



Finance Department
 Revenue Collection
 1947 Center Street
 Berkeley, CA 94704

2024 BUSINESS LICENSE RENEWAL

2024 Tax Due: January 1, 2024
Penalty & Interest apply starting March 1, 2024

 Pmt Type: _____
 Ok #: _____
 Pmt \$: _____

***Attention: Information required on this form may be subject to public disclosure**

Business License #*: _____ **Location*:** _____ **Tax Code*:** _____
Business Type*: _____ **NAICS Code*:** _____

1. ADDRESS INFORMATION*:

Business Name: _____
 Owner Name: _____
 Mailing Address: _____
 City, State, Zip: _____

Check box(es) and complete information if applicable

1a. New Berkeley Location: _____ Berkeley, CA Zip: _____
 1b. New Mailing Address: _____

2. BUSINESS INFORMATION

Business Phone Number*: _____ Emergency Phone: _____
 Number of Employees*: _____ Number of Vehicles Decals: _____ (max 4)
 Date Fiscal Year Ends: _____ Email*: _____
 Type of Ownership*: Partnership Corporation Co-op Corporation Sole Owner LLC/LP
 How do you file business taxes?: FEIN SSN
 FEIN/SSN: _____
 Resale License Number: _____
 Contractor's License Number: _____ Contractor's License Expiration Date: _____

3. 2024 BUSINESS LICENSE TAX DUE

(See box on the right for penalty and interest rates)

A. Flat Fee Tax:
 For Tax Code N (non-profit organization) - \$26
 For Tax Code S (solicitor/peddler) - \$258
 \$ _____

B. Penalty 1: if applicable, 10% of A
 \$ _____

C. Subtotal: (Tax + Penalty)
 \$ _____

D. Interest 1 on C: Interest rate ____% (Line C x %)
 \$ _____

E. Penalty 2: if applicable, 40% of A
 \$ _____

F. Penalty 2 Interest on E: Interest rate ____% (Line E x %)
 \$ _____

G. State Mandated Disability Access Fee:
 \$ _____

H. Additional License Fees:
 (e.g.: Solano BID, Elmwood BID)
 \$ _____

I. TOTAL AMOUNT DUE: (Add Lines C through H)
 \$ _____

PENALTY AND INTEREST is due if paid/postmarked on or after March 1, 2024	
Line B - Penalty 1: applicable if license is paid on or after 3/1/24	Line E - Penalty 2: applicable if license is paid on or after 4/1/24
Line D - Interest 1: add 1% per month from 3/1/24 until paid in full	Line F - Penalty 2 Interest: add 1% per month from 4/1/24 until paid in full

4. CLOSING BUSINESS DECLARATION (if applicable):

If you closed your business, you must complete this section within 90 days of closure. To close your business license, enter the closing date below. The State Mandated Fee does not apply.

Business closed on: _____ (mm/dd/yyyy)

Warning: Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115, and 9.04.120.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.

Signature: _____ Date: _____ (mm/dd/yyyy)

Compliance with the Business License Tax requirement per BMC 9.04 does not constitute conformity with Zoning, Building Permits, Toxic, Health, and Fire requirements.

INSTRUCTIONS

Please read instructions prior to completing the form. This form must be signed and dated for processing.

SECTION 1: ADDRESS INFORMATION

Verify the printed mailing address and location information. If either address has changed, check the appropriate box and write the updated information on the provided line. If your physical business location has moved to or within the City of Berkeley, the Zoning Division in the Planning Department must approve the change before we can update our database. You may request an address change online at <https://aca.cityofberkeley.info/Community> and provide the approved zoning certificate number.

SECTION 2: BUSINESS INFORMATION

Enter the business' information. Please be advised that the business e-mail address is public information. The City of Berkeley will not use e-mail addresses for any purpose other than that for which it is explicitly provided but will disclose the information if required under law, such as pursuant to third party public record act requests.

SECTION 3: 2024 BUSINESS LICENSE TAX DUE

Line A. Tax Code N (nonprofit organization) - enter \$26
Tax Code S (solicitor/peddler) - enter \$258

Line B: If renewing on or after March 1, add a 10% penalty of the business license tax.

Line C: Add A and B.

Line D: If renewing on or after March 1, add 1% simple interest per month starting from March 1 for every month or fraction thereof until the tax is paid. Multiply C x D.

Line E: If renewing on or after April 1, add a 40% penalty of the business license tax.

Line F: If renewing on or after April 1, add 1% simple interest per month starting from April 1 for every month or fraction thereof until the tax is paid. Multiply E x F.

Line G: This is a State Mandated Fee. 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. For more information, please visit:

Division of the State Architect: <https://www.dgs.ca.gov/DSA>

California Commission on Disability Access: www.cdda.ca.gov

Line H: If applicable, include additional license fees for the Solano or Elmwood BID.

Line I: Add Lines C through H. This is the total amount due. Please make checks payable to City of Berkeley and mail to Finance Department, Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

SECTION 4: CLOSING BUSINESS DECLARATION

If the business closed in 2023, enter the closure date. The State Mandated Fee, minimum tax, penalties, and interest do not apply. Please complete Section 3 and remit applicable payment to City of Berkeley.

Form: FINRC-BL-FLT-CW
Revised: 12/23