



Filing Instructions for Completing your Business License Tax Form for Rental Property

Dear Property Owner:

The time has arrived to pay your 2016 Business License tax for your rental properties. The Daly City Business License Tax is a local tax that stays here in Daly City and is used to provide local services. It cannot be taken by the State or used for any other purpose except to provide services to our own community.

GROSS RECEIPTS SECTION

Gross receipts from rental property in Daly City are to be reported and used to calculate your tax. Gross receipts from residential rental or leased property are taxed at a different rate than all other business gross receipts, so they must be reported separately.

Gross receipts from the most recent tax year, normally the last calendar year, are to be reported. You must show proof of gross receipts. ***Enclose a copy of the supplemental income section of your 2016 Federal income tax return (such as Schedule E or Form 8825). Please do not include the entire tax return.**

If you have filed for a Federal tax extension, attach a copy of the extension form.

All information is subject to audit. Gross receipts are not public information and will not be disclosed unless required by law.

TAX CALCULATION SECTION (Back of Form)

Line A. GROSS RECEIPTS - Enter gross receipts from Commercial Property only.

Line C. Enter the result of multiplying Line A.by 0.001 (tax rate in Line B.)

Line D. GROSS RECEIPTS - Enter gross receipts from Residential Property only.

Line F. Enter the result of multiplying Line D.by 0.005 (tax rate in Line E.)

Line G. Add Line C. and Line F. This is the total amount of Business License Tax you owe.
If the calculated amount is less than \$100.00 the minimum tax of \$100.00 is due.

Line H. PENALTY - If you are paying after **October 2, 2017**, you owe a penalty of the tax due on Line C. Penalty for late payment is 10% per month starting October 3, 2017. Calculate your penalty and include it in your payment to avoid any additional penalties or interest.

Line I. State Mandate Disability Access & Education Fund – Add \$1.00 (Required)

Line J. TOTAL TAX AND PENALTIES DUE – Add lines G, H and I. This is your total tax payment due.
Minimum tax due is \$101.00.

Failure to pay the tax due may result in a lien against the property.

Keep the top green Tax Certificate portion and return only the bottom portion of the form with your check and 2016 proof of gross receipts. Make checks payable to the **City of Daly City**. Please allow 4 weeks for processing of your payment upon receipt.

**Penalty for failure to provide adequate proof of gross receipts is a \$250.00 fine. (Muni Code 5.12.045). Also, if we are required to make any copies, there will be a \$1.00 charge per copy.*

IF YOU NEED FURTHER ASSISTANCE CONTACT OUR OFFICE AT **(650) 991-5700**.

OPERATING HOURS: MONDAY - FRIDAY 8:30 A.M. TO 4:00 P.M.

YOUR BUSINESS LICENSE TAX IS DUE ON OR BEFORE OCTOBER 2, 2017