

City of Larkspur Business License Frequently Asked Questions (FAQ's)

Who is MuniServices?

MuniServices, LLC is a private company that has been contracted by the City of Larkspur to administer their business license program. For information regarding the City of Larkspur business licenses, please contact MuniServices at:

MuniServices
Attn: Business License Department
438 E Shaw Avenue Box 367
Fresno, CA 93710

Taxpayer Support: (866) 240-3665
Email: bizlicensesupport@muniservices.com

Fax: (855) 219-4338
Website: www.revds.com

I am opening a new business inside the city limits of the City of Larkspur. Do I need to obtain a business license?

Yes. All businesses operating in the City of Larkspur under Chapter 5.24.010 of the Larkspur Municipal Code, you are required to maintain a valid Business License with the City of Larkspur. Note that various areas of Greenbrae, including business and residential addresses, are under the City of Larkspur's jurisdiction. You may file online at www.bizlicenseonline.com or download a "New" business license application from our website at www.revds.com.

How can I obtain a business license? Online filing is available! Free – Fast - Secure!

To Remit Payment:

1. Go to www.bizlicenseonline.com.
2. Sign in.
 - Returning users should simply log on with the username/password that was created previously. Once logged in, click "File a new return."
 - First time online users should click on "Sign Up: Business Account." Complete the registration information, including creating a username/password. Store the username/password in a secure place.
3. Select either using your previous year schedule numbers or choose the appropriate schedules from the drop down. If there are any questions, please see the fee schedule on our website at www.revds.com, or email us at bizlicensesupport@muniservices.com or call toll free at 866-240-3665.
4. Complete your return, enter your payment information and submit your filing.
5. Print your confirmation.
6. The official license will be mailed to you at the mailing address you have provided.

Where do I obtain a new business license application?

A new business license application and tax information can be found on our website at www.revds.com. (Click on <http://revds.com/taxpayer/select-your-state/california/taxpayer-forms/>).

If you are not able to file online, please use the application on the reverse side of this letter to renew your business license. Please make your check payable to "Tax Trust Account" and mail to MuniServices Business License Department, 438 E Shaw Ave #367, Fresno, CA 93710.

I did not receive my renewal business license application. Where can I obtain an application in order to renew my business license?

Your personalized renewal form can be obtained by emailing bizlicensesupport@muniservices.com. A renewal business license application and tax information can be found on our website at www.revds.com. (Click on <http://revds.com/taxpayer/select-your-state/california/taxpayer-forms/>.)

For information regarding your MuniServices account or renewal notice, please contact MuniServices at (866) 240-3665 or by emailing bizlicensesupport@muniservices.com.

When do I need to renew my City of Larkspur business license?

The City of Larkspur license renewal period is January 1st through January 31st. Renewal payments made on or after February 1st are considered delinquent.

When is my City of Larkspur business license renewal considered late?

Renewal payments made on or after February 1st are considered delinquent.

What are the penalties for paying on or after the delinquent date?

All business license renewals are subject to a late payment penalty of 10% per month. Penalties are not to exceed 100%.