



**CITY OF MENLO PARK
UTILITY USERS TAX
MAXIMUM TAX PREPAYMENT
TAX PERIOD
April 1, 2007 through June 30, 2007**

Per section 3.14.120 - Maximum Tax - of the Utility Users Tax Ordinance businesses can prepay the Utility Users Tax for the period April 1, 2007 through June 30, 2007 and qualify for exclusions from billing and collection of the tax by utility providers of Electricity, Gas, and Water. The tax on these utilities is 3.5%. If you believe the combined charges for these utilities for this implementation period will be at least \$85,000 you should consider prepaying the \$3,000 maximum tax directly to the City of Menlo Park.

Please provide the below information and submit this form along with your \$3,000 payment to the City of Menlo Park before February 14, 2007.

Business Name: _____

Mailing Address: _____

Service Address*: _____

*Note: A service user with more than one meter or billing invoice per utility service at a single contiguous location may combine all billings for purposes of calculating the maximum tax amount.

List the names of all electric, gas, and water providers to the contiguous service addresses listed above: (The City will notify these providers of your exclusion from further tax assessment for the period covered)

Electric Provider _____

Gas Provider _____

Water Provider _____

Date: _____ Signed: _____

Phone: _____ Print Name/Title : _____

IMPORTANT: You should monitor the utility bills and immediately contact the City if the tax is charged by the utility provider at the service address listed above. Also, if you change utility providers at any time, you must notify the City of the new utility provider to insure that you are not charged in excess of the maximum tax during the period covered by the prepayment.

MAKE CHECK PAYABLE TO: CITY OF MENLO PARK	MAIL TO: CITY OF MENLO PARK ATTN: FINANCE DIVISION 701 LAUREL STREET MENLO PARK, CA 94025-3469
--	---