

---

**LIMITED INCOME STATUS**

If gross receipts for your entire business are consistently less than \$2,400 a year for a 12-month period as reported to the IRS, you may be exempt from paying the tax and need only pay \$10.00 for a Business Tax Certificate. To qualify, you must include verification of your gross receipts (income tax return, or "Schedule C Profit/Loss Statement", sales tax return) of your gross receipts for a 12 month period with the renewal notice and payment.  
Call staff for details.

---

**MORE THAN ONE (1) BUSINESS?**

If you own more than one Business, you may be eligible to consolidate your business license taxes and save money. Call staff for details.

---

**NO LONGER IN BUSINESS?**

We do not automatically cancel your license if we don't hear from you. We just assume your payment is late and continue to send Notices and eventually place your business name on our delinquent list. So, please let us know in writing if you want your license canceled.

---

**DELINQUENT TAX PAYMENTS AND PENALTIES**

You are responsible for renewing your business license whether or not a Renewal Notice is received. If your renewal tax payment is postmarked after July 31st, include the appropriate penalty with your tax payment.

Late penalty payments are part of your tax. See the back of your renewal notice to calculate your penalty. Your tax certificate cannot be issued until the entire tax is paid, including penalties. So, please include the correct amount to avoid delay in issuing your certificate.

---

**IMPORTANT!  
CONTINUED DELINQUENCY**

Penalties accrue but will not exceed 100% of the tax due. This tax liability will be turned over to the **collection agency** under contract with the City and continued delinquency may affect your credit rating.

---

**HAS SOMETHING CHANGED?**

If any information on the Business License Tax Notice has changed, please make corrections in red and return with your payment.

---

**BASED IN VENTURA -  
COMMERCIAL LOCATION**

If your business has changed Address, Ownership, Type of Business, or Increased Square Footage, a Certificate of Occupancy inspection is required. If the change is business name or owner interest, then a new Certificate of Occupancy without an inspection is required.

---

**Certificate of Occupancy Fee Schedule**

Inspection. .... \$130  
New Certificate, no inspection required .... \$0  
Determine appropriate fee and enter the amount in the "C/O INSP FEE" box on the Notice. Add that figure with your tax amount and remit Total Amount Due.

---

**BASED IN VENTURA -  
HOME OCCUPATIONS**

If your Home Business has moved, or changed business name or ownership, please be aware that the City's Zoning Ordinance regulates the type of business operations that may be done in the home. Home Occupation Zoning Requirements are available from the Business Tax Office.

---

**ERRORS AND OMISSIONS**

Please try to provide complete and accurate information. Errors and omissions delay the process as we must take extra time to figure things out. Then we need to contact you for additional monies, penalties, or information. If you overpay, we have to issue a refund and you will be charged an administrative fee. So, please help us...if you are not sure or we haven't made ourselves clear, call us.

*This brochure is intended to help you with the Business License Renewal process and is not intended to supersede any provisions in the San Buenaventura Ordinance Code. Should this brochure present any information in conflict with the provisions of the Ordinance, the Ordinance shall prevail.*

---

**City of San Buenaventura**

Department of Administrative Services  
Business Tax Office  
Phone: (805) 658-4715  
Fax: (805) 653-0634  
501 Poli Street • Room 107 • P.O. Box 99  
Ventura, CA 93002  
*Mon, Tue, Wed, Fri. 8:00 a.m. - 5:00 p.m.  
Thurs. 9:00 a.m. - 5:00 p.m.*



In compliance with the Americans with Disabilities Act, this document is available in alternate formats by contacting the Business License Office at (805) 658-4715 or through the California Relay Service.

Printed on recycled paper.

City of San Buenaventura

---

**Business License Tax**

# It's Time to Renew

Important!  
Please Read



## **BUSINESS LICENSE TAX**

### ***It's Time To Renew***

*We realize your time is valuable and you have a busy schedule. However, please take the time to review this brochure as it contains specific information and answers most questions that come up at renewal time. Then, follow the instructions on the back of your Renewal Notice to calculate your tax.*

*If you need help, you are welcome to call staff at (805) 658-4715.*

Calculating Your Tax .....	1
License Tax Year .....	1
Business Tax Year .....	1
In Business Less Than a Year? .....	1
Definition of Gross Receipts .....	1-2
Definition of Cost of Operations .....	3
Verification of Gross Receipts .....	3
Limited Income Status .....	4
Do You Own More Than One Business? .....	4
Delinquent Tax Payments and Penalties .....	4
No Longer In Business? .....	4-5
Has Something Changed? .....	5
Based in Ventura - Commercial Location ...	5
Based in Ventura - Home Occupations .....	5
Errors and Omissions .....	6

## **CALCULATING YOUR TAX**

Your Renewal Tax Notice provides the formula to calculate your taxes. In most cases, the tax is calculated using Gross Receipts or Cost of Operations (your Notice identifies which one applies) as reported on your most recent IRS tax return and is apportioned based on the amount of business you transact within the City of Ventura .

## **LICENSE TAX YEAR**

The tax period coincides with our fiscal year, JULY 1 through JUNE 30. Your Business License must be renewed each July 1 as long as you conduct business in the City of Ventura.

## **BUSINESS TAX YEAR**

Your Business Tax Year is the twelve-month cycle you use to report to the IRS.

For example:

CALENDAR YEAR:  
January 1 through December 31

FISCAL YEAR:  
July 1 through June 30,  
or October 1 through September 30

## **IN BUSINESS LESS THAN A YEAR?**

Take a monthly average of your gross receipts (or cost of operations) and multiply by twelve. Use this figure to calculate your business license tax.

## **DEFINITION OF GROSS RECEIPTS**

Gross Receipts is the amount your business actually received from sales, providing

services, and/or rental of properties as you report it to the IRS for your last Business Tax Year. This figure can be obtained from your business' income tax return, Schedule C– Profit/Loss Statement, Schedule E, or other financial statements.

If your total gross receipts includes sources other than those generated within the City of Ventura, the following may be helpful in determining the gross receipts amount to use.

INCLUDE all receipts (such as cash received; credits from sales on time; and property taken in lieu of cash payments) generated within the City of Ventura only.

You may EXCLUDE from your total gross receipts:

- Cash and jobber discounts.
- Any tax collected from the consumer, such as sales, use, gas, transient occupancy, and real property transfer taxes.
- Refunds -cash or credit- for returned property.
- Amounts received by persons acting as agents, brokers or trustees, where such amounts have been collected for and are paid to another party. This includes but is not limited to: amounts collected by salesmen and transmitted to a manufacturer or distributor; trust funds received and transmitted by a trustee; fees separately itemized on statements and forwarded to a subcontractor or fee consultant as payment for services rendered; and receipts collected for and subsequently repaid to a lessor, provided that a list of subcontractors, consultants or name of the lessor and the amounts paid is reported to the City.
- Amounts received as refundable deposits, not forfeited or subsequently taken as business income.

- Any credit for trade-in merchandise, provided the value is reported in gross receipts when sold to someone else.
- Bad debts proven uncollectible in a subsequent year.
- Passive income such as interest on investments, dividends, occasional sale of property or surplus equipment, etc.
- Receipts not taxable by provisions in the Federal or State Constitution, such as alcohol sales.

## **DEFINITION OF COST OF OPERATIONS**

The cost of operations is what you expend for operating within the City. Such costs include salaries and benefits, operating leases/rentals for equipment and facilities, utilities, services and supplies, materials, maintenance, and general overhead expenditures. Not included are non-cash expenditures for depreciation and amortization.

## **VERIFICATION OF GROSS RECEIPTS**

As a normal part of our process, we compare reported gross receipts with previous years', and if there is a significant increase or decrease, we may ask for verification. We want to make sure that the figures you, the taxpayer, report are accurate. We have found many instances of taxes being over-as well as under-paid because of confusion of what figures to use.

If this should occur, please respond promptly. Or, in order to avoid delay in processing your renewal, you may choose to send a copy of the source document you get the figures from along with the renewal payment.