



City of Belvedere  
450 San Rafael Avenue  
Belvedere CA 94920

Phone: (415) 435-3838

## 2021 BUSINESS LICENSE TAX REFUND APPLICATION

**IMPORTANT:**

- **Refund Application must be post marked or received no later than January 31<sup>st</sup>, 2022.** (Applications for refunds received or postmarked after this date will not be accepted.)
- **Your refund application will not be processed if proper documentation of earnings is not attached.** Failure to submit required documentation will result in rejection of your request. Please contact the City of Belvedere if you have any questions at (415) 435-3838.
- **You must have earned less than \$32,000 in the City of Belvedere during 2021.**

**To receive a refund of 2021 Business License Tax you must submit:**

The completed Application form, which includes the computation of license tax. **AND** documentation of City of Belvedere gross receipts is required. Documentation MUST accompany your application.

- Businesses located within the City of Belvedere must provide 2021 Income Tax form.
- Businesses located outside the City of Belvedere must provide an itemized list of your clients or customers in Belvedere. This list should include name, address, amount paid, date of work.

BELVEDERE BUSINESS LICENSE NUMBER \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ OWNERS NAME \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

Is this a Home-Based Business? (for businesses based in Belvedere only) YES  NO

**You must complete the following:**

**Total Amount of Tax** ..... \$ 160.00  
**Minus Total Gross Receipts\*** \$ \_\_\_\_\_ **X .005 =** \$ \_\_\_\_\_  
**Equals Total Amount to be Refunded** ..... \$ \_\_\_\_\_

\* Total Amount from your documentation. It is up to the business owner to calculate the total.

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

X \_\_\_\_\_ OWNER OR AGENT OF BUSINESS