



BUSINESS SUPPORT CENTER
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832

Business Owner/Manager
123 Main Street
SAN MATEO, CA 94403

August 02, 2019

Account No.: 01234567

Re: City of San Mateo Business Tax Certificate

Dear Business Owner/Manager:

The HdL Companies has been retained by the City of San Mateo to assist businesses in becoming compliant with the City's Business Tax Certificate requirements. All information obtained during the review will remain strictly confidential and be used for the City's administration of Business Taxes.

It has come to our attention that you are conducting business in the City of San Mateo and the City welcomes you to the business community. However, our records indicate that your business may not be in compliance with the City's Business Tax Certificate requirements. Please be advised that a business must be registered with the City prior to conducting business within the City per Municipal Code.

If you hold a valid business Tax Certificate in the City of San Mateo, please contact the Business Support Center toll free at 650-443-9055 or by email at support@hdlgov.com so we may verify the certificate and update the City business registration information.

If you do not hold a valid City of San Mateo business Tax Certificate, please complete the enclosed application(s) and return it in the provided envelope no later than 30 days from receipt of this letter. Once your documentation has been received, you will be contacted with any additional requirements including an invoice for any fee owed if applicable.

If you need assistance completing the application(s), require additional information, or believe you have received this notice in error, please contact the Business Support Center at 650-443-9055 or by email at support@hdlgov.com. Please have your account number available when you call.

Sincerely,

City of San Mateo
Business Support Center



CITY OF SAN MATEO

8839 N Cedar Ave #212 • Fresno, CA 93720
Attn: Business License Department • 650-443-9055

BUSINESS LICENSE APPLICATION

Please Check One

New Application
 Change of Owner
 Change of Address
 Change of Business Name
 Home Occupation

OFFICIAL USE ONLY

BUSINESS LICENSE NO.	_____
EXPIRATION DATE	_____
SIC CODE	_____
PENALTIES	_____
LICENSE FEE	\$ _____
REGISTER DATE	_____
CHECK NO.	_____
CREDIT CARD	<input type="checkbox"/>

Business Name _____

Corporate Name (If Different) _____

Business Location (Not P.O. Box) _____

City _____ State _____ Zip _____

Will you be using a Service of Process Address? Yes No
(If yes, please provide the address in the AB2184 box below)

Bus. Home () _____ Bus Fax () _____

Mailing Address (If Different) _____

City _____ State _____ Zip _____ Email Address _____

Start Date	Description of Business

Ownership Corporation Limited Liability Corp. Sole Proprietor Partnership Trust

State Lic. No. _____ License Type _____ Expiration Date _____

Resale No. _____ Federal ID No. _____

PERSONAL INFORMATION - Enter below names of Owners, Partners, or Corporate Officers - Use Additional Sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

SB2184 - Service of Process Address (If applicable)

Address _____ City _____ State _____ Zip _____

Emergency Notification - In case of an emergency and I cannot be reached, please call:

Name _____ Phone () _____

Address _____ Cell Phone () _____

City _____ State _____ Zip _____

PLEASE PROVIDE THE INFORMATION BELOW AND SIGN

ENTER THE APPLICABLE INFORMATION BELOW FOR ALL YEARS DOING BUSINESS IN THE CITY OF SAN MATEO

I, the undersigned, do hereby declare the above information to be correct to the best of my knowledge. I understand that the classification(s) I have entered above are subject to verification by the City of San Mateo and that my business license fee may be adjusted to the actual figure when the year's business is completed.

Signature _____ Date _____

Printed Name _____ Title _____

NOTICE: 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 - The Department of Rehabilitation at www.dor.ca.gov - The California Commission on Disability Access at www.ccdca.ca.gov.

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	Annual Gross Receipts	Square Footage	No. of Units	No. of Employees
2015				
2016				
2017				
2018				
Estimated 2019				

Thank you for doing business in the City of San Mateo!