



# CITY OF WALNUT CREEK

PO Box 8039 / 1666 North Main Street

Walnut Creek, CA 94596

Ph: 925-943-5821 Fax: 945-943-5897

email: businesslicense@walnut-creek.org www.walnut-creek.org

## BUSINESS LICENSE APPLICATION

COMPLETE IN DETAIL - PLEASE TYPE OR PRINT CLEARLY:			*** OFFICIAL USE ONLY ***		
1) Have you had a Business License with the City of Walnut Creek before: <span style="float: right;">Y      N</span>			Bus Lic # _____		
2) Business Name _____			Lic Period Fr _____		
3) Business Location _____ <small>NOT A PO BOX</small>			Lic Period To _____		
	<small>City</small>	<small>State</small>	<small>Zip Code</small>	BID <span style="float: right;">YES      NO</span>	
4) Mailing Address _____ <small>(IF DIFFERENT)</small>			HOP <span style="float: right;">YES      NO</span>		
	<small>City</small>	<small>State</small>	<small>Zip Code</small>		
5) Bus. Phone # _____ Alt. Bus. Phone # _____					
6) Date Business Began Operating in Walnut Creek _____					
7) Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Ltd Liability Co <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit 501(c)3					
<b>If the Business is a Corporation or Limited Liability Corp.:</b>					
8) Corporate Name _____			10) Corp. Phone # _____		
9) Corp Address _____ <small>(NOT A PO BOX)</small>			Contact Name _____		
	<small>City</small>	<small>State</small>	<small>Zip Code</small>	Corp FEIN # _____	
<b>ENTER BELOW NAMES, RESIDENTIAL ADDRESS AND PERSONAL IDENTIFICATION INFORMATION OF OWNERS, PARTNERS, TRUSTEES OR CORPORATE OFFICERS - Use additional sheets as necessary.</b>					
11) Name _____			Title _____		
Home Address _____ <small>(NOT A PO BOX)</small>			Driver's License # _____		
	<small>City</small>	<small>State</small>	<small>Zip Code</small>	Social Security # _____	
Home Phone # _____			Cell Phone # _____		
Name _____			Title _____		
Home Address _____ <small>(NOT A PO BOX)</small>			Driver's License # _____		
	<small>City</small>	<small>State</small>	<small>Zip Code</small>	Social Security # _____	
Home Phone # _____			Cell Phone # _____		
<small>The disclosure of Social Security numbers is required by the Director of Administrative Services pursuant to Walnut Creek Municipal Code section 8-6.12a.6. and 42 U.S.C.A. section 405(c)(2)(c). Social Security numbers and drivers license numbers are used by the Director for identification purposes so we can administer the business license tax fairly and correctly.</small>					
12) Bus Fax # _____			15) State License # _____		
13) Bus Email Address _____			Type of State License _____		
14) Bus Website _____					
16) Description of Business (Type of Trade) _____					
17) <b>FOOD</b> (served) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>ALCOHOL</b> (served) <input type="checkbox"/> Yes <input type="checkbox"/> No    Health Permit# _____					
18) Business Federal Tax Identification # _____			19) Sales Tax # _____		
20) Will you buy, sell, take in trade, pawn, take on consignment, accept for auction or auctioning any tangible personal property? <span style="float: right;">YES      NO</span> <small>(Tangible personal property is defined as, but not limited to, all property having a serial number, personalized initials or other inscription; such as jewelry or silverware.)</small>					

# SCHEDULE OF BUSINESS LICENSE TAXES

FISCAL YEAR JULY 1, 2006 - JUNE 30, 2007

## SUBJECT TO AUDIT

Choose **ONE** of the following two Options

### Option A - GROSS RECEIPTS

FROM \$	TO \$	TAX AMOUNT
1	10,000	23.00
10,001	20,000	28.75
20,001	30,000	34.50
30,001	40,000	46.00
40,001	50,000	57.50
50,001	60,000	69.00
60,001	70,000	80.50
70,001	80,000	92.00
80,001	90,000	103.50
90,001	100,000	115.00
100,001	130,000	138.00
130,001	160,000	155.25
160,001	200,000	172.50
200,001	350,000	254.15
350,001	500,000	293.25
500,001	650,000	333.50
650,001	800,000	372.60
800,001	1,000,000	414.00
1,000,001	2,000,000	414.00 + 26¢ per \$1,000 over \$1,000,000
2,000,001	4,000,000	674.00 + 24 1/2¢ per \$1,000 over \$2,000,000
4,000,001	7,000,000	1,164.00 + 17¢ per \$1,000 over \$4,000,000
7,000,001	10,000,000	1674.00 + 11 1/2¢ per \$1,000 over \$7,000,000
10,000,001	AND UP	2,019.00 + 2¢ per \$1,000 over \$10,000,000

You will need to calculate your gross receipts from the day you began business in Walnut Creek thru the end of our fiscal year (June 30, 2007).  
**If your business began prior to July 1, 2006 please call for instructions.**

START DATE: \_\_\_\_\_ THROUGH **06/30/07**  
(FROM LINE 6 ON THE FRONT OF THE FORM)

ESTIMATED GROSS RECEIPTS FOR THE TIME PERIOD ABOVE

\$ \_\_\_\_\_  
(YOUR TAX AMOUNT DUE IS BASED ON THIS NUMBER)  
 IF THIS AMOUNT IS ZERO, YOU MUST USE OPTION B

Is your business Manufacturing or Wholesale?      Y      N

TAX AMOUNT DUE      \$ \_\_\_\_\_  
(FROM THE CHART TO THE LEFT)

Home Occupation Permit      \$ \_\_\_\_\_  
(IF APPLICABLE)

**TOTAL AMOUNT DUE**      \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO: *City of Walnut Creek***  
 OR  
 Charge to: (circle one)      VISA      M/C  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

### Option B - FLAT RATE

**SOLE OWNERSHIP**  
 Business (includes owner).....\$ 288.00  
 plus(+) \_\_\_\_\_ Officers, employees and/or agents at  
 \$19.00 each.....\$ \_\_\_\_\_  
 Amount to pay (add both lines).....\$ \_\_\_\_\_

**PARTNERSHIP / LP**  
 Business (includes one partner).....\$ 288.00  
 plus(+) \_\_\_\_\_ additional partners at  
 \$96.00 each.....\$ \_\_\_\_\_  
 plus(+) \_\_\_\_\_ Employees and/or agents at  
 \$19.00 each.....\$ \_\_\_\_\_  
 Amount to pay (add all lines).....\$ \_\_\_\_\_

**CORPORATION / LLC**  
 Business (includes one officer).....\$ 288.00  
 plus(+) \_\_\_\_\_ Officers, employees and/or agents at  
 \$19.00 each.....\$ \_\_\_\_\_  
 Amount to pay (add both lines).....\$ \_\_\_\_\_

You will need to calculate the flat rate based on the structure of your business. Complete the section to the left based on the information provided in line 7 from the front of the form.

**If your business began prior to July 1, 2006 please call for instructions.**

START DATE: \_\_\_\_\_ THROUGH **06/30/07**  
(FROM LINE 6 ON THE FRONT OF THE FORM)

If your business start date is after July 31, 2006, pro-rate your fee using the following calculation:  
 AMOUNT TO PAY:      \$ \_\_\_\_\_  
(FROM THE BOX TO THE LEFT)  
 DIVIDE BY 12:      \$ \_\_\_\_\_  
 MULTIPLY BY \_\_\_\_\_ # OF MOS.      \$ \_\_\_\_\_  
(EXAMPLE: IF YOUR BUSINESS STARTED 10/15/06, YOU WOULD MULTIPLY BY 9 MOS)  
 = YOUR PRORATED AMOUNT TO PAY (Enter on line below)

Amount to Pay      \$ \_\_\_\_\_  
(FROM THE BOX TO THE LEFT)

Home Occupation Permit      \$ \_\_\_\_\_  
(IF APPLICABLE)

**TOTAL AMOUNT DUE**      \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO: *City of Walnut Creek***  
 OR  
 Charge to: (circle one)      VISA      M/C  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

I declare, under penalty of perjury, that to the best of my knowledge the information contained on this application is true and correct.

Signature of Owner or Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Payment of a business license tax does not relieve the applicant (business) of the requirement to comply with other regulations of the City or State of California.