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P.O. Box 27947  
Fresno, CA 92729-7947  
800 987 0999  
Fax: 559 275 0289

<mergemailid>  
<DATE>

<TAXPAYER>  
<ADDRESS>  
<CITY>, <STATE> <ZIPCODE>

**REFERENCE #: <REFERENCE\_NBR>**

Dear <TAXPAYER>:

Avenu Insights & Analytics has been retained by the City of Daly City to conduct a business license compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business license.

You have received this notice because our records indicate that you may be conducting business in the City of Daly City without a business license and have not paid a business tax.

The City of Daly City Municipal Code (*Section 5.04.030*) states that *it shall be unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city without first having procured a license from the City to do so and paying the tax.*

If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings. In order to resolve your account, please assist us by completing one of the following items:

- *If you are conducting business in the City of Daly City and **do not have** a current business license, please complete and return the enclosed application in the envelope provided within **30 days** of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information.*
- *If you already **have** a valid business license, please provide a copy of your business license and return it within **30 days** of the date of this letter in the envelope provided, or fax a copy of your license to (559) 275-0289.*
- *If you believe you are **not required** to procure a City of Daly City business license, please provide a written statement describing your circumstances and explaining your position. Upon review, you will either be cleared from our system or contacted for additional information.*

Thank you for your cooperation. If you need assistance completing the application, require information, or believe that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number <REFERENCE\_NBR> when calling. Please mail your application directly to the **City of Daly City, C/O Business License Processing Center, P.O. Box 27947, Fresno, CA 93729-7947** within **30 days** of the date of this letter. Information obtained during this compliance review will be held in strict confidence.

Sincerely,

Compliance Division  
Avenu Insights & Analytics