



CITY OF BERKELEY

Finance Revenue Collection
1947 Center Street
Berkeley, CA 94704

2016 BUSINESS LICENSE RENEWAL

2016 Tax Due: January 1, 2016
Penalty & Interest applied starting March 1, 2016

Business License Number: _____ **Location:** _____ **Tax Code:** _____
Business Type: _____ **NAICS Code:** _____

1. Mailing Address

Business Name _____
Owner Name _____
Street Address _____
City, State Zip _____

Check box below and complete information if applicable

1a. New Berkeley Location: _____ 1b. New Mailing Address: _____

BUSINESS INFORMATION complete the following applicable information

- 2. Business Phone Number: _____
- 3. Emergency Phone: _____
- 4. Number of Employees: _____
- 5. Number of Vehicles Decals: _____ (max 4)
- 6. Date Fiscal Year Ends: _____
- 7. Email: _____
- 8. Type of Ownership: *circle one below*
Partnership Corporation Sole Owner LLC/LP
- 9. How do you file Business taxes: FEIN SSN
- 10. Social Security Number: _____
- 11. Resale License Number: _____
- 12. Federal Tax Id: _____
- 13. Contractor's License Number: _____
- 14. Contractor's License Expiration Date: _____

CALCULATE THE 2016 RENEWAL TAX DUE

- 15. Flat Fee Tax: \$ _____
(Tax Code Y: half year fee \$120, full year \$240)
- 16. Penalty Due: (See box to the right) \$ _____
- 17. Subtotal: (Tax + Penalty) \$ _____
- 18. Interest Due: (See box to the right) \$ _____
- 19. State Mandated Disability Access & Education Revolving Fund * \$ **1.00**
- 20. BID Fee if applicable \$ _____
(e.g.: Solano BID, Elmwood BID)
- 21. TOTAL AMOUNT DUE: (Add Lines 17 – 20) \$ _____

PENALTY & INTEREST IS DUE IF PAID/POSTMARKED AFTER FEBRUARY 29, 2016
Tax Code Y: skip lines 16 – 18

Penalty (on tax):
Add 10% (if paid between 3/1/2016 and 3/31/2016)
OR Add 50% (if paid after 3/31/2016)

Interest (on tax +penalty):
Add 1% per month from 3/1/2016 until paid
e.g.: between 3/1/16 & 3/31/16 interest = 1%
between 4/1/16 & 4/30/16 interest = 2%

22. HOW TO CLOSE YOUR LICENSE: Did this business close or was the rental property sold? To close your license, complete the date below and remit payment of \$1.00 for State Mandated Fee*. Non Profit Tax does not apply.

- 1. Business closed on: ____/____/____
- 2. Property sold on: ____/____/____

If you closed your business/sold your property, you must file a closing declaration within 30 days of closure.

Warning: Providing false information on this form may result in the City pursuing civil &/or criminal penalties, in addition to penalties & interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115 & 9.04.120.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement true and correct.

Signature: _____ **Date:** _____

*On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Renewal # _____
Payment Type: _____
Ok # _____
Payment \$ _____

INSTRUCTIONS FOR COMPLETING THE BUSINESS LICENSE RENEWAL FORM:

Please read instructions in order to complete the form correctly.

- All Contractors doing business in Berkeley must have an active business license before any Building Permits are issued.
 - All license renewals must be signed and dated for processing.
1. Mailing information: Verify printed information. Check box 1a or 1b if the business has moved in Berkeley or if there is a new mailing address. Write new information on the line provided.
 2. Enter the business' phone number.
 3. Enter an emergency contact phone number.
 4. Enter the number of business' employees in Berkeley.
 5. Enter the number of Loading Zone decals you would like to receive. **A maximum of 4 Loading Zone decals** are allowed per business. Loading Zone decals allow use of the Yellow Zones within the City of Berkeley for up to 20 minutes for loading/unloading.
 6. Enter the fiscal year end date for the business.
 7. Enter the business' email address and/or website.
 8. Indicate the type of ownership of the business by circling the appropriate type.
 9. Check the appropriate box indicating how the income taxes for this business are filed.
 10. Enter Social Security number if applicable.
 11. Enter State Resale license number if applicable (numbers only; no letters).
 12. Enter Federal Tax Id number if applicable
 13. Enter State Contractor's license number, if applicable.
 14. Enter State Contractor's license expiration date, if applicable.
 15. Flat Fee Tax: flat fee tax. If your tax code is Y, enter the amount on the line provided for either a full or half year license. If you would only like to be licensed for the 2nd half of the year, July – December, please submit your renewal in June of 2016.
 16. If renewing after 3/01/16, add 10% or 50% (penalty) of line 15. See box on the other side of this form for instructions. Except Tax Code Y is exempt from late filing renewal penalty and interest.
 17. Add lines 15 and 16.
 18. If renewing after 3/01/16, add 1% (interest) per month delinquent to line 18. See box on the other side of this form for instructions.
 19. State Mandated \$1 Fee: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:
The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
The Department of Rehabilitation at www.rehab.cahwnet.gov.
 20. Preprinted BID license fees, such as Solano Business Improvement District.
 21. Enter the total of lines 17 through 20. This total is the amount due. **Please make checks payable to City of Berkeley.**
 22. Enter the date of closure or the property sale date on the line provided if the business closed or sold in 2015. Remit payment of \$1.00 for State Mandated Disability Access & Education Revolving Fund.