



APPLICATION
BUSINESS TAX AND LICENSING
 Non-Profit

Business #: _____
 SIC Code: _____

NEW APPLICATION RENEWAL

INSTRUCTIONS:

- \$ All questions on this form must be answered or designated not applicable (N/A) where appropriate.
- \$ Additional information may be required pursuant to Los Gatos Town Code, Chapter 14.
- \$ In compliance with requirements of the State Controller=s Office, a Business Tax Certificate (License) will not be issued without the following information.

PLEASE PRINT ALL INFORMATION:

1. **Business Name:** _____ **E-Mail:** _____

Business Address: _____
 Number Street City State ZIP

Business Telephone #: _____ **Fax:** _____

Billing Address: _____
 (If different) Number Street City State ZIP

Type of Business (Please be specific): _____

2. **Type of Ownership (Check one only):**
 Partnership Corporation Trust Sole Proprietorship LLC

Owner(s) Name: _____

Owner(s) Telephone #: _____ **Owner(s) Cellphone #:** _____

Owner(s) Residence: _____
 Number Street City State ZIP

3. **At least one of the following is required:**
 \$ Federal Employer ID #: _____
 \$ State Employer ID #: _____
 \$ Board of Equalization #: _____

4. **Basis for Exemption (Please select the appropriate box):**

TAX EXEMPTION REQUEST FEE: \$25.00

A. Disabled Veteran. Honorably discharged; selling wares or goods. Attach copy of discharged papers and proof of permanent disability from doctor or military service.

B. Charitable Organization. Any institution, organization or association established for charitable purposes only. Sec. 14.10.030(b). A copy of Form #23701D from the State of California or a letter from the IRS, 501(c)3, regarding non-profit status is required.
 State purpose of organization: _____

C. Day Care Facilities. Provide day care for children under eighteen (18) years of age who are unrelated to the licensee. Sec. 14.20.115. Attach a copy of State day care license.

D. Town Contractors. Any business whose income from business with the Town is not more than five hundred dollars (\$500.00) during any calendar year and is derived solely from contracts with the town. Sec. 14.20.125

- **The license period is from January – December, renewable annually.**
- It shall be unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the Town without first having procured a license from the Town. Sec.14.10.015
- If a business plans to establish within Town limits, the Planning Division of Community Development requires approval/compliance of zoning requirements for the pending business location.
- **I understand that obtaining this business license will not authorize me to use the property or conduct the business in violation of any Local, State, or Federal law. I understand that it is my obligation to determine the legal restrictions involved before beginning or changing the business.**

SELECT ONE: \$40.00 In-Town BL Processing Fee (BLPF) \$20.00 Out of Town BLPF \$30.00 BLPF **TOTAL FEE:** \$ _____

I DECLARE UNDER PENALTY OF PERJURY that the foregoing is true and correct and if called as witness I could competently testify to the facts contained herein.

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____