



# City of Emeryville

INCORPORATED 1896

1333 Park Avenue. Emeryville, CA 94608-3517

t (510) 596-4300 | f (510) 658-8095

Finance@emeryville.org

## 2022 NON-PROFIT BUSINESS LICENSE TAX RETURN

Returns are due January 1, 2022 and delinquent if received or postmarked after March 1, 2022

**BUS ID#**  
**NAME:**  
**ADDRESS:**

**NUMBER OF LOCATIONS IN EMERYVILLE:** \_\_\_\_\_  
**NUMBER OF EMPLOYEES IN EMERYVILLE:** \_\_\_\_\_  
**BUSINESS PHONE NUMBER:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**NAICS CODE:** \_\_\_\_\_

Line

A.) Gross Receipts:	\$	_____	
B.) Tax Rate:		x .0010	
C.) Tax Due: <b>Min Tax Due is \$25</b>	\$ TAX EXEMPT	_____	Multiply line "A" by line "B" <b>If the return is postmarked after 03/01, Penalties are due.</b>
D.) Penalty (See Box 1 below):	\$	_____	
E.) Subtotal	\$	_____	Sum of lines "C" and "D" <b>If the return is post marked after 03/01, Interest is due.</b>
F.) Interest (See Box 2 below):	\$	_____	
G.) <b>Renewal Fee</b>	<b>\$10.00</b>	_____	
H.) <b>State Mandated Disability Access &amp; Education Revolving Fund*</b>	<b>\$4.00</b>	_____	
<b>Total Due:</b>	<b>\$ 14.00</b>	_____	Sum of lines "E", "F", "G", "H"

\*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 <https://www.dgs.ca.gov/DSA>. The Department of Rehabilitation at <https://www.dor.ca.gov/>. The California Commission on Disability Access at <https://www.dgs.ca.gov/CCDA>.

Please make check payable to *City of Emeryville*

Include the completed, signed tax return with your payment and remit to:

City of Emeryville  
Finance Department  
P.O. Box 674  
Rodeo, CA 94572

Box 1- Penalty Calculation	Penalties are due if the return is post marked after March 1 <sup>st</sup> <b>Capped at 25%</b> (EMC 3-1.116)		
March 2 -March 31	5%	of Tax Due on line "C" above.	
April 1 - April 30	10%	of Tax Due on line "C" above.	
May 1 - May 31	15%	of Tax Due on line "C" above.	
June 1 - June 30	20%	of Tax Due on line "C" above.	
On or after July 1	25%	of Tax Due on line "C" above.	

Box 2- Interest Calculation	Interest is due if the return is post marked after March 1 <sup>st</sup> <b>1.5% per month – no cap</b> (EMC 3-1.119) * *Add 1.5% for each additional month		
March 2 - March 31	1.50%	of Subtotal on line "E" above.	
April 1 - April 30	3.00%	of Subtotal on line "E" above.	
May 1 - May 31	4.50%	of Subtotal on line "E" above.	
June 1 - June 30	6.00%	of Subtotal on line "E" above.	
July 1 - July 31	7.50%	of Subtotal on line "E" above.	

I declare, under penalty of perjury, that to my knowledge all information contained in this statement/tax return is true and correct.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete the Closure of Business Affidavit on backside if your company is no longer doing business in Emeryville.**

## CLOSURE OF BUSINESS

If the business is closed, please complete this section and return this form to the City of Emeryville Administration Building at 1333 Park Avenue, Emeryville, CA 94608 so we can update our records.

**BUS ID #** \_\_\_\_\_ **BUS NAME:** \_\_\_\_\_

Date Business Closed \_\_\_\_\_ Reason for Closure \_\_\_\_\_

**If moved from Emeryville, why?** \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**     Updated BL to "C" in Superior    Date Updated \_\_\_\_\_    Processed by \_\_\_\_\_