



City of Daly City  
Business License Division  
333 90<sup>th</sup> St.  
Daly City, CA 94015-1895

September 6, 2023

## **Re: City of Daly City Business Tax Updates**

Dear Business Owner,

The City of Daly City is pleased to announce changes to our business license procedures that are designed to streamline the process for remitting fees to the City.

We have recently contracted with HdL Companies to provide a new software system and method to maintain your business license. You can now renew your license online, as well as, by mail or in person.

During the upcoming renewal period, we ask that you use this new online method as a primary resource. The City and HdL are working closely to ensure a smooth transition to our online system with minimal impact on our business community.

### **Customer Support**

For assistance with applying or renewing your business license, you may contact our office by phone at (650) 991-8088 or via email at [bl@dalycity.org](mailto:bl@dalycity.org). Staff is available to assist you Monday-Friday from 8:30am-4:30pm or you may visit us in person Monday-Thursday, 8:30am-3:30pm or Friday, 8:30am-11:30am.

### **Online Renewal**

To renew, update or pay your business license online, please follow the instructions below:

- Visit: <https://dalycity.hdlgov.com>
- Click on "Business License Portal" and select "Renew a Business License Online"
- You will then be prompted to enter your Account # and PIN. This information can be found on the front page of your renewal form in the **BUSINESS INFORMATION** section.
- Please follow the prompts provided to renew.
  - NOTE: *All license holders are required to upload a copy of their 2022 Federal Tax Return, Profit & Loss or Income Statement to verify gross receipts and renew online.*
- Payments can now be made online by credit card. (Visa or Mastercard only)

### **Filing By Mail**

If you prefer to submit your renewal via postal mail, please address a stamped envelope to the address below:

**City of Daly City  
Business License Division  
333 90<sup>th</sup> St.  
Daly City, CA 94015-1895**

Include the following documents:

- Completed renewal form
  - Please note any changes to your account directly on the renewal form
- 2022 Federal Tax Return, Profit & Loss or Income Statement
- Check or money order made payable to: City of Daly City
  - Please notate the account # on the bottom left corner or your check

*(over for more information)*

## Updates

Please review the information below explaining specific changes being made for the upcoming renewal cycle and for all future renewals.

### **ALL BUSINESS LICENSES:** *(Out-of-Town Contractors exempt)*

- Penalties
  - In addition to the standard penalty rate of 10% per month (100% maximum), late payments will now also be subject to **interest penalties at 1.5% per month**, without maximum, per Daly City ordinance.
  - Out-of-Town Commercial businesses will now be subject to both the penalty and interest charges if payment is not received by the stated due date, also per Daly City ordinance.

### **RENTAL PROPERTY:**

- If you receive rental income for both residential and commercial property, you are subject to the minimum tax for each property type per Daly City ordinance. The minimum tax due will now be \$220 + \$4 mandate fee. *(previously \$110 + \$4)*

Thank you for being part of the City of Daly City business community.

Regards,

City of Daly City

Business License Division