

### City of Sausalito, CA (9991)

License Year 2011 Business License Renewal

Attn: Finance Department
420 Litho Street
Sausalito, CA 94965
(866) 240-3665 • bizlicensesupport@muniservices.com

Official Business License Application Enclosed

Account ID:

Dear Sir or Madam:

Each person, firm, company, association, agency, corporation or other legal entity engaged in business within the City of Sausalito, CA shall obtain and pay for a business license.

As a courtesy, we have enclosed an application to renew your City of Sausalito business license. If applicable, your application is based upon the previous year's license issued. If there are any additions, subtractions, or discrepancies regarding the schedules noted or amount due, please see a full listing at <a href="https://www.ci.sausalito.ca.us">www.ci.sausalito.ca.us</a> or call the Business License Department at (866) 240-3665.

If your fee is based upon the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties.

Online filing is now available to businesses that need to renew their 2011 City of Sausalito, CA business license.

Simply visit <a href="https://www.bizlicenseonline.com">www.bizlicenseonline.com</a> to get started today!

Remit Payment: Make your check payable to "City of Sausalito" and mail to:

City of Sausalito

Attn: Finance Department

420 Litho Street Sausalito, CA 94965

Definition of Gross Receipts: "Gross Receipts" means the total amount of the sale price of all sales and the total amount charged or received for the performance of any act, service or employment of whatever nature it may be for which a charge is made or credit allowed, whether or not such act, service or employment is done as a part of or in connection with the sale of materials, goods, wares, or merchandise. Included in gross receipts shall be all receipts, cash, credits and property of any kind or nature, and any amount for which credit is allowed by the seller to the purchaser without any deduction therefrom an account of the cost of the property sold, the cost of the materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever. Excluded from gross receipts shall be cash discounts allowed and taken on sales, any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser, and such part of the sale price of the property returned by purchasers upon recision of the contract of sale as is refunded either in cash or by credit. Only the gross receipts derived within the City of Sausalito should be reported for the purchasing of your City of Sausalito business license. If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.

Proof of Certification Requirements: Specific license types require proof of certification and/or pre-approval by the City. Proof of certification or approval may include, but not be limited to Occupational Permits authorized by the City of Sausalito Community Development Office or Resale Permits. For questions regarding certification requirements, please refer to Sausalito, CA Code of Ordinances, Title 5 – Business Taxes, Licenses and Regulations. You may also contact the Business License Department for additional information.

Outstanding Balances / Credit Amounts: If your current City of Sausalito Business License account reflects an outstanding balance due from a previous year(s), the amount will be reflected on your business license renewal application. Failure to satisfy the outstanding balance on your account could delay the issuance of your current year license. In addition, if your current City of Sausalito Business License account reflects a credit amount, the amount will be reflected on your business license renewal application. This amount may be subtracted from the total amount due for your current year renewal. If you have any questions regarding outstanding balances or credit amounts, please contact the Business License Department.

**Questions?** Our Business License Department is ready to assist you with all questions regarding the purchase of your City of Sausalito Business License or online filing. Contact us at (866) 240-3665, or email your questions to <a href="mailto:bizlicensesupport@muniservices.com">bizlicensesupport@muniservices.com</a>.

City of Sausalito Business License Finance Department 420 Litho Street Sausalito, CA 94965

Phone: (866) 240-3665

Support Email: <u>bizlicensesupport@muniservices.com</u>



## **Business License Application / Renewal • License Year 2011**

New for 2011 -- Renew your business license online at <a href="www.bizlicenseonline.com">www.bizlicenseonline.com</a>!

Payment is considered delinquent if not postmarked by January 31, and is subject to penalty charges

	r dyment is considered delinquent if not postin	arked by January	, 51, a	iiiu i	3 Jubic		CHA	ity (	, riar <u>g</u>		
Bu Bu	Account #: Business Name: Business Phone: Business Address:  Mailing Address:										
prev char	ructions: Your business license fee is derived from annual gros rious license year in the below area, multiply by the indicated factor, rges and write the total amount due in the area below. You must al lication.	multiply the number v Iso complete the Dec	-vehicles	<b>e cha</b> by the	<b>rge</b> . Plea e appropri	ise write ate rate,	your then	gros add	any oth	ner applicab	
Line	Section 1: Report Gross Receipts – License Schedule (Note: If the gross receipts are over \$500,000, enter \$500 calculate your total tax due.)		hen en	ter th	e differei	nce ove	er \$50	00,0	00 on I	line 2 to	
а	1. Gross Receipts up to \$500,000	\$		×	0.00	0.0015		:	\$		
b	2. Gross Receipts over \$500,000	\$		×	0.00	0105 =			\$		
С		Sub Total Due for Section 1: (Sum of lines "a" and "b")									
Line	Section 2: Report Number of Vehicles (Note: Must report at least one of the below.)										
d	Schedule 10.01 - Number of Vehicles - Capacity 8 passer	0.01 - Number of Vehicles – Capacity 8 passengers or less					× \$48.00 =				
е	Schedule 10.02 - Number of Vehicles - Capacity 9 to 15 p	hedule 10.02 - Number of Vehicles – Capacity 9 to 15 passengers					× \$60.00 :				
f	Schedule 10.03 - Number of Vehicles - Capacity more that	chedule 10.03 - Number of Vehicles – Capacity more than 15 passengers					00	=	\$		
g	Schedule 10.04 - Number of Vehicles – Interurban bus/ter			×	\$ 48.	00	II	\$			
h	Plus (+) Sub Total from Section 1 (line c):										
i	Plus (+) Annual Registration Tax: (Internal Schedule # 20.00)									100.00	
j	Plus (+) Processing Fee:									15.00	
k	Plus (+) Applicable Penalties (If paid on or after February 1st, add 10% per month; max 60%, of taxes.)										
1	Plus (+) Outstanding Amount Due (From previous account balance) Failure to pay an outstanding balance on your account will delay the issuance of your license.										
m											
Total Amount Due:  (Total lines "d" through "m".)  Make Checks Payable To: City of Sausalito											
	is to acknowledge I am the owner of the business declared above. I am pay ne city ordinance and will be held responsible to the fullest extent.	ing the current year licens	se fee. I	under	stand that if	f I submit	false i	inforn	nation, it	is a violation	
Ow	ner's Name	Owner's Signature									
Date Phone Number											

**Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by MuniServices due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. MuniServices is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at <a href="https://www.revds.com/taxpayer/return-check-disclaimer">www.revds.com/taxpayer/return-check-disclaimer</a>.



# City of Sausalito Declaration of Information Form

### **Remittance Address:**

Attn: Finance Department 420 Litho Street Sausalito, CA 94965

#### **Business License Support:**

Phone (866) 240-3665

Email: <u>bizlicensesupport@muniservices.com</u>

Please complete this form in its assistance completing this appl	•				ou need any				
Form of Ownership (Check One)	: Sole Pr	op 🗌 Corp 🔲 LLC 🛭	☐ Partnership	☐ Professional Assoc ☐ Other _					
Acct #Date	Business Ad	ctivity Initiated/Prop	osed:	:# of Employees:					
Legal Business Name:			_ FEIN/Social	Security #					
Trade Name / DBA:		legal name)		s this a Home-Based Business	? YES NO (Circle One)				
Business Type: (Check applicable Retail Wholesale Bldg	le box)	,	ssional ⊡Mar	nufacturer					
Describe the business you are c	onducting_								
State Resale License #	Contractor License #								
Mailing Address:(Street)		(City)		(State)	(Zip)				
Physical Address:									
(Street)		(City)		(State) Email:	(Zip				
(Business		(Home)		(Fax)					
Name/Phone # for Contact Perso	on:		( )	Title:					
List Names of Owner(s), Partner	(s) or Office	r(s) (Attach Separate	e Sheets if Ne	cessary)					
<u>Name</u>	idence Address		<u>ssn</u>	<u>Title</u>					
			e applicable tax	years. (For statistical purposes cember 31 <sup>st</sup> annually.	only)				
	Year Gross Receipts Total Square Feet of Property Used for Business								
	2007								
	2008								
	2009								
I certify under the penalty of perjury	2010 y that the info	ormation provided on	this Declaration	n of Information is accurate and c	orrect to the best				
of my knowledge and belief.	,								
Authorized Signature: Print Name:									
Title:		_ Phone #:		FEIN:					