



**City of Brisbane, CA (9915)**

**Business License Renewal**

**Due:** January 1<sup>st</sup> • **Delinquent Date:** February 1<sup>st</sup>

**Email:** [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com)

**Toll Free Phone:** (866) 240-3665 • **Toll Free Fax:** (855) 219-4338

**Remit To: City of Brisbane • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710**

**Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com)**

Business Name/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

     **Check here if your business has CLOSED, WAS SOLD OR IS NO LONGER OPERATING in the Brisbane city limits.** Please note that if your business reopens, if you open a new business or if your business resumes operation within the City of Brisbane in the future, you must contact our office for assistance. Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MuniServices Account #:** \_\_\_\_\_

**Based on you business description, see the applicable rate on the reverse side of this form.**

**Step 1:** Enter the total amount of employees in the City of Brisbane: (1) \_\_\_\_\_

**Step 2:** Calculate the business license tax due: (2) \$ \_\_\_\_\_

<b>Business Classification</b>	<b>Business Description</b>	<b>Gross Receipts (if applicable)</b>	<b>Other Calculation Method (if applicable)</b>	<b>Flat Fee Amount (if applicable)</b>	<b>License Tax Due</b>
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$

**Instructions for Calculating License Tax –**

- See City of Brisbane, CA Fee Schedule for a list of businesses classifications and descriptions, and annual tax rates.
- The Other Calculation Method column may be used for licenses based on the number of units: i.e. employees, persons, square footage, etc. Must report the amount of units required for calculation under the Other Calculation Method column. Failure to include the number of units may cause delays during processing of your application.

**Step 3:** Add Penalty (If applicable): (3) \$ \_\_\_\_\_

**Step 4:** Add CA Senate Fee SB-1186 (Required): (4) \$ \_\_\_\_\_ **4.00**

**Step 5:** **Total Amount Due (Sum amounts from Steps 2, 3 and 4 above):** (5) \$ \_\_\_\_\_

*Make checks payable to: Tax Trust Account*

**SWORN STATEMENT**

I acknowledge that the City of Brisbane issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Brisbane issuance of a Business License does not waive the City of Brisbane's right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

\_\_\_\_\_  
*Signature of Business Owner/Authorized Representative*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Email*

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