CITY OF EMERYVILLE

1333 Park Avenue Emeryville, CA 94608 (510) 596-4325

ADMINISTRATIVE EXPENSES BUSINESS TAX RETURN

Bus#
Name
Street Address
City State Zip

Line			
A.)	Gross Payroll:	$	Enter Gross Annual Payroll
B.)	Utilities & Telephone:	$	Enter Gross Annual Utility/Telephone Expense
C.)	Rents and Depreciation:	$	Enter Gross Annual Rents/Depreciation Expense
D.)	Subtotal 1:	$	Sum of lines "A", "B" and "C"
E.)	Tax Rate:	x .0010	
F.)	Tax Due: Min. Tax due is **$25**	$	Multiply line "D" by line "E"
G.)	Penalty* (See Box 1 below):	$	
H.)	Subtotal 2:	$	Sum of lines "F" and "G"
I.)	Interest* (See Box 2 below):	$	
J.)	Administrative Application Fee	$61.00	
K.)	*State Mandated Disability Access & Education Revolving Fund	$4.00	
	Total Due:		Sum of lines "H","I" & "J", "K"

Line	Box 1- Penalty Calculation	If the return is post marked after 03/01, penalties are due.	
J.)	Tax Due:	$	Enter amount from line "F" above
K.)	Penalty Rate:	x .05	Monthly penalty rate
L.)	Monthly Penalty:	$	Multiply line "J" by line "K", enter amount here
M.)	Number of months delinquent:		Enter total number of months delinquent, Maximum is 5 months
G.)	Total Penalty due:		Multiply line "L" by line "M", enter amount on line "G" above

Line	Box 2- Interest Calculation	If the return is post marked after 03/01, Interest is due.	
N.)	Subtotal of tax due & Penalties:	$	Enter Subtotal from line "H" above
O.)	Monthly Interest Rate	x .015	Monthly interest rate
P.)	Monthly Interest Due:	$	Multiply line "N" by line "O", enter answer here
Q.)	Number of months delinquent:		Enter total number of months delinquent
I.)	Total Interest Due:		Multiply line "P" by line "Q", enter amount on line "I" above

I declare, under penalty of perjury, that the information on this return is true and correct.

Signature:_____ Title: _____ Date: _____