



**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 • 373 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</b><br><i>(if applicable)</i> | <b>Other Calculation Method</b><br><i>(if applicable)</i> | <b>Flat Fee Amount</b><br><i>(if applicable)</i> | <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 (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).

## OUTDOOR ADVERTISING TAX CALCULATIONS

|                    |                |                                            |
|--------------------|----------------|--------------------------------------------|
| 1 Gross Receipts   | \$ _____       |                                            |
| 2 Multiply line by | \$ <u>0.08</u> | If any of signs is 20" x 60", double       |
| 3 Tax Due          | \$ _____       | faced sign (or equivalent square footage), |
| 4 Penalty (if any) | \$ _____       | the minimum tax shall be \$18,000.         |
| 5 TOTAL DUE (3-4)  | \$ _____       |                                            |

Note: Please return your remittance copy showing this calculation & include a separate list showing sizes, locations & gross receipts of each sign.

## NUMBER OF EMPLOYEES TAX TABLE

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| \$18.00 | for first person employed—or \$18.00 per 1 employee                 |
| \$9.00  | per person, next 19 persons employed—or \$189.00 per 20 employees   |
| \$4.50  | per person, next 80 persons employed—or \$549.00 per 100 employees  |
| \$3.75  | per person, next 100 persons employed—or \$924.00 per 100 employees |
| \$2.25  | per person, for every person employed over 200                      |

## GROSS RECEIPTS TAX TABLE

| GROSS RECEIPTS ARE: | BUT NO MORE THAN: | BUSINESS LICENSE TAX SHALL BE:                                                                                                                                                                                                                                     |
|---------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$0                 | \$50,000.00       | \$50.00                                                                                                                                                                                                                                                            |
| \$50,000.01         | \$75,000.00       | \$75.00                                                                                                                                                                                                                                                            |
| \$75,000.01         | \$100,000.00      | \$100.00                                                                                                                                                                                                                                                           |
| \$100,000.01        | \$150,000.00      | \$125.00                                                                                                                                                                                                                                                           |
| \$150,000.01        | \$250,000.00      | \$150.00                                                                                                                                                                                                                                                           |
| \$250,000.01        | \$350,000.00      | \$175.00                                                                                                                                                                                                                                                           |
| \$350,000.01        | \$450,000.00      | \$200.00                                                                                                                                                                                                                                                           |
| \$450,000.01        | \$550,000.00      | \$225.00                                                                                                                                                                                                                                                           |
| \$550,000.01        | \$700,000.00      | \$250.00                                                                                                                                                                                                                                                           |
| \$700,000.01        | \$1,000,000.00    | \$300.00                                                                                                                                                                                                                                                           |
| \$1,000,000.01      | \$1,500,000.00    | \$350.00                                                                                                                                                                                                                                                           |
| \$1,500,000.01      | \$2,000,000.00    | \$400.00                                                                                                                                                                                                                                                           |
| \$2,000,000.01      | \$3,000,000.00    | \$500.00 plus \$0.20 per \$1,000 or fraction thereof over \$2,000,000 & up to \$3,000,000                                                                                                                                                                          |
| \$3,000,000.01      | \$4,000,000.00    | \$700.00 plus \$0.15 per \$1,000 or fraction thereof over \$3,000,000 & up to \$4,000,000                                                                                                                                                                          |
| \$4,000,000.01      | \$5,000,000.00    | \$850.00 plus \$0.10 per \$1,000 or fraction thereof over \$4,000,000 & up to \$5,000,000                                                                                                                                                                          |
| \$5,000,000.01      | \$10,000,000.00   | \$1,050.00 plus \$0.05 per \$1,000 or fraction thereof over \$5,000,000 & up to \$10,000,000                                                                                                                                                                       |
| \$10,000,000.01     | AND OVER          | Calculate tax due based on 0.075 per \$100. Reduced by a credit for sales tax received by the City from the same business, with a min of \$1,300 & a max of \$42,624.49. After 2012 the max will be subject to adjustment for increase in the Consumer Price Index |

## BUSINESS LICENSE DUE DATES & DELINQUENT DATES

| <u>FREQUENCY</u>    | <u>TAX DUE DATE</u>                    | <u>TAX DELINQUENT DATE</u>                      |
|---------------------|----------------------------------------|-------------------------------------------------|
| Annual License      | January 1 of each year                 | February 1 <sup>st</sup> of each year           |
| Semi-Annual License | January 1 & July 1                     | 10 <sup>th</sup> of January & July of each year |
| Quarterly License   | 1 <sup>ST</sup> of Jan, Apr, Jul & Oct | 10 <sup>th</sup> of Jan, Apr, Jul & Oct         |
| Monthly License     | 1 <sup>st</sup> day of each month      | Same as due date                                |
| Weekly License      | Monday following Licensed Week         |                                                 |
| Daily License       | Daily in Advance                       |                                                 |

## PENALTIES FOR LATE PAYMENTS

|                   |                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------|
| ANNUAL LICENSE    | 10% if tax is not paid within 30 days from Due Date<br>25% if tax is not paid within 60 days from Due Date |
| QUARTERLY LICENSE | 10% if tax is not paid within 10 days from Due Date<br>25% if tax is not paid within 20 days from Due Date |
| MONTHLY LICENSE   | 10% if tax is not paid within 10 days from Due Date<br>25% if tax is not paid within 15 days from Due Date |
| WEEKLY & DAILY    | 10% if tax is not paid within 30 days from Due Date<br>25% if tax is not paid within 60 days from Due Date |