



**CITY OF
GLENDALE**
City Clerk

**MONTROSE BUSINESS IMPROVEMENT DISTRICT
SPECIAL BUSINESS ASSESSMENT RETURN**

2017

See separate instructions for information on completing this return.

Please type or print.

Year Ended: **December 31, 2017** Due: **January 1, 2018** Delinquent If Not Postmarked or Received By: **February 1, 2018**

MSP# <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		If the addressee information requires updating, please complete here: _____	
Business Address _____		_____	
Business Name _____		_____	
Mailing address _____	City _____	ZIP Code _____	State Sales Tax Number: _____
		Federal Employer ID Number: _____	

- Check here if this is a **new business opened after October 1 of this year**. You are only required to pay the minimum special business assessment in accordance with your business type.
- Check here if this is a **final return**. Please file your return within 30 days after the transfer date or closing of your business.

Note: Please check the and complete ALL sections that are applicable to your business.

<input type="checkbox"/> Independent Contractors	1 Total number of Independent Contractors used in your business	1		
	2 Multiply line 1 by \$202.00	2		
<input type="checkbox"/> Retail and Service Businesses Min. \$202.00 Max. \$4,038.00	3 Total gross receipts	3		
	4 Subtract \$10,000 from line 3. If less than \$0, enter \$0	4		
	5 Multiply line 4 by 0.002	5		
	6 The minimum assessment	6		
	7 Add line 2, 5, and 6	7		
	8 If line 7 is less than \$4,038.00 , enter line 7. Otherwise enter \$4,038.00 .	8		
<input type="checkbox"/> Retail Fabricator Businesses Min. \$31.00 Max. \$2,525.00	9 Total gross receipts	9		
	10 Subtract \$10,000 from line 9. If less than \$0, enter \$0	10		
	11 Multiply line 10 by 0.00075	11		
	12 The minimum assessment	12		
	13 Add line 2, 11, and 12	13		
	14 If line 13 is less than \$2,525.00 , enter line 13. Otherwise enter \$2,525.00 .	14		
<input type="checkbox"/> Theaters Max. \$1,010.00	15 Total number of seats	15		
	16 Multiply line 15 by \$1.02	16		
	17 If line 16 is less than \$1,010.00 , enter line 16. Otherwise enter \$1,010.00 .	17		
<input type="checkbox"/> Other Businesses Min. \$202.00 Max. \$4,038.00	18 Total number of employees	18		
	19 Enter the appropriate amount based on line 18: (a) Five employees or less: \$202.00 (b) Six to eight employees: \$606.00 (c) Nine to twelve employees: \$2,019.00 (d) Thirteen or more employees: \$4,038.00 .	19		
	20 Add line 2 and 19	20		
	21 If line 20 is less than \$4,038.00 , enter line 20. Otherwise enter \$4,038.00 .	21		
Sub Total	22 Enter the highest of line 8, 14, 17 and 21. This is your Assessment. (If paid by February 1, skip line 23-28 and enter this amount on line 30)	22		
<input type="checkbox"/> Penalty and Interest (If paid after February 1 st)	23 Multiply line 22 by 0.25. This is the late payment penalty.	23		
	24 Add line 22 and 23.	24		
	25 Multiply line 24 by 0.005	25		
	26 Months delinquent: # of days delinquent ÷ 30, rounded to the nearest 1	26		
	27 Multiply line 25 by line 26. This is the interest charge.	27		
	28 Add line 23 and 27. This is your total penalty and interest.	28		
Total Payment	29 Add line 22 and 28. This is your total payment.	29		

Sign Here	I declare under penalties of perjury pursuant to the laws of the State of California that the forgoing is true and correct.			
	Your Signature _____	Date _____ / /	Your Title _____	Daytime phone number () - _____

Make checks payable to CITY OF GLENDALE Mail To: City Clerk's Office / 613 E. Broadway, Room 110 / Glendale, CA 91206



CITY OF GLENDALE

MONTROSE BUSINESS IMPROVEMENT DISTRICT SPECIAL BUSINESS ASSESSMENT RETURN

2017

GENERAL INSTRUCTIONS

The Montrose Business Improvement District was established by Ordinance No. 3812, later amended by Ordinance No. 4790. Pursuant to GMC 4.40.020, the City may subject all merchants and businesses within the boundaries of the “Montrose Shopping Park Area” to a special business assessment.

On October 26, 2004, the City Council of the City of Glendale adopted Ordinance No. 5431 to amend Ordinance No. 4790 pertaining to additions and modifications of certain provisions relating to the assessments on the businesses located in the Montrose Business Improvement District. Accordingly, the special business assessment for a given calendar year, ending December 31, shall be due on **January 1 of the following year**, and delinquent if not postmarked or received by **February 1**. A late penalty of twenty-five (25) percent of the amount of the assessment shall become due to the City for payment received after **February 1**. A further penalty of ½ percent per month shall be accrued for the period between when the assessment becomes delinquent to the date when the assessment is collected.

Late notices will be sent to the delinquent businesses before the case is turned over to the City Attorney’s office for legal action. By the time a reminder notice has been sent, the late penalty will apply. Any administrative costs and legal fees incurred by the City for additional collection efforts are the responsibility of the delinquent business.

If you have any questions on this return, please feel free to contact the City Clerk’s Office at (818) 548-2090.

SPECIFIC INSTRUCTIONS

Year End

This return is for the calendar year ended December 31, **2017**. The assessment for year **2017** covers the period of January 1, **2017** through December 31, **2017**.

CPI

The minimum and maximum amounts of the special business assessment are adjusted with the Consumer’s Price Index on an annual basis. **The CPI adjustment for 2017 is 1.03, which is a 3% increase.**

Address

Check the address on the pre-addressed label and make corrections if the business name and/or address are not correct.

State Sales Tax Number

Provide your State Sales Tax Number. If you do not have a State Sales Tax Number, mark the applicable portion of the return as not applicable, or N/A.

Federal Employer Identification Number

Provide your Federal Tax Identification Number. Every business should have a Federal Tax Identification Number. Depending on the business type, it could be your social security number or a separate IRS assigned tax identification number.

New Business

“New business” is defined as a newly established business for a period not exceeding three months from the date business commences in the district. All new businesses are required to pay the minimum special business assessment. The minimum assessment amount is based on the business type. See “Type of Business” and “Minimum Assessment” below.

Final Return

When your business is sold, closed, or moved out of the Montrose Shopping Park Area, you are still required to pay the special business assessment for that portion of the year when your business operated under your ownership. The **final return** is required to be filed within 30 days after the transfer date or closing of your business.

Independent Contractors

An Independent Contractor relationship exists when the business owner, also known as the payer, has the right to control or direct only the result of the work done by an independent contractor, and not the means and methods of accomplishing the result. Independent Contractors do not receive regular wages, W-2, or W-4 year wage statements. Independent Contractors do not have withholdings from compensation earned and are subject to receiving a 1099 tax reporting form at year end. Businesses that utilize Independent Contractors are subject to a minimum assessment rate of **\$202.00** per Independent Contractor used during the reporting period. This is in addition to any other assessments due based upon the type of business below unless the maximum assessment is reached under the highest category applicable.

Type of Business

“Retail Businesses, Service Businesses, Independent Contractors, and Other Businesses with retail sales”: businesses that conduct sale of goods, wares, or merchandise for any purpose other than resale in the regular course of business. At a minimum, this type of business owes a **\$202.00** per annum special business assessment for the first \$10,000.00 or less of gross receipts, plus \$2.00 per annum for each additional \$1,000.00. The maximum annual special business assessment for this type of business is **\$4,038.00** for year **2017**. Such businesses include, but are not limited to, restaurants, salons, gift shops and bookstores.

“*Retail-Fabricator Business*”: includes those persons, firms, or corporations who fashion raw materials into a change of form for use, or otherwise give to raw or prepared materials new form, quantities, properties, or combination by fashioning, printing, fabricating, or converting materials into a different product which is then sold at retail from a location within the Area. At a minimum, this type of business owes a \$31.00 per annum special business assessment for the first \$10,000.00 or less of gross receipts, plus \$0.75 per annum for each additional \$1,000.00. The maximum annual special business assessment for this type of business is \$2,525.00 for year 2017.

“*Theaters*”: the special business assessment for this type of business is \$1.02 per seat, per annum. The maximum annual special business assessment for this type of business is \$1,010.00.

“*Other businesses*”: businesses not included above or that are not subject to the California State Sales Tax Provisions. The special business assessment for these businesses is determined based on the number of employees the businesses have. For businesses that have five or less employees, the special business assessment is \$202.00 per annum; \$606.00 per annum for businesses have six to eight employees; \$2,019.00 per annum for businesses have nine to twelve employees; and \$4,038.00 for businesses have thirteen or more employees. For example, such businesses include, but are not limited to, professionals such as doctors, attorneys, accountants, consultants, and real estate companies.

Gross Receipts

Gross Receipts means the total amount of the sales price on the performance of all services and sales price subject to sales tax for all sales of goods, wares, merchandise, wholesale and retail.

Minimum Assessment

The minimum assessment is a fixed amount of the special business assessment for the first \$10,000.00 of gross receipts. Different types of businesses have different minimum special business assessment amounts. For year 2017, the minimum special business assessment amounts are as follows:

- Retail and Service Businesses: \$202.00
- Retail Fabricator Businesses: \$ 31.00
- Theaters: \$202.00
- New Businesses: \$202.00
- All Other Businesses: \$202.00 to \$4,038.00 (Based on # of Employees)

These minimum amounts have been incorporated into the return form for your convenience.

Maximum Assessment

The maximum assessment is a fixed amount of the special business assessment that the businesses have to pay. For Year 2017, the maximum special business assessment amounts are as follows:

- Retail and Service Businesses: \$4,038.00
- Retail Fabricator Businesses: \$2,525.00

Theaters: \$ 1,010.00
New Businesses: \$ 202.00
All Other Businesses: \$ 202.00 to \$4,038.00 (Based on # of Employees)

These maximum amounts have been incorporated into the return form for your convenience.

Employees

An employee generally includes any individual who performs services if the relationship between the individual and the person for whom the services are performed is the legal relationship of employer and employee. This includes an individual who receives payment based upon hours worked or salary which includes Federal and State withholdings. A W-4 or W-2 is provided at year end. This also includes the supplemental unemployment pay benefit that is treated as wages. Generally, an officer of a corporation is an employee, but a director acting in this capacity is not. An officer who does not perform any services, or only minor services, and neither receives nor is entitled to receive any pay is not considered an employee.

To determine whether a worker is an independent contractor or an employee, you must examine the relationship between the worker and the business. All evidence of control and independence in this relationship should be considered. The facts that provide this evidence fall into the three categories of Behavioral Control, Financial Control, and the Type of Relationship itself.

Penalty

Every annual special business assessment which is not paid within thirty (30) days after the same becomes due is delinquent, and a penalty of twenty-five (25) percent of the amount of the assessment, in addition to the assessment, shall be collected when the tax is paid.

Interest

In addition to the penalty, a further penalty of ½ percent per month or fraction thereof shall be assessed until the assessment is paid.

Months Delinquent

To compute the months delinquent, the days delinquent first need to be determined. This is done by subtracting the date full payment is made from February 1st. The result will be the number of days delinquent. The days delinquent are then divided by 30 days to determine months delinquent. Months delinquent are rounded up to a full month. For example, if the total payment is made on March 15, the months delinquent are:

Days delinquent: March 15 – February 1 = 43 days
(Count the days from February 1 to March 15)

Months delinquent: 43 days ÷ 30 days/month = 1.43 months
(Convert number of days to number of months)

Round up to nearest 1:2 months.
(This is the number of months you are delinquent for computing interest due)