



## Filing Instructions for Completing your Business License Tax Form

Dear Business Owner:

The time has arrived to renew your **Fiscal Year 2016-2017 Business License with the City of Daly**. The Daly City Business License Tax is a local tax that stays here in Daly City and is used to provide local services.

### TAX CALCULATION SECTION (Back of Form)

**Line A. GROSS RECEIPTS** - Enter total gross receipts.

Gross receipts from your business are to be reported and used to calculate your tax. Gross receipts from the most recent tax year, normally the last calendar year, are to be reported. **\*Enclose a copy of the business section of your 2015 Federal income tax return (such as Schedule C, Form 1065 or Form 1120).**

**\* Please do not include the entire tax return .\***

If you are a corporation and file a consolidated tax return, attach a copy of your income statement or general ledger that shows your total *Daly City* business gross receipts.

**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.

**Line B.** Multiply Line A. by .001

**Line C. TAX DUE** – Enter the result of multiplying Line A. by 0.001.

*If the calculated amount is less than \$100.00 the minimum tax of \$100.00 is due.*

**Line D. PENALTY** - If you are paying after **October 3, 2016**, you owe a penalty of the tax due on Line C. Penalty for late payment is 10% per month starting October 4, 2016. Calculate your penalty and include it in your payment to avoid any additional penalties or interest.

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

### **HOME OCCUPATION PERMIT**

If you have a Home Occupation Permit, it will be shown on Line F. Add lines C, D, E, F and G.  
Enter this total on Line H.

### **IN-TOWN COMMERCIAL**

**Line F. TOTAL TAX AND PENALTIES DUE** – Add Total Tax Due from Line C. and any penalty due from Line D. and Line E. This is your total tax payment due. ***Minimum tax due is \$101.00***

Keep the top green Tax Certificate portion and return only the bottom portion of the form with your check and proof of 2015 gross receipts. Make checks payable to the **City of Daly City**. Please allow 4 weeks for your payment to be processed 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 OR WISH TO CLOSE YOUR ACCOUNT  
CALL THE BUSINESS LICENSE OFFICE at (650) 991-8088.  
OPERATING HOURS: MONDAY - FRIDAY 9:00 A.M. TO 4:00 P.M.

**YOUR BUSINESS LICENSE TAX IS DUE ON OR BEFORE OCTOBER 3, 2016**