



CITY OF BERKELEY

Finance Revenue Collection
1947 Center Street
Berkeley, CA 94704

2013 BUSINESS LICENSE RENEWAL

2013 Tax Due: January 1, 2013
Penalty & Interest applied starting March 1, 2013

Business License Number: Location: Tax Code:
1. Mailing Address
Business Name
Owner Name
Street Address
City, State Zip
Business Type:
NAICS Code:
1a. New Berkeley Location:
1b. New Mailing Address:
For Office Use Only
Sign-off:
Fire Health Toxics Police
Zoning Building

BUSINESS INFORMATION (complete the following applicable information)

- 2. Business Phone Number:
4. Female Owned: Yes No
6. Number Employees:
8. Date Fiscal Year Ends:
10. Type of Ownership: Partnership Corporation Sole Owner (circle one)
12. Federal Tax Id:
14. Contractor's License Number:
16. Resale License Number:
3. Emergency Phone:
5. Minority Owned: Yes No
7. Number of Vehicles Decals: (max 4)
9. Email:
11. How do you file Business taxes: FEIN SSN
13. Social Security Number:
15. Contractor's License Expiration Date:
17. State License Number:

CALCULATE THE 2013 RENEWAL TAX DUE (to calculate the tax, multiply line 20 by the rate on line 21)

- 18. 2012 Gross Receipts \$
19. Allowable Deductions: \$
(ONLY for Tax Codes C, M & P, see instruction sheet)
20. Taxable Gross Receipts: \$
21. Tax: Line 20 x = \$
(If the calculated Tax is less than \$ ____, pay Minimum Tax of \$ ____)
22. Penalty Due: (See box to the right) \$
23. Subtotal: (Tax + Penalty) \$
24. Interest Due: (See box to the right) \$
25. State Mandated Disability Access & Education Revolving Fund * \$ \$1.00
26. License Fees \$
(e.g.: Non-profit, Street Vendor, Solano BID)
27. TOTAL AMOUNT DUE: (Add Lines 23 - 26) \$

PENALTY & INTEREST IS DUE IF PAID/POSTMARKED AFTER FEBRUARY 28, 2013
Penalty (on tax):
Add 10% (if paid between 3/1/2013 and 3/31/2013)
OR Add 50% (if paid after 3/31/2013)
Interest (on tax +penalty):
Add 1% per month from 3/1/2013 until paid
e.g.: between 3/1/13 & 3/31/13 interest = 1%
between 4/1/13 & 4/30/13 interest = 2%

28. HOW TO CLOSE YOUR LICENSE: Did this business close or was the rental property sold? To close your license, complete the appropriate calculations in the above section and remit any applicable payment. Minimum Tax does not apply.

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

If you close your business/sell your property in 2013, 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.

Lic #
Payment Type:
Payment \$
Ck #

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's phone number.
 3. Enter an emergency contact phone number.
 4. Check the appropriate box if the business is fully or partially female owned.
 5. Check the appropriate box if the business is fully or partially minority owned.
 6. Enter the number of business's employees in Berkeley.
 7. Enter the number of Loading Zone decals you would like to receive. A maximum of FOUR 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.
 8. Enter the date the business's fiscal year ends.
 9. Enter the business's email address and/or website.
 10. Indicate the type of ownership of the business by circling the appropriate type.
 11. Check the appropriate box indicating how the income taxes for this business are filed.
 12. Enter Federal Tax Id number if applicable.
 13. Enter Social Security number if applicable.
 14. Enter State Contractor's license number if applicable.
 15. Enter State Contractor's license expiration date if applicable.
 16. Enter State Resale license number if applicable (numbers only; no letters).
 17. Enter other State license numbers that pertain to the business, such as beautician's license and medical license numbers.
 18. Enter the business's total gross receipts for 2012. If you have a tax code Q, enter the business's gross payroll.
Tax codes A, H, N, S and Y: skip lines 18 – 24 and proceed with line 25.
 19. 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. You MUST attach a letter that lists subcontractors 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.
 20. Subtract line 19 from line 18; enter result on line 20.
 21. Multiply the amount of line 20 by the rate printed on line 21.
 22. If renewing after 2/28/13, add 10% or 50% of line 21. See box on the other side of this form for instructions.
 23. Add lines 21 and 22.
 24. If renewing after 2/28/13, add 1% per month delinquent to line 23. See box on the other side of this form for instructions.
 25. 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.
 26. Preprinted license fees, such as Solano BID, Street Vendor and Non-profits.
 27. Enter the total of lines 23 through 26. This total is the renewal fee; please make checks payable to City of Berkeley.
 28. Enter the date of closure or the property sale date on the line provided if the business closed or sold in 2012. Complete lines 18 – 27 and remit applicable payment.