CITY OF EL CERRITO

BUSINESS LICENSE TAX APPLICATION

Finance Department
10890 San Pablo Avenue
El Cerrito, CA 94530-2392
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TDD Relay: (800) 735-2922
www.el-cerrito.org

✓	NAME	STREET ADDRESS	CITY	ST	ZIP+4	PHONE	FAX
	Business:						
	Owner:						
	Emergency Contact:						
	Mailing Address:					Email:	

BUSINESS INFORMATION

Date Business Opened in El Cerrito: _____ Describe Business (e.g., Retail): _____ Number of Rental Units or Number of Employees: _____

I have read and understand the attached *Doing Business in El Cerrito* form and will obtain the necessary permits and approvals, as may be required by Federal, State, and Local laws and regulations (initial):_____

Does your business generate less than $8,733 per year within El Cerrito's city limits (circle)? Yes / No If yes, how much revenue was generated in the last complete year? $_____

BUSINESS TYPE (circle)
Sole Owner
Partnership
Corporation
Non-Profit
Veteran

BUSINESS CODES
SIC:
NAICS:

OTHER ID NUMBERS
Federal Tax ID:
Contractor's License:
Sellers Permit #:

SUBMITTED BY
Signature:
Print Name:
Date:

STAFF USE ONLY	
Business #:	
License #	
New / Update Date:	
Entered by:	

TAX AND FEES ASSESSED	
Tax	
Administrative Fee	$65.00
SB 1186 Fee	$1.00
Total	

DEPARTMENT USE ONLY	
Department	Initial/Date
Planning/Zoning Division	
Police Department (Massage Establishment Only)	

INSTRUCTIONS (print or type the following information on the form)

1) In the top portion of the form, fill in the name and contact information for the Business, Business Owner, and Emergency Contact. If the information is the same, simply write "Same" in each line. Place a check mark in the far left column of the address to which you would like the City to send Business License Tax Renewals and other information.

2) Under *Business Information*, enter the date that you opened your business. Briefly describe the business, such as "retail clothing store," or "engineering consulting services." If your business is the rental of residential property, enter the number of rental units (not including any unit that you, as the property owner, occupy); otherwise, enter the average number of employees in your firm at this location in the prior year. For purposes of determining the number of employees, use full-time equivalents, e.g., two half-time employees' equal one full-time employee, and round up to the next higher whole number of employees.

3) Once you have received the *Doing Business in El Cerrito* form, initial at the end of the line.

4) Under "Business Type," circle your type of business (Sole Owner, Partnership, or Corporation), and if you are a Non-Profit or Veteran Organization, circle those items too.

5) Under "Business Codes," enter your Standard Industry Code (SIC) and North American Industry Classification System (NAICS) codes (optional). For a listing of these codes, go to the following website: http://www.census.gov/epcd/www/naicstab.htm

6) Under "Other ID Numbers," enter your various Federal and State Tax ID numbers, Contractor's License Number, and State Board of Equalization ID Number, as applicable.

7) Under "Submitted by," sign your name on the first line, and on the lines below print or type your name, business title, and the date you signed the form.

8) If you have the current tax rate tables, you may fill out your tax, penalties, and total amounts due. The City will verify all amounts entered, and only the City Council has the authority to waive penalties.

9) Submit this form, along with your payment in the amount shown in the bottom line of the "Total Amount" column. If submitting the form by mail, you must pay by check. Checks should be made payable to "City of El Cerrito." Do not mail cash or credit card information with this form. You may pay in person at City offices using cash, check or with a MasterCard or Visa.

10) The City of El Cerrito will notify you of any errors in your application. Please note that you are liable for any amounts that are due while the City is reviewing your application. You are responsible for meeting all deadlines to avoid penalties.

Prorated Amounts: In accordance with El Cerrito Municipal Code §4.32.200, the taxes for an annual license for a newly established business are prorated according to the following schedule: October 1 to December 30 = 75%, January 1 to March 31 = 50%, April 1 to June 30 = 25%.

Renewals and Penalties: Annual business licenses expire on June 30 of each year and tax payments to renew an annual license are due on July 1. In accordance with El Cerrito Municipal Code §4.32.210, penalties are added to late payments for annual business license renewals, as follows: August 1 = 10%, September 1 = 20%, October 1 = 20%, November 1 = 20%, December 1 = 20%, January 1 = 10%. Failure to pay Business License Taxes, as required by El Cerrito Municipal Code Chapter 4.32, may result in criminal prosecution.

Hearings: In accordance with El Cerrito Municipal Code §4.32.140-150, a business may apply in writing for an appeal of the amount due within fifteen days of the issuance of the tax notice. Such hearings will be made before the El Cerrito City Council within thirty days of the written appeal.

For more information on the City of El Cerrito's Business License Tax Ordinance, please search on "Chapter 4.32" at the following website: http://ordlink.com/codes/elcerrito/

Thank you!

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