



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](mailto: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](mailto: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

Please Check One

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

BUSINESS LICENSE APPLICATION

Business Name
Corporate Name
Business Location
City State Zip
Will you be using a Service of Process Address?
Bus. Home Bus Fax
Mailing Address
City State Zip Email Address

OFFICIAL USE ONLY
BUSINESS LICENSE NO.
EXPIRATION DATE
SIC CODE
PENALTIES
LICENSE FEE
REGISTER DATE
CHECK NO. CREDIT CARD

Start Date Description of Business
Ownership
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 City State Zip Cell Phone
Owner Name Title Phone
Home Address City State Zip Cell Phone

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 City State Zip Cell Phone

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

Table with 5 columns: Year, Annual Gross Receipts, Square Footage, No. of Units, No. of Employees. Rows for 2015, 2016, 2017, 2018, and Estimated 2019.

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.cdda.ca.gov.

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