



Filing Instructions for Completing your Business License Tax Form

Dear Business Owner:

The time has arrived to renew your **Fiscal Year 2022-2023 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 2021 Federal income tax return** (e.g., *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 only.

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

If your business started in 2022, please pay the minimum tax due to renew your business license. No proof of gross receipts are required.

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 .0011

Line C. TAX DUE – Enter the result of multiplying Line A. by 0.0011.

If the calculated amount is less than \$110.00, please enter \$110.00 on Line C.

Line D. PENALTY - If you are paying after **October 3, 2022**, you owe a penalty. Penalty for late payment is 10% per month starting October 4, 2022. Enter penalty amount on Line D.

Line E. State Mandate Disability Access & Education Fund – Add \$4.00 (Mandatory)

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. **Minimum Tax Due is \$139.00**

IN-TOWN COMMERCIAL

TOTAL TAX AND PENALTIES DUE – Add Total Tax Due from Line C, D, and E. This is your total tax payment due. Enter this total on Line F. **Minimum Tax Due is \$114.00**

Make checks payable to the City of Daly City. Use the enclosed envelope to mail in your payment, the bottom (white) portion of the form and 2021 proof of gross receipts. Keep the top green Tax Certificate for your records. Please allow 4 weeks for processing of your payment upon receipt. For further assistance, contact our office at (650) 991-8088.

** Penalty for failure to provide adequate proof of gross receipts is a \$250.00 fine. (Muni Code 5.12.045).*

** If we are required to make any copies, there will be a charge per copy.*

**OPERATING HOURS: MONDAY - FRIDAY 8:30 A.M. TO 3:30 P.M.
YOUR BUSINESS LICENSE TAX IS DUE ON OR BEFORE OCTOBER 1, 2021**

City of Daly City is now accepting in person payments: Tuesday - Thursday 8:30 a.m - 3:30 p.m.