

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



**BUSINESS LICENSE RENEWAL**  
Online Filing Available at [www.bizlicenseonline.com](http://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](http://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](mailto: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](mailto:bizlicensesupport@muniservices.com) or toll free at (866) 240-3665.

Thank you,  
MuniServices, LLC  
Business License Department



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

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

**Email:** [bizlicensesupport@muniservices.com](mailto: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](mailto:bizlicensesupport@muniservices.com)

**File Online at [www.bizlicenseonline.com](http://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](http://www.revds.com) or call our Business License Department toll free at (866) 240-3665.**

(A) Schedule Number	(B) Type of License	(C) Number of Brokers/Salespersons Required	Rate	(D) Amount Due (Multiply Rate x Brokers/Salespersons)	(E) License Fee Due
Enter the number of brokers/salespersons in each section. Calculate amount due for each. Sum column E for total amount due.					
105.00	Real Estate Broker		\$90.00 per Broker	\$	\$
105.01	Real Estate Salespersons		\$17.00 per Salesperson	\$	\$
<b>Penalties: 10% per month, not to exceed 100% of the license fee:</b>					
<b>Total Amount Due:</b>					<b>\$</b>
<p><b>**H – Schedule Description: Please use to calculate License Fee – Please</b> indicate both the number of Real Estate Brokers and the number of Real Estate Salespersons in the space provided above to prevent a delay of the issuance of your license.</p>					

**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](http://www.revds.com/taxpayer/return-check-disclaimer).

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_