

City of West Hollywood
 8300 Santa Monica Boulevard
 West Hollywood, CA 90069-4314



GROUP VII
City of West Hollywood
2017
Business Tax
Forms & Instructions
Payment Deadline:
May 1, 2018

**Renew your Business
 Tax Certificate Online:**
blt.weho.org
**Use the PIN# on
 Your renewal form**

Dear Business Owner:

If your business operated in the City of West Hollywood ***at any time*** during calendar year 2017 (January through December), you are required to file a 2017 Business Tax form and pay all computed taxes. This booklet is designed to quickly direct you to the information you need to complete the form. In addition, a 24-hour telephone message hotline is available for business owners to leave questions in regards to preparing the form. All messages will be returned the following business day.

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THIS PAMPHLET IS INTENDED AS A GENERAL GUIDE FOR THE FILING OF A BUSINESS TAX FORM IN ORDER TO OBTAIN A BUSINESS TAX CERTIFICATE. IT IS NOT INTENDED TO MAKE A BUSINESS OWNER AWARE OF ALL CITY, COUNTY, STATE OR FEDERAL REGULATIONS.

BUSINESS TAX RENEWAL GENERAL INFORMATION

This instruction pamphlet is intended as a general guide for the filling of your 2017 business taxes in order to obtain a current Business Tax Certificate. Your business tax is based on business transacted in the City of West Hollywood during the calendar year 2017. **Your business tax payment is due no later than May 1, 2018, and can be filed three different ways:**

1. Your business tax can be reported and paid online via credit or debit card at: **blt.weho.org**; in order to use the online system you will need the pin number from your renewal form.
2. You may complete the paper renewal form mailed to you and send the completed form and payment (check) to the City in the envelope provided with the renewal form.
3. You may complete the paper renewal form mailed to you and return it to the cashier's window at City Hall, and pay via cash, check, debt card, or credit card.

The expiration date on each tax certificate is February 1st of each year; however, renewed business tax certificates are not required until May 1, 2018 (the tax payment deadline).

Failure to pay your business tax by May 1, 2018, will result in additional penalties of up to 50% of the tax due. Failure to pay your business tax may also result in a \$250 administrative citation being issued to your business, your business being referred to the City's collection agency, and/or the denial of discretionary City permits (such as special event permits, encroachment permits, parking permits, and business regulatory licenses).

The City's business tax was enacted to raise revenue for general purposes. Revenues that are raised help to pay for City services such as public safety, infrastructure, social services, economic development, and other City services.

The payment of business tax, its acceptance by the City, and the issuance of a business tax certificate does not entitle the holder to conduct any business unless the business is conducted in compliance with all applicable laws and zoning requirements.

The information in this pamphlet is not intended to make a business owner aware of all city, county, state or federal regulations. Any omissions or errors in this pamphlet do not excuse or relieve business owners of their responsibilities or liabilities connected with conducting business in the City of West Hollywood.

BUSINESS CLASSIFICATIONS

Your business tax renewal form shows which group your business is categorized in. This is the instruction pamphlet for Group VII, if your business is not in Group VII, see the appropriate pamphlet. Group VII business which is taxed at a rate of \$0.96 per \$1,000 of Operating Costs. If your category changed during the year, please contact our office immediately for further instructions at (323) 848-6554.

Group VII businesses include:

Corporate Headquarters or Office(s)

Any person who engages in a business consisting mainly of providing administrative or management services such as, but not limited to, recordkeeping, data processing, research, advertising, public relations, personnel administration, legal services and corporate management services to other locations where the operations of the same business are conducted which lead more directly to the production of gross receipts.

EFFECTIVE DATES

1. Business Tax Year

The Business Tax is based upon business conducted within the City of West Hollywood during the calendar year 2017 (January 1 through December 31).

2. Due Dates

The Business Tax may be paid as early as February 1, 2018. Payment is due no later than May 1, 2018. Payments received after this date are delinquent and are subject to penalties as follows:

From	To	Penalty	Interest
May 2, 2018	May 31, 2018	15% of Tax	None
June 1, 2018	June 30, 2018	30% of Tax	None
July 1, 2018	July 31, 2018	45 % of Tax	None
August 1, 2018	After	50% of Tax	1/2% per month

3. Payment Receipt Date

If payments are mailed, the U.S. Postal Service postmark on the envelope in which payment is received will be considered the date of receipt. All other payments will be issued dated receipts

DISPLAY OF CERTIFICATES

After the payment of your Business Tax you will receive a Business Tax Certificate. Businesses with fixed locations shall display the Business Tax Certificate in a place which is visible to the public. Certificates issued for businesses which are not conducted at a fixed location shall be carried by the responsible party while conducting business in the City of West Hollywood. If business is conducted within the City through several individuals, duplicate Certificates issued by the City shall be carried by each individual conducting business. Tax Certificates are issued for a maximum one year period. Each Business Tax Certificate expires on January 31 of the year following issuance. Tax Certificates are to be displayed until receipt of the following year's certificate.

CHANGE OF ADDRESS

Businesses shall report, in writing, any changes of address to the Finance Department of the City of West Hollywood. All Notices required to be given to businesses regarding the Business Tax are considered to be received if mailed to the most recent address on record.

NON-TRANSFERABILITY

Business Tax Certificates are not transferable. If a business is sold or transferred, the new owner is required to apply for a new Business Tax Certificate. Whenever an existing business is sold or quits operation, a Business Tax Return shall be filed and all taxes shall be paid.

NEW OWNERS - 2017

Proprietors who took ownership of a business in 2017 are required to complete an **initial Business Tax registration form**, pay the fee of \$29 and pay taxes for that portion of 2017 in which the business was under new ownership. Please contact our office immediately and request an initial tax registration form at (323) 848-6554.

OUT OF BUSINESS - FINAL TAX

If your business dissolved, relocated out of West Hollywood, was sold or changed ownership under any other condition at any time during 2017, you are required to pay a **final tax** for the period of time business was conducted in 2017. Complete the form enclosed being certain to indicate the change in the business status by putting the close date in the top right hand corner under 'Closing Your Business?' and signing below the date.

BUSINESS TAX HOTLINE

The City has established a 24-hour telephone message hotline for the Business Tax. Call (323) 848-6554 to leave messages concerning questions regarding the City tax program. All messages will be returned the following business day.

INSTRUCTIONS

LINE 1: OPERATING COSTS

Enter Operating Costs incurred in the operation of a business within the City of West Hollywood in calendar year 2017.

Operating Costs are defined as all of the expenses incurred in the operation of a business within the City of West Hollywood. Operating Costs include, but are not limited to, the following:

- Contracted Services
- Employee Benefits
- Equipment
- Lease Payments
- Mortgage Payments
- Rent
- Utilities
- Wages

NOTE: If Operating Costs are less than \$5,000,000, you may also refer to alternate business tax election (Page 6).

LINE 2: NEW BUSINESS CREDITS

This section applies only to businesses whose first day of operations in the City of West Hollywood was on or after February 1, 2015. For businesses that started before this date, this section is not applicable.

The City of West Hollywood provides reduced tax rates for businesses in their first two years of operations within the City. New business credits are available only for businesses with operations based at fixed locations within the City of West Hollywood. Additionally, new business credits are available for new business startups and relocations to the City but are not applicable upon changes of ownership. Operating Costs incurred in the first 12 months of operations are not subject to the Business Tax, while Operating Costs incurred in the second 12 months of operations are taxed at one-half (50%) of the normal rate. To determine the amount of Operating Costs that qualify for the reduced tax rates, please complete the following steps, you will also need to complete Schedule A on page 8:

1. Refer to the table on page 5. In Column I, locate the month and year that business operations commenced in West Hollywood.
2. In Column II, find the date range next to the row representing your first month of business in Column I. On Line 2A of Schedule A (page 8) enter the Operating Costs incurred in the City of West Hollywood during these dates. This amount represents the Operating Costs that were incurred in the first 12 months of business. These Operating Costs are not subject to the Business Tax.
3. In Column III, find the date range across from the row representing your first month of business in Column I. On Line 2B of Schedule A (page 8) enter the Operating Costs incurred in the City of West Hollywood during these dates. This amount represents the Operating Costs that were incurred in the second 12 months of business. These Operating Costs are taxed at 50% of the normal rate.
4. Complete the remainder of this section by following the instructions on the form. (Note: Minimum tax is due if operating costs are zero.)

**WEST HOLLYWOOD
BUSINESS TAX**

Operating Costs Not
Subject to Tax

Operating Costs Subject
to 50% of Regular Tax

Column I	Column II	Column III
FIRST BUSINESS MONTH	ENTER OPERATING COSTS INCURRED IN THE MONTHS OF	ENTER OPERATING COSTS INCURRED IN THE MONTHS OF
Jan. 2015 and earlier	N/A	N/A
Feb. 2015	N/A	Jan. 2017
Mar. 2015	N/A	Jan. to Feb. 2017
Apr. 2015	N/A	Jan. to Mar 2017
May 2015	N/A	Jan. to Apr 2017
June 2015	N/A	Jan. to May 2017
July 2015	N/A	Jan. to June 2017
Aug. 2015	N/A	Jan. to July 2017
Sept. 2015	N/A	Jan. to Aug. 2017
Oct. 2015	N/A	Jan. to Sept. 2017
Nov. 2015	N/A	Jan. to Oct. 2017
Dec. 2015	N/A	Jan. to Nov. 2017
Jan. 2016	N/A	Jan. to Dec. 2017
Feb. 2016	Jan. 2017	Feb. to Dec. 2017
Mar. 2016	Jan. to Feb. 2017	Mar. to Dec. 2017
Apr. 2016	Jan. to Mar. 2017	Apr. to Dec. 2017
May 2016	Jan. to Apr. 2017	May to Dec. 2017
June 2016	Jan. to May 2017	June to Dec. 2017
July 2016	Jan. to June 2017	July to Dec. 2017
Aug. 2016	Jan. to July 2017	Aug. to Dec. 2017
Sept. 2016	Jan. to Aug. 2017	Sept. to Dec. 2017
Oct. 2016	Jan. to Sept. 2017	Oct. to Dec. 2017
Nov. 2016	Jan. to Oct. 2017	Nov. to Dec. 2017
Dec. 2016	Jan. to Nov. 2017	Dec. 2017
Jan. 2017	Jan. to Dec. 2017	N/A
Feb. 2017	Feb. to Dec. 2017	N/A
Mar. 2017	Mar. to Dec. 2017	N/A
Apr. 2017	Apr. to Dec. 2017	N/A
May 2017	May to Dec. 2017	N/A
June 2017	June to Dec. 2017	N/A
July 2017	July to Dec. 2017	N/A
Aug. 2017	Aug. to Dec. 2017	N/A
Sept. 2017	Sept. to Dec. 2017	N/A
Oct. 2017	Oct. to Dec. 2017	N/A
Nov. 2017	Nov. to Dec. 2017	N/A
Dec. 2017	Dec. 2017	N/A

LINES 3 THROUGH 8

Follow instructions on forms. (Note: Minimum tax is due if operating costs are zero.)

LINE 9: PENALTIES

If payment is made after May 1, 2018 penalties are assessed as follows:

PAYMENTS RECEIVED

From	To	Penalty	Interest
May 2, 2018	May 31, 2018	15% of Tax	None
June 1, 2018	June 30, 2018	30% of Tax	None
July 1, 2018	July 31, 2018	45 % of Tax	None
August 1, 2018	After	50% of Tax	1/2% per month

LINE 10: INTEREST

If payment is made after July 31, 2018, interest is assessed (**IN ADDITION TO PENALTIES**) as follows: One-half of one percent (1/2%) per month or portion of a month until tax is paid.

LINE 11: SB 1186 STATE MANDATED FEE

On September 19, 2012, Governor Jerry Brown signed Senate Bill (SB) 1186 which implemented a \$1.00 State mandated fee from all local businesses effective January 1, 2013. Senate Bill (SB) 1379 increased the State Disability fee to \$4.00 effective January 1, 2018. The primary intent of SB 1186, as amended by SB 1379, is to increase disability access, compliance with construction related accessibility requirements, and to develop educational resources for business in order to facilitate compliance with Federal and State disability laws. This fee is applicable to all local businesses including rental properties, home-based businesses, contractors, exempt businesses, and non-profits. In line 11 please include \$4.00 for this State mandated fee.

LINE 12: TOTAL AMOUNT DUE

Check the "previous balance" box located above line one. Any amount in this box should be added to the total amount due. A Business Tax certificate will not be issued until your record is current and paid.

ALTERNATE BUSINESS TAX ELECTION

Businesses with less than \$5,000,000 in Operating Costs in calendar year 2017 have the option of paying the Business Tax based upon the Alternate Business Tax table (Appendix A). This election allows qualifying businesses to calculate the tax without reporting the exact amount of Operating Costs incurred in calendar year 2017.

If your business elects to utilize the Alternate Business Tax option, the following steps must be completed:

- A. Circle "Yes" at the Alternate Business Tax election box.
- B. Determine Operating Costs per Line 1 instructions and refer to Appendix A. Report the lower end of the applicable range of Operating Costs at Line 1. For example, if Operating Costs are \$550,000 enter \$500,001 since this is the lower end of the applicable range of \$500,001 to \$600,000.
- C. Enter the tax that corresponds to the range of Operating Costs at Line 6. For example, if \$500,001 is entered at Line 1 the tax is \$576.
- D. If the tax is paid after May 1, 2018, refer to Line 9 of the renewal form and the Payments Received table above.

APPENDIX A

GROUP VII -- ALTERNATE BUSINESS TAX TABLE

FROM	OPERATING COSTS	TO	TAX
\$0		\$50,000	\$48
50,001		100,000	96
100,001		150,000	144
150,001		200,000	192
200,001		300,000	288
300,001		400,000	384
400,001		500,000	480
500,001		600,000	576
600,001		700,000	672
700,001		800,000	768
800,001		900,000	864
900,001		1,000,000	960
1,000,001		1,100,000	1,056
1,100,001		1,200,000	1,152
1,200,001		1,300,000	1,248
1,300,001		1,400,000	1,344
1,400,001		1,500,000	1,440
1,500,001		1,600,000	1,536
1,600,001		1,700,000	1,632
1,700,001		1,800,000	1,728
1,800,001		1,900,000	1,824
1,900,001		2,000,000	1,920
2,000,001		2,100,000	2,016
2,100,001		2,200,000	2,112
2,200,001		2,300,000	2,208
2,300,001		2,400,000	2,304
2,400,001		2,500,000	2,400
2,500,001		2,600,000	2,496
2,600,001		2,700,000	2,592
2,700,001		2,800,000	2,688
2,800,001		2,900,000	2,784
2,900,001		3,000,000	2,880
3,000,001		3,100,000	2,976
3,100,001		3,200,000	3,072
3,200,001		3,300,000	3,168
3,300,001		3,400,000	3,264
3,400,001		3,500,000	3,360
3,500,001		3,600,000	3,456
3,600,001		3,700,000	3,552
3,700,001		3,800,000	3,648
3,800,001		3,900,000	3,744
3,900,001		4,000,000	3,840
4,000,001		4,100,000	3,936
4,100,001		4,200,000	4,032
4,200,001		4,300,000	4,128
4,300,001		4,400,000	4,224
4,400,001		4,500,000	4,320
4,500,001		4,600,000	4,416
4,600,001		4,700,000	4,512
4,700,001		4,800,000	4,608
4,800,001		4,900,000	4,704
4,900,001		5,000,000	4,800
5,000,001		& ABOVE	* MUST COMPUTE TAX USING EXACT AMOUNT

Enter Business number

→

SCHEDULE A

NEW BUSINESS CREDITS: To be returned if your business is claiming new business credits.

NOTE: This section applies only to businesses whose first day of operations in the City of West Hollywood was on or after February 1, 2015. For businesses that started before this date, this is not applicable. Please refer to the instructions on page 4 & 5.

LINE 2A: OPERATING COSTS PER COLUMN II, PAGE 4.		
LINE 2B: OPERATING COSTS PER COLUMN III, PAGE 4.		
LINE 2C: (Line 2B x 50%)		
TOTAL NEW BUSINESS CREDITS (add Lines 2A & 2C, enter on Line 2 of form)		

If you are claiming new business credits, please return this page along with form and payment in the enclosed return envelope.

Please make sure you have entered your business number in the box above.