



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:
Business Type:

Location:

Tax Code:
NAICS Code:

1. Mailing Address

Business Name
Owner Name
Street Address
City, State Zip

Check box 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:
6. Date Fiscal Year Ends:
7. Email:
8. Type of Ownership:
9. How do you file Business taxes:
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 to calculate the tax, multiply line 17 by the rate on line 18

- 15. 2015 Gross Payroll or Receipts (see reverse)
16. Allowable Deductions:
17. Taxable Gross Receipts:
18. Tax: Line 17 x =
19. Penalty Due:
20. Subtotal:
21. Interest Due:
22. State Mandated Disability Access & Education Revolving Fund *
23. Additional License Fees
24. TOTAL AMOUNT DUE:

PENALTY & INTEREST IS DUE IF PAID/POSTMARKED AFTER FEBRUARY 29, 2016

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

25. HOW TO CLOSE YOUR LICENSE: Did this business close or was the rental property sold? To close your license, complete lines 15 - 24 in the above section and remit any applicable payment. State Mandated fee applies and Minimum Tax does not apply.

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

If you close your business/sell 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 is 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. Enter the business' total gross receipts for 2015. If you have a tax code Q, enter the business' gross payroll. Tax codes A, H and S: skip lines 15 – 21 and proceed with line 22.
 16. Enter allowable deductions ONLY for tax codes C, M & P.
Tax codes C & P: allowable deductions include amounts paid to subcontractors to perform a job within the City, such as a Dentist's payment to a Lab for creating a mold. To claim a deduction, you MUST attach a letter that lists subcontractor qualified for the deduction. Include the subcontractor business name, address, contractor number (if applicable) and the amount paid to subcontractor.
Tax code M: allowable deductions include value of raw materials (including cost of energy), or the value of the partially completed product at the time it enters the manufacturing process within the City.
 17. Subtract line 16 from line 15; enter result on line 17.
 18. Multiply the amount of line 17 by the rate printed on line 18.
 19. If renewing after 3/01/16, add 10% or 50% (penalty) of line 18. See box on the other side of this form for instructions.
 20. Add lines 18 and 19.
 21. If renewing after 3/01/16, add 1% (interest) per month delinquent to line 21. See box on the other side of this form for instructions.
 22. 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.
 23. Additional license fees, such as Solano BID.
 24. Enter the total of lines 20 through 23. This total is the amount due. **Please make checks payable to City of Berkeley.**
 25. Enter the date of closure or the property sale date on the line provided if the business closed or sold in 2015. Complete lines 15 – 24 and remit applicable payment.