



**LICENSE SERVICES**  
 214 South C St., Oxnard, CA 93030-5790  
 Phone (805) 385-7817 Fax (805) 385-7836

**BUSINESS TAX CERTIFICATE APPLICATION**

**for businesses based outside Oxnard city limits**

Classification: **3000: REGISTERED NON-PROFIT** Type of Application: **New Business**  
 Rate Code: **35: NON-PROFIT ORGANIZATIONS**

**PLEASE TYPE OR PRINT CLEARLY AND COMPLETE ALL SECTIONS. AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.**  
**Business Tax Certificate applications for businesses based outside Oxnard city limits can be processed by mail or fax**

*Business Name (DBA)		*Starting Date in Oxnard		Federal Tax ID	CA Employer ID
*Corp., Partnership, Trust, LLC or LP Name - if different from above		*Business Telephone		State Resale #	
*Business Address	*City	*State	*Zip Code	*Type of Ownership (check one):	
*Mailing Address (if different from above)	*City	*State	*Zip Code	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LP <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> LLP	
Email Address		Detailed description of proposed business operation			
Please Provide Proof of Non-Profit Status from IRS or FTB		SEE REVERSE FOR IMPORTANT INFORMATION			

**Provide the following information for each owner, member or officer. Attach additional sheet if necessary. All information below, including personal information, is required for Sole Proprietorships, Trustee and Partnerships. Other business ownership types need only provide Full Legal Name, Title and Home Telephone.**

*Full Legal Name		*Title		Social Security Number	Home Telephone
Home Address	City	State	Zip Code	Date of Birth	Driver License
*Full Legal Name		*Title		Social Security Number	Home Telephone
Home Address	City	State	Zip Code	Date of Birth	Driver License

This application is a public record; however, the City will not provide Social Security numbers or confidential financial records in response to requests under the Public Records Act. Note: Items marked with an asterisk (\*) are provided to the public on an ongoing basis via the City of Oxnard Open Data website (<https://data.oxnard.org>).

I declare under penalty of perjury that the information and statements contained herein are true and correct to the best of my knowledge and belief. I am aware that providing false information in the application may result in the revocation of the Tax Certificate. Please see reverse for important information.

Date: \_\_\_\_\_ Signature of Owner, Member, Trustee or Officer \_\_\_\_\_ Title \_\_\_\_\_

**Tax/Fee Calculation**

Business Tax
Penalty Fee
Amendment Fee
Processing Fee
<b>Total Tax/Fee Due</b>

The City of Oxnard accepts payment by cash, check, Mastercard or Visa for the payment of the business tax and fees. Please see the attached credit card authorization form for remittance by Mastercard or Visa.

**Transmittal Tracking**

To	From
Co./Dept.	Co City of Oxnard
Phone	Phone
Fax	Fax (805) 385-7836
Email	Date # Pages

**FOR LICENSE SERVICES USE ONLY**

Control #	Tax Cert. #	Notes
Issue Date	SIC Code	
Expiration Date	Issued By	

## **IMPORTANT INFORMATION**

### **BUSINESS TAX CERTIFICATE**

A Business Tax Certificate is required to operate a business within the City of Oxnard. Business Tax Certificates are issued on an annual basis. The Business Tax Certificate will expire on the last day of the month prior to your anniversary month. Businesses that conduct business prior to submitting their application may be subject to a penalty.

The City will send a Renewal Notice, however; it is your responsibility as the business owner to renew before the last day of your anniversary month. Penalties are assessed for delinquent accounts, regardless of whether you receive a Renewal Notice or not. If you do not receive a Renewal Notice prior to the expiration date of the Tax Certificate, please contact Licensing Services immediately.

### **PENALTIES**

If a person fails to pay a business tax when due a penalty of 10% will be assessed (not to exceed 50%).

### **DO I NEED TO COME IN PERSON TO APPLY?**

If your business is located outside the city limits of Oxnard, your Business Tax Certificate application can be processed by mail or fax.

### **PHYSICAL ADDRESS**

Before going to any public agency you should have an exact address for the proposed business. Having an accurate site location is crucial for receiving the correct zoning information and for filing various documents and permits. Private mailbox addresses are for mailing purposes only and cannot be used as a physical business address.

### **HOME OCCUPATION AND ZONE CLEARANCE PERMITS**

Persons using their home as a business address must also obtain a Home Occupation Permit from Planning. Every business located in a commercial location within the City must also obtain a Zone Clearance Permit from Planning to confirm the building you intend to occupy is suitable for your type of business. The application forms are available at Licensing Services. However; rules & regulations and any questions regarding the Home Occupation Permit and Zone Clearance process should be directed to Planning. The Home Occupation Permit and Zone Clearance are a one-time fee unless you move within the City.

### **BUSINESS TAX CERTIFICATE COST**

The cost of the Business Tax Certificate is based on the type of business and is calculated either on a flat rate or gross receipts, depending on your type of business. If the business tax is calculated on gross receipts, you will be required to provide a 12- month estimation of gross receipts. Each year thereafter you will be required to remit proof of gross receipts to renew.

### **EXEMPTIONS**

If you collect retirement benefits, are a non-profit organization, have a valid Public Utilities Commission (PUC) Permit or Motor Carrier Permit (MCP), you may be exempt from the requirement to pay a business tax. Please contact Licensing Services to discuss.

### **MORE THAN ONE BUSINESS**

You shall obtain a separate Business Tax Certificate for each separate type of business conducted at the same or different locations. You may be eligible for a branch establishment Business Tax Certificate, provided the branch location is not operating as an itinerant merchant. Please contact Licensing Services for further information.

### **DANCING & ENTERTAINMENT**

Any establishment which conducts or offers dancing and entertainment must obtain a Dance Permit and Business Tax Certificate for entertainment. If your establishment only offers entertainment; you must obtain a separate Business Tax Certificate for entertainment. Any dancing or entertainment with alcohol in a commercial location that has more than 50 persons in attendance requires security personnel.

### **VENDORS: SOLICITORS/PEDDLERS**

If you solicit or peddle in Oxnard an additional Business Tax Certificate is required. In addition, solicitors/peddlers going door to door in the residential areas of Oxnard are required to obtain a Vendor Permit. Contact Licensing Services for further information.

### **TOBACCO RETAILER PERMIT**

A Tobacco Retailer Permit is required for any business that sells tobacco, tobacco products or tobacco paraphernalia in the City and maintains a valid State Tobacco Retailer's License issued by the Board of Equalization (BOE).

### **SIGNS**

Check with Planning BEFORE using or installing any type of permanent or temporary sign including those on walls, windows, banners and captive balloons.

### **FORMS OF PAYMENT**

We accept Check, Cash, Visa or MasterCard as forms of payment.

### **DISABILITY ACCESS LAWS**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at [www.dgs.ca.gov/dsa/home.aspx](http://www.dgs.ca.gov/dsa/home.aspx), [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov), and [www.ccca.ca.gov](http://www.ccca.ca.gov).



Rate Code: **35**

Rate Code Description: **NON-PROFIT ORGANIZATIONS**

**EXPIRATION AND PENALTIES**

The Business Tax Certificate will expire on the last day of the month prior to your anniversary month. If a person fails to pay a business tax when due, a penalty of 10% or \$10 per month of the total tax due, whichever is greater, will be assessed (not to exceed 50%).

This business is exempt from paying the business tax and processing fee. However, the application for exemption from business tax and this schedule must be submitted with proof of non-profit status such as a tax-exempt letter from the State OR Federal Government (*dated within 2 years*).

- |                       |               |
|-----------------------|---------------|
| 1. Base tax           | EXEMPT        |
| 2. Add processing fee | EXEMPT        |
| 3. Total fee due      | = <b>NONE</b> |

**The application for exemption and this schedule must be submitted with proof of non-profit status such as a tax-exempt letter from the State OR Federal Government (*dated within 2 years*).**

***IRS** - You may request an entity status letter on line by going to [www.irs.gov](http://www.irs.gov) under Tools click More... at top of page click Information for... click on Charitable Non-Profits, click Charitable Organizations, click Search for Charities, click Select Check Tool, Select the Type of Organization that applies to your business, then type in organizations business name, entity number etc. then click Search. Print current Entity letter and remit with renewal. You may also place this URL address in your browser <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>*

**OR**

***Franchise Tax Board** – You may request an entity status letter on line by going to [www.ftb.ca.gov](http://www.ftb.ca.gov) under Online Services click More Services then under For Businesses click Entity Status Letter click Continue and complete the information requested. Once the information is found you will have the opportunity to print a currently dated Entity Status Letter to remit. You may also place the URL address below in your browser to take you to the last page to complete the form... [https://www.ftb.ca.gov/online/self\\_serve\\_entity\\_status\\_letter/?WT.mc\\_id=Business Online EntityStatus Letter](https://www.ftb.ca.gov/online/self_serve_entity_status_letter/?WT.mc_id=Business+Online+EntityStatus+Letter)*

*All business tax reports are subject to audit (Oxnard City Code section 11-14).*

I declare under penalty of perjury that the information above is true, correct and complete.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
City Tax Cert. #

\_\_\_\_\_  
Control #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

**PLEASE RETURN THIS FORM WITH THE BUSINESS TAX CERTIFICATE APPLICATION AND PAYMENT**