



# PENALTY CALCULATION

## EXAMPLE

### Business License Renewal

License Period: July 1, 2016 – June 30, 2017

Payment Due: July 1, 2016 through July 31, 2016 - Penalties Apply: August 1, 2016

Finance Department  
10890 San Pablo Avenue  
El Cerrito, CA 94530  
finance@ci.el-cerrito.ca.us  
(510) 215-4335

<b>Business Number:</b>	999
<b>Classification:</b>	FIXED PLACE
<b>Business Name:</b>	NOODLES & MORE
<b>Owner Name:</b>	JANE DOE

**RENEW YOUR BUSINESS LICENSE ONLINE!**  
For more information: [www.el-cerrito.org/BL](http://www.el-cerrito.org/BL)

#### Business Information

#### Has business contact info changed?

#### Not renewing your business license?

Location: Please update below.  
999 SAN PABLO AVE.

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EL CERRITO, CA 94530

Phone: (510)482-2196

Preferred Contact Name: JANE DOE

Email: JANEDOE@GMAIL.COM

Check the appropriate box, sign below, and return form in enclosed envelope.

Business closed

Changed owners

No longer doing business in El Cerrito

\_\_\_\_\_  
Signature

**For penalty fees, calculate appropriate percentage of Business License Tax ONLY. Do not include Administration Fee and SB 1186 Fee in your calculation.**

#### 2016-17 Business License Taxes

Tax Basis	Tax Rate
Employer Only	\$289
" + 1 employee	\$289
" + 2 employees	\$393
" + 3 employees	\$435
" + 4 employees	\$477
Over 4 employees	\$477 + \$42 per employee over 4
<b>Penalties after:</b>	
7/31/16: 10% 9/30/16: 50% 11/30/16: 90%	
8/31/16: 30% 10/31/16: 70% <b>12/31/16: 100%</b>	

#### Calculation of Tax and Fees

Enter the number of employees (or for employer only, enter 1)	3
Calculate and enter total tax due	435.00
<b>Subtotal Business License Tax due</b>	<b>435.00</b>
Administration Fee	\$23
SB 1186 Fee (ADA Access)	\$1
<b>Total taxes and fees due</b>	<b>459.00</b>
<b>For late payments, add penalty on tax portion of total due</b>	<b>+ 435.00</b>
<b>GRAND TOTAL</b>	<b>\$894.00</b>

Calculate your payment carefully. Underpayment will result in a hold on your license until the balance due is paid. Pay by July 31, 2016 to avoid penalties!

I declare under penalty of perjury that the information provided above is true and correct. Information provided may be verified through inspection and/or audit of business records as may be necessary to verify the amount of business license tax due.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**Has your mailing address changed?**  
Please update below.

JANE DOE  
NOODLES & MORE  
999 SAN PABLO AVE.  
EL CERRITO, CA 94530

Complete and return form with a check payable to:  
City of El Cerrito. We no longer accept credit card payments by phone, fax, or mail.

**You can now renew your business license online and pay with a credit card, debit card, or e-check!**  
For more information: [www.el-cerrito.org/BL](http://www.el-cerrito.org/BL)

Your business license is effective upon full payment and will be mailed within 30 days of receipt.