

## Frequently Asked Questions:

1. **Q: How can I submit the gross earnings for 2015 if my Accountant hasn't closed out the year yet? Are there options?**

A: Information from your sales journal or any type of report showing gross earnings from January 1 to December 31, 2015 may be used.

2. **Q: Which year's tax records do I submit?**

A: The 2015 tax records if available before Jan. 31, 2016. If tax records are not available, please refer to the Required Documents section of this pamphlet.

3. **Q: Can the payment be postmarked by the date shown on the renewal or does it need to be received by the final due date?**

A: The renewal payment shall be postmarked by the due date.

4. **Q: Do I enter the gross or the net income earned on line "A"?**

A: Always enter the gross earnings.

5. **Q: What happens if I don't provide required documentation?**

A: Your business license certificate will be put on hold until you provide such documentation.

6. **Q: I am an out of city contractor and do not have a current job in your city. Do I still need to pay the license renewal fee?**

A: No. This fee would only be paid if you have a job(s) in the city. If you are continuing a job from 2015, you would then just pay the \$50 base fee and \$1 SB-1186 fee.

7. **Q: Why do I have to pay Fire and Storm fees?**

A: These fees are regulated and/or mandated by Federal or State agencies, or by the City Municipal Code.

8. **Q: Why do I have to pay the \$1 SB-1186 State Disability Access Fee?**

A: On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).

The Department of Rehabilitation at [www.rehab.ca.gov](http://www.rehab.ca.gov).

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)."

9. **Q: How long will it take to receive my certificate?**

A: You should receive your certificate within 3 weeks.

10. **Q: If the business changed ownership or location can I just cross off the old information and put my new information on the renewal form?**

A: No. A new application is required.

For more information, please visit our website at

[www.ci.ontario.ca.us](http://www.ci.ontario.ca.us)



## Business License Renewal Information and Frequently Asked Questions



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# Thank you for choosing Ontario for your business

## Important License Renewal Requirements

Renewing your business license in Ontario is a simple process and City staff is ready to assist. The information in this pamphlet explains the necessary steps.

To process your business license renewal and to verify the accuracy of the business license tax due, the City is requiring that certain businesses submit documentation supporting the reported 2015 gross receipts.

This applies only to those businesses whose tax amount is based on gross receipts, including administrative headquarters where gross receipts are defined by annual fair rental value, payroll and cost of all utilities related to the operation.



## Required Documents

Please submit a copy of one of the following documents with your business license renewal form as supporting documentation for 2015 Gross receipts:

- Company documentation supporting the reported gross receipts:
  - financial statements (income statement)
  - rent roll
  - work papers
  - supporting schedules
- Federal Tax Return such as:
  - Sole Proprietorship: Form 1040 - Schedule C or Schedule E
  - Partnership: Form 1065-Page 1
  - Corporation: Form 1120-Page 1
- California Sales Tax returns for the past four quarters (if applicable)

**Please be advised that City Hall will be closed from December 24, 2015 through January 2, 2016.**

## An Alternate Approach

As an alternative to mailing the documents, you may present the supporting documentation and renewal form in person for immediate review at City Hall.

The required documentation will only be used for the purpose of computing and verifying the accuracy of the business license tax. Pursuant to Section 3-1.122 (c) of the Ontario Municipal Code, *the above requested information will be kept confidential and shall not be subject to public inspection.*

