

City of Sausalito, CA (9991)

License Year 2011 Business License Renewal

Attn: Finance Department
420 Litho Street
Sausalito, CA 94965
(866) 240-3665 • bizlicensesupport@muniservices.com

Official Business License Application Enclosed

Account ID:

Dear Sir or Madam:

Each person, firm, company, association, agency, corporation or other legal entity engaged in business within the City of Sausalito, CA shall obtain and pay for a business license.

As a courtesy, we have enclosed an application to renew your City of Sausalito business license. If applicable, your application is based upon the previous year's license issued. If there are any additions, subtractions, or discrepancies regarding the schedules noted or amount due, please see a full listing at www.ci.sausalito.ca.us or call the Business License Department at (866) 240-3665.

If your fee is based upon 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, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties.

Online filing is now available to businesses that need to renew their 2011 City of Sausalito, CA business license.

Simply visit www.bizlicenseonline.com to get started today!

Remit Payment: Make your check payable to "City of Sausalito" and mail to:

City of Sausalito

Attn: Finance Department

420 Litho Street Sausalito, CA 94965

Definition of Gross Receipts: "Gross Receipts" means the total amount of the sale price of all sales and the total amount charged or received for the performance of any act, service or employment of whatever nature it may be for which a charge is made or credit allowed, whether or not such act, service or employment is done as a part of or in connection with the sale of materials, goods, wares, or merchandise. Included in gross receipts shall be all receipts, cash, credits and property of any kind or nature, and any amount for which credit is allowed by the seller to the purchaser without any deduction therefrom an 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 cash discounts allowed and taken on sales, any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser, and such part of the sale price of the property returned by purchasers upon recision of the contract of sale as is refunded either in cash or by credit. Only the gross receipts derived within the City of Sausalito should be reported for the purchasing of your City of Sausalito business license. If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.

Proof of Certification Requirements: Specific license types require proof of certification and/or pre-approval by the City. Proof of certification or approval may include, but not be limited to Occupational Permits authorized by the City of Sausalito Community Development Office or Resale Permits. For questions regarding certification requirements, please refer to Sausalito, CA Code of Ordinances, Title 5 – Business Taxes, Licenses and Regulations. You may also contact the Business License Department for additional information.

Outstanding Balances / Credit Amounts: If your current City of Sausalito Business License account reflects an outstanding balance due from a previous year(s), the amount will be reflected on your business license renewal application. Failure to satisfy the outstanding balance on your account could delay the issuance of your current year license. In addition, if your current City of Sausalito Business License account reflects a credit amount, the amount will be reflected on your business license renewal application. This amount may be subtracted from the total amount due for your current year renewal. If you have any questions regarding outstanding balances or credit amounts, please contact the Business License Department.

Business closed or no longer doing business? If your business has been closed or if you are no longer doing business in the municipality, please check the "business closed" box located on the application and fax to the attention of the Business License Department at (205) 423-4099. You may also email Business License Support at bizlicensesupport@muniservices.com.

Questions? Our Business License Department is ready to assist you with all questions regarding the purchase of your City of Sausalito Business License or online filing. Contact us at (866) 240-3665, or email your questions to bizlicensesupport@muniservices.com.

City of Sausalito Business License Finance Department 420 Litho Street Sausalito, CA 94965

Sausalito, CA 94965 Phone: (866) 240-3665

Date

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

Support Email: <u>bizlicensesupport@muniservices.com</u>



Business License Application / Renewal ● License Year 2011

New for 2011 -- Renew your business license online at www.bizlicenseonline.com!

Payment is considered delinquent if not postmarked by January 31, and is subject to penalty charges.

Account #: Business Name: Business Phone:								
Business Address:	Mailin	g Address:						
Instructions: To calculate your Truck/Van/Deliv vehicles <u>OR</u> based on gross receipts. You i	nust also complete the Declaration of Ir	JTSIDE City Linguity Linguity III (1977) ITS	mits), you i m on the b	may elect to pack of this ap	oay b oplica	ased or	n the # of	
Please choose only ONE of the below	v business license fee calculation of	ptions.●Mal	ke Check	s Payable T	o: C	ity of S	Sausalito	
Option 1: Based on Per Vehicle (Please write the number of vehicles within each applicable charges and write the total amount due	of the below categories that service the City of	of Sausalito, mu	Itiply by the	indicated rate,	then a	add any (other	
Schedule 7.01 - Number of Vehicles - 1/2	ton	× \$20.00 =				\$		
Schedule 7.02 - Number of Vehicles – 1	ton		×	\$ 40.00	=	\$		
Schedule 7.03 - Number of Vehicles – 1 ½ ton			×	\$ 50.00	=	\$		
Schedule 7.04 - Number of Vehicles – 2 ton			×	\$ 60.00	=	\$		
Schedule 7.05 - Number of Vehicles – 3 ton			×	\$ 90.00	=	\$		
Schedule 7.06 - Number of Vehicles - Over 3 ton			×	\$ 125.00	=	\$		
	ee:	\$	15.00					
Plus (+) Applicable Penalties (If paid on or after February 1 st , add 10% per month; max 60%, of taxes								
Failure	to pay an outstanding balance on your acc	Plus (+) O (Fro	utstandin m previous	g Amount I	Due nce)	\$		
		act (-) Credit Amount (If available for use)						
		T	Total Amount Due					
Option 2: Based on Gross Reco	-		license yea	r on Line 1, and	d mult	iply by th	 he indicated	
Schedule 7.0 - Total Gross Receipts	\$	×	0.0011	3 =	\$;		
	(: () \$;	100.00					
				cessing Fee		;	15.00	
	(If paid on or after February 1st,			le Penalties 60%. of taxes		;		
Failure to		Plus (+) Out (From	standing previous ac	Amount Du	e	j		
	Subtract (-) Credit Am	ount (If av	railable for use	e) \$;		
			Total A	mount Due	: \$;		
This is to acknowledge I am the owner of the busines of the city ordinance and will be held responsible to the	. , ,	icense fee. I und	derstand that	if I submit false	inform	nation, it is	s a violation	
Owner's Name	Owner's Signa	ture						

_ Phone Number _

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



City of Sausalito Declaration of Information Form

Remittance Address:

Attn: Finance Department 420 Litho Street Sausalito, CA 94965

Business License Support:

Phone (866) 240-3665

Email: <u>bizlicensesupport@muniservices.com</u>

Please complete this form in assistance completing this ap		• •	•	·	ou need any		
Form of Ownership (Check On	ne): Sole Pro	p 🗌 Corp 🗌 LLC 🗌	Partnership F	Professional Assoc Other			
Acct #Dat	e Business Ac	tivity Initiated/Propo	sed:	# of Employe	/ees:		
Legal Business Name:			FEIN/Social Security #				
Trade Name / DBA:	If different from		ls th	Is this a Home-Based Business? YES N			
Business Type: (Check applic	able box)	,	sional	cturer	,		
Describe the business you are	conducting_						
State Resale License #			Contractor L	Contractor License #			
Mailing Address:							
(Street)	,	(City)	(State)	(Zip)		
(Street))	(City)		(State)	(Zip		
Telephone:(Busine		(Home)	(Cell)	Email:)			
		, ,		,			
Name/Phone # for Contact Per	'son:		_()	Title:			
List Names of Owner(s), Partn	er(s) or Officer	(s) (Attach Separate	Sheets if Neces	sary)			
<u>Name</u>	<u>Resi</u>	dence Address		<u>SSN</u>	<u>Title</u>		
		License Info ormation table for the a d runs from January 1	applicable tax yea	ars. (For statistical purposes o aber 31 st annually.	nly)		
	Year	Gross Receipts	Proper	uare Feet of ty Used for siness			
	2007						
	2008						
	2009						
	2010						
I certify under the penalty of perj of my knowledge and belief.	ury that the info	rmation provided on th	nis Declaration of	Information is accurate and co	rrect to the best		
Authorized Signature:			Print Name: _				
Title		Phone #:		FFIN:			