



REDUCED BUSINESS LICENSE TAX APPLICATION

INSTRUCTIONS:

1. Complete all pages of this application.
2. Sign application; signature is required for processing.
3. Submit this application with the Renewal or New Business License Application form and all requested documents (i.e. Schedule C, contract agreements, etc.)

FOR OFFICE USE ONLY

TEMPORARY #

BUSINESS LICENSE #

Businesses may qualify for a reduction in business license tax with the City of Irvine if its gross receipts are less than \$4,000 as defined in Irvine Municipal Code section 4-6-202. **If your business is administrative, executive, research or a sales/corporate office or similar function, which does not generate income, the annual business license tax is fixed at \$50 annually.** The Regulatory Affairs Unit will render a determination as to whether or not the business qualifies for the reduction in business license tax.

To apply, complete this application and return it to: Irvine Police Department
Regulatory Affairs Unit
P.O. Box 19575
Irvine, CA 92623-9575

Each business entity renewing and/or applying for a business license must submit this application with its renewal form or application. For more information, contact Regulatory Affairs at (949) 724-7128.

BUSINESS INFORMATION

BUSINESS NAME

ADDITIONAL BUSINESS NAMES (DBA's)

OWNER/AUTHORIZED REPRESENTATIVE

BUSINESS ADDRESS (P.O. Box and Mail Drop NOT acceptable)

SUITE

BUSINESS PHONE

CITY

STATE

ZIP

QUALIFYING FOR THE REDUCTION IN BUSINESS LICENSE TAX

A BUSINESS IS ELIGIBLE FOR THE REDUCTION IN BUSINESS LICENSE TAX IF THE BUSINESS MEETS ALL OF THE FOLLOWING REQUIREMENTS (Read and follow all instructions carefully):

☐ YES ☐ NO

- A.** Is your business administrative or executive or research or a sales/corporate office or similar function, which does not generate income? Transactions where sales are forwarded to a Corporate office DO NOT qualify for the reduction in business license tax.

If you answered YES, stop. Your business does not qualify for the reduction in business license tax.

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☐ YES ☐ NO **B.** Are the business' gross receipts greater than \$4,000? Gross receipts are all receipts, cash, credits, and property of any kind or nature without any deduction such as the cost of property sold, the cost of materials, service or labor, interest paid or losses or other expenses.

If you answered YES, stop. Your business does not qualify for the reduction in business license tax.

☐ YES ☐ NO **C.** Can your business provide one of the following documentation(s)?
1. Schedule C - Profit or Loss from business for last calendar year
2. State Board of Equalization form
3. Copies of contract agreement or sales receipts

If you answered YES, please attach the document(s) with this application and proceed to the next section. If you answered NO, stop and contact Regulatory Affairs before proceeding.

CALCULATING THE REDUCTION IN BUSINESS LICENSE TAX

IF YOU ANSWERED NO TO QUESTIONS A AND B AND YES TO QUESTION C IN THE "QUALIFYING FOR THE REDUCTION IN BUSINESS LICENSE TAX" SECTION, THEN PROCEED WITH CALCULATING YOUR REDUCED BUSINESS LICENSE TAX.

STATE GROSS RECEIPTS \$ _____ ÷ 100 = _____ + \$10.00 FEE + \$1.00 DISABILITY ACCESS FEE = \$ _____
(Round off to the nearest dollar)

IMPORTANT NOTE: BUSINESSES THAT QUALIFY FOR THE REDUCTION IN BUSINESS LICENSE TAX ARE STILL RESPONSIBLE FOR LATE FEES OR PRIOR YEAR ADJUSTMENTS. YOU MUST INCLUDE THE LATE FEES OR PRIOR YEAR ADJUSTMENTS IN YOUR PAYMENT TO THE CITY OF IRVINE IN ORDER TO PROCESS THE APPLICATION. TO DETERMINE IF YOUR BUSINESS HAS ANY ACCRUED LATE FEES, PLEASE REFER TO THE BUSINESS LICENSE RENEWAL NOTICE YOU RECENTLY RECEIVED. IF YOU ARE APPLYING FOR A NEW BUSINESS LICENSE, PLEASE REFER TO THE "COMPUTATION OF FEES" CHART ON THE BUSINESS LICENSE APPLICATION. IF YOU HAVE ANY QUESTIONS REGARDING LATE PENALTY FEES OR PRIOR YEAR ADJUSTMENTS, PLEASE CONTACT REGULATORY AFFAIRS AT (949) 724-7128.

BUSINESS CERTIFICATION

THIS IS TO CERTIFY THAT I, _____ AS OWNER/AUTHORIZED REPRESENTATIVE NAMED
NAME
ABOVE, _____, HAVE EARNED \$4,000 OR LESS IN GROSS RECEIPTS AS DEFINED IN IRVINE
BUSINESS NAME
MUNICIPAL CODE SECTION 4-6-202. IN ADDITION, I AGREE TO PROVIDE COPIES OR MAKE AVAILABLE TO REGULATORY
AFFAIRS ANY RECORDS THAT ARE RELEVANT TO THE DETERMINATION OF ELIGIBILITY FOR THIS REDUCTION IN BUSINESS
LICENSE TAX. I UNDERSTAND THAT LACK OF COOPERATION WITH THE REGULATORY AFFAIRS UNIT'S REQUEST WILL RESULT
IN THE DISQUALIFICATION OF THE BUSINESS' ELIGIBILITY FOR THE REDUCED BUSINESS LICENSE TAX.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I AM AUTHORIZED TO MAKE THIS STATEMENT, AND THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE (Required) _____ TITLE _____ DATE _____