



Revenue Management
Finance
200 East Santa Clara Street
San José, CA 95113
(408) 535-7055

INSTRUCTIONS FOR COMPLETING THE BUSINESS TAX REGISTRATION FORM

FRONT SIDE OF REGISTRATION FORM

- A1. BUSINESS NAME:** If you are not using a fictitious name (a name other than your own, such as Apex Plumbing, A & J Financial, etc.), please print your full name. If you choose a fictitious name, that name should be registered with the County Clerk's office at 70 W. Hedding St., East Wing, First Floor, San José, 299-2160.
- A2. BUSINESS ADDRESS:** This is where your business will be located. If you're operating your business out of your home, use your home address. We need a physical location, **not** a P.O. Box or mail drop location – they can only be used for your mailing address.
- A5. START DATE:** Preparation time is not considered start date of business. The date you start contacting clients or advertising will be considered the start date of your business. If this is a change of ownership including the change of partners or corporate entity, the effective date of change is your start date.
- A6. FEDERAL IDENTIFICATION NO:** Obtained from the Internal Revenue Service, 55 S. Market Street, 1st Fl., San José, (800) 829-4933.
- A7. SOCIAL SECURITY NO:** Must be entered if a Federal identification number (A6) is not available.
- A8. STATE CONTRACTOR NO:** Required if you are in the building trade. Contact the Contractor's State License Board, 100 Paseo de San Antonio, #210, San José, (800) 321-2752 or (408) 277-1245.
- A9. OWNER NAME (S)/PARTNERS/CORPORATE NAME:** Your name and/or the names of all your partners. If a corporation, the corporate name.
- A10. TYPE OF OWNERSHIP (Circle one):**
S – SOLE PROPRIETOR – The business is owned by you only (including spouse).
P – PARTNERSHIP – The business is owned by more than one person.
C – CORPORATION – You have filed Articles of Incorporation with the Secretary of State
- A11. NATURE OF BUSINESS:** The type of work you will be doing (selling clothing, gardening, etc.)
- A12. NUMBER OF EMPLOYEES:** The tax is based on the number of the full-time equivalent individuals in the business. This must include owners, Corporate Officers and employees.
- A13. STATE RESALE NUMBER (SELLER'S PERMIT):** Obtained from the State Board of Equalization, 250 S. 2nd Street, San José, CA (408) 277-1231.
- A14. COUNTY HEALTH PERMIT NUMBER:** Contact Environmental Health Services, 1555 Berger Drive, #300, San José, CA 95121, (408) 918-3400.
- A15. OWNER INFORMATION:** This information is confidential and will be used in case of emergency. For a partnership, information is needed for one partner. For a corporation, information is needed on the agent of service or a corporate officer.

BACK SIDE OF REGISTRATION FORM

If you answer yes to questions B1-B15 you will need to obtain the necessary permits and/or contact the departments listed to see if any other regulations need to be met.

- B1.** Applies only if your business address is located outside the San José City limits.
- B2.** A Handbill Permit is required. An application can be obtained from the Business Tax Office.
- B3.** A Second Hand Dealer's Permit is required. An application can be obtained from the Business Tax Office.
- B4.** Same as B3.
- B5.** A Peddler Permit is required. Contact Police Permits Unit, 201 W. Mission St., San José, CA 95110, (408) 277-4452.
- B6.** Same as B5.
- B7.** A permit maybe required. Check with the Police Permits Unit, 201 W. Mission St., San José, CA 95110, (408) 277-4452.
- B8.** An Amusement Permit is required. An application can be obtained from the Business Tax Office.
- B9.** Check with the Fire Department, 200 East Santa Clara St, Tower 2nd Floor, San José, CA 95113, (408) 535-7750.
- B10.** Check with the Water Pollution Control Department, 3099 N 1st St., San José, CA 95134, (408) 382-8800.
- B11.** Check with the following departments for possible permits. Planning Department, 200 East Santa Clara Street, 1st Floor, San José, CA 95113, (408) 535-3555. State of California Automotive Repair Bureau, 1361 S. Winchester Blvd., #206, San José, CA 95128, (408) 277-1860. You may also need to get approval from the agencies listed on B9 & B10.
- B12.** Check with the Planning Department, 200 East Santa Clara Street, 1st Floor, San José, CA 95113, (408) 535-3555
- B13.** Check with the Fire Department, 200 East Santa Clara St, Tower 2nd Floor, San Jose, CA 95113, (408) 535-7750.
- B14.** Check with the agencies listed in B9 & B10.
- B15.** Check with the agencies listed in B9, B10 and B12.

Payment must be received or postmarked no later than 45 days from the start date to avoid penalties and interest.