



**City of Seaside, CA (9992)**  
**Business License Renewal**  
MuniServices - as administering agent  
373 East Shaw Avenue Box 367  
Fresno, CA 93710

For Assistance Call (866) 240-3665

Dear Sir or Madam:

Each person, firm, company, association, agency, corporation or other legal entity engaged in business shall obtain and pay for a business license. MuniServices is the administering agent for the City of Seaside's business license.

On the reverse side of this letter you will find an application to renew your business license. If applicable, your application is based upon the previous year's license issued. If there are any additions, subtractions, or discrepancies regarding the schedules noted or amount due, please see a full listing on our website at [www.revds.com](http://www.revds.com) or call our Business License Department at (866) 240-3665.

If your fee is based upon the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties and interest.

**Remit Payment:** Make your check payable to "Tax Trust Account" and mail to:  
MuniServices  
Attn: Business License Department  
373 East Shaw Avenue Box 367  
Fresno, CA 93710

**Definition of Gross Receipts:** "Gross Receipts" means the total amount of the sale price of all sales and the total amount charged or received for the performance of any act, service or employment of whatever nature it may be for which a charge is made or credit allowed, whether or not such act, service or employment is done as a part of or in connection with the sale of materials, goods, wares, or merchandise. Included in gross receipts shall be all receipts, cash, credits and property of any kind or nature, and any amount for which credit is allowed by the seller to the purchaser without any deduction therefrom an account of the cost of the property sold, the cost of the materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever. Excluded from gross receipts shall be cash discounts allowed and taken on sales, any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser, and such part of the sale price of the property returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit. **Only the gross receipts derived within the City of Seaside should be reported for the renewal of your City of Seaside business license. If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.**

**Proof of Certification Requirements:** **Specific license types require proof of certification and/or pre-approval by the City. Proof of certification or approval may include, but not be limited to: copy of permits, copy of board certification, departmental signatures, etc. Some of the most commonly required certifications are:**

**Sellers Permits  
ABC Board Permits  
State Contractors Licenses**

\*\*Please note that the above list is not an all inclusive listing. For questions regarding certification requirements, please refer to Seaside, CA Code of Ordinances, Title 5 – Business Licenses and Regulations. You may also contact the MuniServices Business License Department for additional information.

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 the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

**Business closed or no longer doing business?** If your business has been closed, or if you are no longer doing business in the City of Seaside, please check the "business closed" box on the application. You can mail the application to MuniServices or you may fax the application to the Business License Department at (205) 423-4099. You may also email MuniServices Business License Support at [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com).

**Questions?** All questions regarding the renewal of your business license or online filing should be directed to MuniServices at (866) 240-3665.

**Business License Online Filing Now Available – File Your Business License Online**  
<https://seaside.bizlicenseonline.com>  
**Select Taxpayer, Online Filing, Business License Filing - It's Voluntary – Free**  
**Easy to Use – Step by Step**



<b>Business License <span style="color:red">Renewal</span> for the City of Seaside, CA (9992)</b> If you are a new business, you must complete a new business license application.	
For the Licensing Year: July 1, _____ – June 30, _____	Due: July 1st

**MuniServices Account ID:** \_\_\_\_\_  
 If you are a new business, you must complete a new business license application.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check here for Mailing Address Change
- Check here for Physical Address Change  
 If your physical address has changed, you will be subject to additional city approval, which could delay the release of your license. Please advise the date of the physical address change. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

New Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

- Check here if business has closed or no longer doing business in the area.

**Physical Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FEIN/SSN #: \_\_\_\_\_

**Make Check Payable to:** Tax Trust Account  
**Mail To:** MuniServices  
 Attn: Business License Dept  
 373 E Shaw Ave Box 367  
 Fresno, CA 93710

**NAIC Code (Business Classification Code):** \_\_\_\_\_  
<http://www.naics.com>

**Description of Business:**

If there are any additions, subtractions, or discrepancies regarding the schedules or amounts below, please review the entire license schedule at [www.revds.com](http://www.revds.com) or contact the Business License Department at (866) 240-3665. **Online filing is now available. Free – Easy to Use**

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Section Number	Type of License	Gross Receipts (If Required)	Unit Amount (Applies if fee is based upon a "number" of units)	Flat/Base Fee*	Additional Amount Due Based On Calculation	License Fee Due
<b>Verify all types of business conducted</b>				*Please reference Section "H" below for calculation details. Add Column E & F enter total in column G then add down		
<b>Administration Fee</b>						<b>\$ 14.00</b>
<b>CA Senate Bill #1186 (Mandatory State Fee, Effective January 1, 2013)</b>						<b>\$ 4.00</b>
Fire Inspection Fee (Applicable only for Auto Repair, Apartments & Motel/Hotels located in the city limits, see the full fee schedule for amounts due)						\$
Add \$15.00 late filing fee if filed on or after August 1st						\$
Add additional 50% Penalty if paid on or after September 1 <sup>st</sup> ( This is calculated on the Business License Fee only)						\$
<b>Total Amount Due:</b>						<b>\$</b>

**H – Additional Information** - Your license may require you to submit proof of certification and/or permit with your payment. Failure to submit a proof of certification/permit, pay your license in full, or report your gross receipts as required will result in a delay of the release of your license. Questions? Please call MuniServices at (866) 240-3665 or email Support at [bizlicensesupport@muniservices.com](mailto:bizlicensesupport@muniservices.com).

**You can view a full fee schedule on our website at [www.revds.com](http://www.revds.com) to help you determine your license fee due.**

I HEREBY SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HEREBY SWEAR THAT THE AMOUNT OF CAPITAL INVESTED OR VALUE OF GOODS, STOCKS, FURNITURE AND FIXTURES OR AMOUNT OF SALES OR RECEIPTS AS REQUIRED FOR DISCLOSURE IN ORDER TO OBTAIN A BUSINESS LICENSE HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND ISSUANCE OF LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES.

**Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by MuniServices due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. MuniServices is not responsible for any additional bank fees that will accrue due to there submission of the returned item. Please see the full returned check policy at [www.revds.com/taxpayer/return-check-disclaimer](http://www.revds.com/taxpayer/return-check-disclaimer)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_