, at the address listed above.</i></p>	

Need assistance? Call the City of Bisbee Finance Department at 520-432- 6005 or email sbuono@cityofbisbee.com