

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



Customer Service



Toll Free Phone: (866) 240-3665
Toll Free Fax: (855) 219-4338
Hablamos español



Email: bizlicensesupport@muniservices.com
Website: www.revds.com
Online Filing:
<https://Larkspur.BizlicenseOnline.com>



City of Larkspur, CA
c/o MuniServices, LLC
438 East Shaw Ave Box 367
Fresno, CA 93710

Dear Business Owner,

Account #: 351968

Why we are writing you

Thank you for choosing to conduct business in the City of Larkspur, CA. All businesses operating within the Larkspur, CA city limits are required to renew their Business License each year. Please see the enclosed business license renewal information and form.

What this means

Your business license will expire on December 31st. The business license will be considered delinquent if not paid on or before January 31st. For your convenience, online filing available at <https://Larkspur.BizlicenseOnline.com>.

What to do now

Returning online filing users, enter the username and password that you created with last year's business tax return and click Login. If you are filing online for the first time, complete the Sign Up process for your Business Account. Store your user name/password in a secure place so that you can use it for next year's renewal. Your previous year schedule is listed below. Use this number to purchase your renewal.

If you elect not to use online filing, complete the paper renewal form on the reverse side of this notice and submit form and payment via mail to the address in the Customer Service section above. Make your check payable to "Tax Trust Account".

There is no charge for submitting payment online via ACH Debit. However, there is a 3% convenience fee/surcharge for submitting payment via credit card.

Business closed, sold or no longer operating in the Larkspur, CA City limits? If your business closed, was sold or is no longer doing business in the city limits of Larkspur, CA, please check the space provided at the top of the renewal application, provide an effective date, sign/date the form and return to our office via email, fax or mail.

Moved, changed ownership or changed business name within the past year? You are required to notify our office by providing a new application. You may download an application at www.revds.com or contact the customer service department for direction. Please include information from your former account for reference.

CASp Fee: On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from "any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit." Assembly Bill 1379 was passed on October 11, 2017 which extends the assessment of the fee indefinitely and also the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following: Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at: <http://www.dgs.ca.gov/dsa/Home.aspx>; The Department of Rehabilitation at: <http://www.rehab.cahwnet.gov/>; The California Commission on Disability Access at: <http://www.ccda.ca.gov>.

Thank you,
Business License Department



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

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

Online filing: <https://Larkspur.BizlicenseOnline.com>

Remit To: City of Larkspur • 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

Account #: _____

Check here for Mailing Address Change

Business Name: _____

Check here if your business has CLOSED, WAS SOLD OR IS NO

Mailing Address: _____

LONGER OPERATING in the Larkspur 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 Larkspur in the future, you must contact our office for direction. Effective Date: ____/____/____

Business Location: _____

If there are any 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 OTHER (MUST INDICATE NUMBER OF SUPPORT EMPLOYEES)		\$115.00 PER EMPLOYEE	\$	\$
106.00	SUPPORT STAFF (1 st – 10 th)		\$17.00 PER EMPLOYEE	\$	\$
106.00	SUPPORT STAFF (11 st – 40 th)		\$8.50 PER EMPLOYEE	\$	\$
106.00	SUPPORT STAFF (OVER 40 EMPLOYEES)		\$3.00 PER EMPLOYEE	\$	\$
106.50	SUPPORT STAFF (PART TIME EMPLOYEES)		\$8.50 PER EMPLOYEE	\$	\$
Penalties:10% per month, not to exceed 100% of the license fee:					
CA Senate Bill 1186 (Mandatory State Fee)					\$ 4.00
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.

Make Check Payable to: Tax Trust Account

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.

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.

Signed: _____ **Print Name:** _____ **Title:** _____

Phone Number: _____ **Email Address:** _____ **Date:** _____

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.