



David L. Maggard, Jr.
Chief of Police

IRVINE POLICE DEPARTMENT

REGULATORY AFFAIRS UNIT

IRVINE POLICE DEPARTMENT • ONE CIVIC CENTER PLAZA
P.O. BOX 19575, IRVINE, CALIFORNIA 92623 - 9575 • (949) 724-6310
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REDUCED LICENSE TAX APPLICATION

OFFICE USE ONLY
BUSINESS LICENSE NUMBER

Important!

- This application must be submitted with the Renewal form or New Business License application and all requested documents (i.e. Schedule C, contract agreements etc.)
- Please Print Clearly.
- Do not forget to complete the backside of this application.
- Signature is required for processing.

APPLICATION FOR REDUCED BUSINESS LICENSE TAX

Businesses may qualify for a reduction in business license tax with the City of Irvine if its gross receipts are less than \$4000 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. To apply, complete this form and return it to the Irvine Police Department, Regulatory Affairs Unit, P.O. Box 19575, Irvine California, 92623-9575. The Regulatory Affairs Unit will render a determination as to whether or not the business qualifies for the reduction in business license tax.

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

1. Business Name: _____
2. Add'tl. Business Name (DBA): _____
3. Business Address: _____
4. Owner/Authorized Company Representative: _____
5. Business Phone Number: _____
6. Business is eligible for the reduction in business license tax if the business meets all of the following requirements:

Qualifying for the Reduction in Business License Tax

		Yes	No	PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY
a.	<input type="checkbox"/>	<input type="checkbox"/>		Is your business administrative or executive or research or sales/corporate office or similar function, which does not generate income? <u>Transactions where sales are forwarded to a Corporate office DO NOT qualify for the reduction in business license tax.</u> If you answered Yes. Stop. Your business does not qualify for the reduction in business license tax.
b.	<input type="checkbox"/>	<input type="checkbox"/>		Are the business' <u>gross receipts</u> 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.

c.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Can your business provide one of the following documentation(s):</p> <ol style="list-style-type: none"> 1. Schedule C – Profit or Loss From Business for last calendar year 2. State Board of Equalization form 3. Copies of contract agreements or sales receipts <p>If you answered Yes, please attach the documentation(s) with this application and proceed to “Calculating the Reduction in Business License Tax”. If you answered No, stop and contact Regulatory Affairs before proceeding.</p>
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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 of this application, then proceed with calculating your reduced business license tax.

State Gross Receipts \$ _____ Divided by 100 = _____ +\$10.00 = \$ _____
(Round off to the nearest dollar) Total Business License Tax Due

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/representative named in Item
(Type or Print Name)

#4 above, _____, have earned \$4000 or less in gross receipts as defined
(Type or Print Business Name)

in Irvine 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 co-operation with the Regulatory Affairs Unit’s request will result in the disqualification of the business’ eligibility for the reduced business license tax.

Signature is Required: 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.

X

 Applicant Signature Title Date