



City of Walnut Creek

Revenue Collection Department
1666 N Main St
Walnut Creek, CA 94596
(925) 943-5821

REQUEST FOR A BUSINESS ASSESSMENT

This entity may not be subject to the City of Walnut Creek Business License Tax. If you believe such is the case, please complete this form and return, remember to include a contact name and number so we may contact you if we need additional information. You will receive notice by mail following the review of this form indicating our decision regarding any business license requirement for this entity. Please enclose any supporting documents. This request must be received by the due date indicated on the enclosed letter to avoid additional collection efforts.

Contact Name: _____

Contact Phone: _____

Complete the following information as it appears on the Request for Business License Tax Registration letter you received.

Business Name: _____

Business Address: _____

PLEASE CHECK ALL THAT APPLY TO THE ENTITY NOTICED.

- This entity has filed a return with the Franchise Tax Board (FTB) as a business or trade indicating a Walnut Creek address.
- This entity has registered with the Secretary of State as a Corporation, LLC or LP indicating the principal address is in Walnut Creek. Circle the status of the entity.
 - Active
 - Dissolved, Canceled, Converted Out, Suspended, Forfeited, Surrender, Merged Out, Expired.
 (Indicate date on which this status was obtained)
- This entity has obtained an Employer Identification Number from the IRS.
- This entity claims office deductions or business expenses for a commercial or residential based business for a Walnut Creek address.
- This entity/person has received compensation on a Form 1099 for services rendered in Walnut Creek.
- This entity is operated, managed or controlled from a Walnut Creek address.
- This entity represents to the public by advertisement, business cards, business letterhead, and (or) a business phone number indicating or associated with a Walnut Creek address.
- The Agent for Service of Process is located in Walnut Creek.
- This entity uses an accountant's or an attorney's address indicating Walnut Creek.
- This entity is recognized as a tax-exempt organization. (Attach proof of exemption)
- This notice was sent to a W2 employee. Please complete and return an Employee Certification form (This form can be downloaded from our website www.walnut-creek.org)
- This entity was dissolved. (Attach proof of dissolution)
- A Walnut Creek Business License has already been issued to this legal entity.

- License Number _____ - Expiration Date _____

- This business does not operate in Walnut Creek. Please list the complete address where it operates and, if applicable, the license number for the city in which it operates. *This information may be forwarded to the city listed for their review.*

Address	City	State	Zip Code
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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge. I understand any statements made herein will be verified.

Signature

Printed Name

Date Received _____	Determination: ___ Upheld ___ Exempt	Reviewer _____
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