



**CITY OF MENLO PARK
UTILITY USERS TAX REMITTANCE FORM
Rates from April 1, 2007 through September 30, 2007**

Name of Service Provider: _____

Address of Service Provider: _____

Phone Number of Service Provider: _____ Company FEIN Number: _____

Name of Billing Agent (if any): _____

Tax Period Covered*: _____ Type of Utility Service or Bundled Services*: _____

**Please submit separate remittance form for each tax period and for each category of utility service (e.g. electric, gas or communication service). If more than one category of utility services is bundled together and billed as a single amount, please specify which utility services are bundled. The information that you provide in this remittance form will be maintained as confidential under California Revenue and Taxation Code Section 7284.6.*

Remittance Based Upon Utility Billing

- | | |
|---|----------|
| 1. Gross charges (including taxes and surcharges) | \$ _____ |
| 2. Deductions | |
| a. Taxes (federal, state, 911 tax) | \$ _____ |
| b. Sales for Resale | \$ _____ |
| c. Exempt Accounts | \$ _____ |
| 3. Non-standard adjustments** (indicate + or -) | |
| \$ _____ | |
| 4. Net taxable charges (line 1 minus all lines 2 + line 3) | \$ _____ |
| 5. Local Tax Due (@ 3.5% for electric, gas and water of line 4; @ 2.5% for telecom and video of line 4) | \$ _____ |
| 6. Penalties/Interest*** | \$ _____ |
| 7. Total local tax due (sum lines 5 and 6) | \$ _____ |

** Please attach a description of any adjustments or services not subject to the local tax referred to on line 3.

***A penalty may apply if payment is not received by the City within the allotted time noted in the ordinance.

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
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I declare, under penalty of perjury, that to the best of my knowledge and belief the statements herein, and any attachments hereto, are true and correct.

Date: _____ Signed: _____

Phone: _____ Print Name/Title: _____

Please contact Steve Gibson of MuniServices LLC at (818) 661-5520 if you have any questions regarding the City boundaries (by street address) or the application of the City's local tax to the services that you provide your customers in the City.