



Palo Alto Business Improvement District (BID) Annual Assessment Fees



Due on or before: August 31
Delinquent: September 1



Business Description	Number of Employees: Full Time or Equivalent (FTE)	ZONE A		ZONE B	
		Schedule No.	Amount	Schedule No.	Amount
Retailers and Restaurants	Under 6 FTE Employees	1.00	\$ 225.00	1.03	\$ 170.00
	6 to under 11 FTE Employees	1.01	\$ 340.00	1.04	\$ 260.00
	11+ FTE Employees	1.02	\$ 450.00	1.05	\$ 340.00
Service Businesses	Under 4 FTE Employees	2.00	\$ 170.00	2.03	\$ 130.00
	4 to under 7 FTE Employees	2.01	\$ 260.00	2.04	\$ 200.00
	7+ FTE Employees	2.02	\$ 340.00	2.05	\$ 260.00
Professional Businesses	25% or fewer FTE Employees, including the business owner (26% to under 1 FTE Employee)	3.00	Exempt	3.05	Exempt
	2 to 4 FTE Employees	3.01	\$ 60.00	3.06	\$ 50.00
	5 to 9 FTE Employees	3.02	\$ 110.00	3.07	\$ 90.00
	10+ FTE Employees	3.03	\$ 170.00	3.08	\$ 130.00
	10+ FTE Employees	3.04	\$ 225.00	3.09	\$ 170.00
Lodging Businesses	Number of Rooms:				
	up to 20 rooms	4.00	\$ 225.00	4.03	\$ 170.00
	21 to 40 rooms	4.01	\$ 340.00	4.04	\$ 260.00
	41+ rooms	4.02	\$ 450.00	4.05	\$ 340.00
Financial Institutions		5.00	\$ 500.00	5.01	\$ 500.00

1. For retailers and restaurants, service businesses or professional businesses, size will be determined by number of employees either full time or equivalent (FTE) made up of multiples of part-time employees. A full FTE equals approximately 2000 hours annually. Lodging facilities will be charged by number of rooms available. Financial Institutes will be charged a flat fee.
2. Second floor (and higher) businesses located within Zone A will be assessed the same as similar street-level businesses located within Zone B.
3. Assessment amounts are rounded to the nearest ten dollars. The minimum assessment will be \$50.00.