



**Online Filing Available at: Coming Soon!**

**Remit To: City of Hercules • 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)**

**MuniServices Account #:** \_\_\_\_\_ **License Year: 20** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Location Address** \_\_\_\_\_

**DBA** \_\_\_\_\_ \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Description & Code (See fee schedule on page 2.):** \_\_\_\_\_

**Section 1 – Workman’s Compensation**

Does your business currently employ individuals working in the City of Hercules?  Yes  No

Workman’s Comp Carrier \_\_\_\_\_ WC Policy # \_\_\_\_\_ WC Exp Date: \_\_\_\_\_

Check here if you are exempt from the worker’s compensation requirement. By doing so, you are certifying under penalty of perjury under the laws of the State of California that the information provided on this exemption statement is true and accurate.

**Section 2 – Business License Calculation**  
**Use this form for RENEWALS only. All NEW businesses must complete a new application.**

1) Report actual gross receipts from previous year. (required)	(1) \$ _____
2) Calculate AVERAGE MONTHLY gross receipts. (Amount on line 1 divided by 12 months)	(2) \$ _____
3) Using the fee schedule enclosed with this form, select the business license fee due based on the AVERAGE MONTHLY gross receipts reported on line 2.	(3) \$ _____
4) Add Penalty if paid on or after February 1 <sup>st</sup> of license year. <i>Calculation: Amount from line 3 x 25% x number of months late; Max 100%</i>	(4) \$ _____
5) Add CASp fee. (required)	(5) \$ <u>4.00</u>
6) TOTAL AMOUNT DUE: <i>Sum lines 3, 4 and 5.</i>	(6) \$ _____

*Make check payable to: Tax Trust Account*

**Section 3 – Chemical or Hazardous Waste Materials**

Select One:

This business WILL NOT handle or store chemical or hazardous waste materials.

This business IS LICENSED AND QUALIFIED to handle chemical or hazardous waste materials.

**Section 4 – Sworn Statement**

I acknowledge that the City of Hercules’ 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 Hercules’ issuance of a Business License does not waive the City of Hercules’ 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 Printed Name Title Date Phone*

**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).



**FEE SCHEDULE - AVERAGE MONTHLY GROSS RECEIPTS**  
**Retail, Service, Manufacturer, Wholesale, Daycare, Short Term Lodging and**  
**Commercial/Residential Property Rental**

Delinquent Date: Delinquent if paid on or after February 1st

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**Fee Schedule**

INSTRUCTIONS: THE BELOW RATES ARE FOR RENEWALS ONLY. ALL NEW BUSINESSES MUST USE THE NEW BUSINESS APPLICATION

Code	Classification/Business Description Description
<u>Code 1.01</u>	Daycare-Large Family Day Care (7 to 12 Children)
<u>Code 1.02</u>	Daycare-Small Family Day Care (6 or Less Children)
<u>Code 1.03</u>	Hotel, Motel, Bed & Breakfast, Short Term Lodging
<u>Code 1.04</u>	Manufacturer
<u>Code 1.05</u>	Manufacturer HOME OCCUPATION
<u>Code 1.06</u>	Retail
<u>Code 1.07</u>	Retail HOME OCCUPATION
<u>Code 1.08</u>	Service
<u>Code 1.09</u>	Service HOME OCCUPATION
<u>Code 1.10</u>	Wholesale
<u>Code 1.11</u>	Wholesale HOME OCCUPATION
<u>Code 1.12</u>	Residential Real Estate Property Rental (1+ rental unit)
<u>Code 1.13</u>	Residential Real Estate Property Rental (1+ rental unit) HOME OCCUPATION
<u>Code 1.14</u>	Commercial Real Estate Property Rental (1+ property)
<u>Code 1.15</u>	Commercial Real Estate Property Rental (1+ property) HOME OCCUPATION

AVERAGE MONTHLY Gross Receipts Range	License Fee Due
\$0.00 to \$1,000	\$42.00
\$1,000.01 to \$1,500	\$52.00
\$1,500.01 to \$2,000	\$62.00
\$2,000.01 to \$3,000	\$82.00
\$3,000.01 to \$4,000	\$103.00
\$4,000.01 to \$5,000	\$123.00
\$5,000.01 to \$6,000	\$143.00
\$6,000.01 to \$8,000	\$164.00
\$8,000.01 to \$10,000	\$184.00
\$10,000.01 to \$12,000	\$204.00
\$12,000.01 to \$14,000	\$225.00
\$14,000.01 to \$16,000	\$245.00
\$16,000.01 to \$18,000	\$265.00
\$18,000.01 to \$20,000	\$286.00
\$20,000.01 to \$25,000	\$326.00
\$25,000.01 to \$30,000	\$367.00
\$30,000.01 to \$35,000	\$408.00

AVERAGE MONTHLY Gross Receipts Range	License Fee Due
\$35,000.01 to \$40,000	\$448.00
\$40,000.01 to \$45,000	\$489.00
\$45,000.01 to \$50,000	\$530.00
\$50,000.01 to \$60,000	\$571.00
\$60,000.01 to \$70,000	\$611.00
\$70,000.01 to \$80,000	\$652.00
\$80,000.01 to \$90,000	\$693.00
\$90,000.01 to \$100,000	\$733.00
\$100,000.01 to \$130,000	\$815.00
\$130,000.01 to \$160,000	\$896.00
\$160,000.01 to \$200,000	\$1,018.00
\$200,000.01 to \$350,000	\$1,221.00
\$350,000.01 to \$500,000	\$1,425.00
\$500,000.01 to \$650,000	\$1,730.00
\$650,000.01 to \$800,000	\$2,035.00
\$800,000.01 to \$1,000,000	\$2,442.00

AVERAGE MONTHLY Gross Receipts Range	Base Fee
\$1,000,000.01 to \$2,000,000 (Base Fee + \$1.00 per \$1,000 in excess of \$1M up to \$2M)	\$2,442.00
\$2,000,000.01 to \$4,000,000 (Base Fee + \$.80 per \$1,000 in excess of \$2M up to \$4M)	\$3,459.00
\$4,000,000.01 to \$7,000,000 (Base Fee + \$.60 per \$1,000 in excess of \$4M up to \$7M)	\$5,086.00
\$7,000,000.01 to \$10,000,000 (Base Fee + \$.40 per \$1,000 in excess of \$7M up to \$10M)	\$6,917.00
Over \$10,000,000 (Base Fee + \$.20 per \$1,000 in excess of \$10M with no cap)	\$8,137.00