

Non-Menlo Park Based Businesses



Civic Center 701 Laurel Street
Menlo Park, CA 94025
Business License Department
Phone: (650) 330-6642
FAX (650) 327-5391

CONFIDENTIAL AFFIDAVIT AND APPLICATION FOR BUSINESS LICENSE FOR NON-MENLO PARK BASED BUSINESSES

Obtaining a business license satisfies the business license requirements of Title V of the Menlo Park Municipal Code. It is the responsibility of all persons to insure that they are in compliance with zoning requirements of Title XVI of the Menlo Park Municipal Code and all other adopted codes of the city.

Please Note: Incomplete applications cannot be processed and will be returned for completion.

Business Name _____ Additional Name _____ Business Address _____ City, State, Zip _____	Mailing Address (if Different) _____ _____ Business Phone Number _____ Fax Number _____
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Type of Ownership: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Limited Liability Corporation

Federal Tax ID or Social Security Number _____

Description of primary business activity _____

State Contractors License Number _____ State Resale License Number _____

Owner/Officer Name and Title _____

Home Address _____

City, State, Zip _____

Phone Number _____

Business License Tax Calculation Section

Gross Receipts: _____ Gross Receipts Tax: _____

Use the accompanying Guide to Annual Business License Tax Calculation to determine the tax based on annual gross receipts and/or late charges or other fees (if applicable).

Late Charges or Other Fees: _____

Estimate gross receipts anticipated to be earned in Menlo Park during the current calendar year. **TOTAL AMOUNT DUE:** _____

I certify under penalty of perjury that the above information is correct. _____ Signature _____ Date _____

Method of Payment: _____ CASH _____ CHECK _____ CREDIT CARD _____ VISA _____ MASTER CARD

_____ CREDIT CARD NUMBER _____ EXPIRATION DATE _____ SIGNATURE OF CARD HOLDER REQUIRED

FOR OFFICE USE

Business License Number _____ New _____ Renewal _____ Year _____