

City of Larkspur
c/o MuniServices, LLC
Business License Renewal
438 E Shaw Ave Box 367
Fresno, CA 93710



BUSINESS LICENSE RENEWAL NOTICE
Online Filing Available at www.bizlicenseonline.com.
Credit card and ACH Debit payments accepted online.

Dear Sir or Madam:

Thank you for choosing to conduct business in the City of Larkspur, CA. A healthy business community is a key factor in a vital local community, and your business is greatly valued. All businesses operating within the Larkspur City limits are required to renew their Business Licenses each year. Please see the enclosed business license renewal information and form.

Your business license will expire on December 31st. The business licenses will be considered delinquent if not paid before February 1st. For your convenience, online filing is available.

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.
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

If you are not able to file online, please use this application 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 Box 367, Fresno, CA 93710.

Definition of Gross Receipts: "Gross receipts" shall include the total amount of the sale price of all sales and the total amount charged or received for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise, subject to the following inclusions: Included in "gross receipts" shall be all receipts, cash, credits, and property of any kind or nature, without any deduction therefrom on 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 those as stated in the City of Larkspur's Municipal Code.

Business closed or no longer doing business? Please complete the below information and return either by mail, by fax (855) 219-4338 or by email to MuniServices at bizlicensesupport@muniservices.com. It is your responsibility to register again with the City through MuniServices if you operate again in the City's limits.

I hereby affirm that my business indicated above closed or is no longer operating in the above mentioned municipality as of _____/_____/_____ (date business closed).

Printed Name: _____ Signature: _____

If you have any questions regarding the business license renewal process, please contact our office via email at bizlicensesupport@muniservices.com or toll free at (866) 240-3665.

Thank you,
MuniServices, LLC
Business License Department



City of Larkspur, CA (9910)
Professional Business License Renewal

Due: January 1st • **Delinquent Date:** February 1st

Email: bizlicensesupport@muniservices.com

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

Submit To: City of Larkspur c/o MuniServices, LLC • 438 E Shaw Avenue Box 367 • Fresno, CA 93710

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

File Online at www.bizlicenseonline.com

ACH Debit and Credit Card payments accepted online.

A 3% convenience fee applies only to Credit Card payments.

Business Name: _____

MuniServices Account #: _____

Mailing Address: _____

Check here for Mailing Address Change/Update:

Check here for Physical Address Change/Update:

Physical Address: _____

If there are any additions, deletions, or discrepancies regarding the schedules or amounts listed below, please review the entire license fee schedule at www.revds.com or call our Business License Department toll free at (866) 240-3665.

(A) Schedule Number	(B) Type of License	(C) No. of Employees Required	Rate	(D) Amount Due (Multiply Rate x No. of Employees)	(E) License Fee Due
Enter the number of employees in each section. Calculate amount due for each employee type. Sum column E for total amount due.					
106.01	Professional		\$115.00 each	\$	\$
106.00	Support Staff (1 st – 10 th)		\$17.00 each	\$	\$
106.00	Support Staff (11 st – 40 th)		\$8.50 each	\$	\$
106.00	Support Staff (Over 40 employees)		\$3.00 each	\$	\$
106.50	Support Staff Part Time Employee		\$8.50 each		
Penalties: 10% per month, not to exceed 100% of the license fee:					
Total Amount Due:					\$
**H – Schedule Description: Please use to calculate License Fee – Please indicate both the number of Support Employees and number of Professional Employees in the space provided above to prevent a delay of the issuance of your license.					
Section 106.01 \$115.00 Each Professional Employee			Section 106.00 Other Support Employees		
			0 Employees \$0.00		
			1st through 10th employee \$17.00 each		
			11th through 40th employee \$8.50 each		
			Over 40 Employees \$3.00 each		
			Part Time Employee \$8.50 each		

Make Check Payable to: Tax Trust Account

Sworn Statement: I hereby swear that 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 has been examined by me and to the best of my knowledge is true correct and complete. I understand issuance of license does not permit business operation unless business is properly zoned, and/or in compliance with all applicable laws/rules.

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 www.revds.com/taxpayer/return-check-disclaimer.

Signature: _____ **Print Name:** _____ **Date:** _____

Title: _____ **Email:** _____ **Phone #:** _____