



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:** _____