



Finance Department – Revenue Management Division
BUSINESS TAX EXEMPTION REQUEST FORM

Pursuant to the provisions of Chapter 4.76 of the San José Municipal Code, exemption from payment of the Business Tax is hereby requested.

Business Tax Account Number Telephone Number

Name of Business or Organization

Business Address City Zip Code

Mailing Address City Zip Code

4.76.345 LOW REVENUE GENERATING BUSINESS (FINANCIAL HARDSHIP): The Hardship Exemption Program is available to businesses owned by one person or married spouses or domestic-partners, whose ownership structures have (a) no employees AND (b) annual gross receipts at or below less than twice the current poverty level.

The term "poverty level" means the income amount established by the U.S. Department of Health and Human Services (www.hhs.gov/) as the poverty guideline for a single person multiplied by two for the calendar year in which the Business Tax is due.

I anticipate my gross receipts in 2021 will be at or below \$25,760.

Sole Proprietorships: Enter Federal Income Tax Form data (Residential Landlords – Write "Sched E" on 1040/Sched 1, Line 12; replace Sched C, Line 1 with Sched E, Line 23a; and replace Sched C, Line 31 with Sched E, Line 26).

2020: Sched 1, Line 3: ; Sched C, Line 1: ; Sched C, Line 31:

2019: Sched 1, Line 3: ; Sched C, Line 1: ; Sched C, Line 31:

2018: Sched 1, Line 12: ; Sched C, Line 1: ; Sched C, Line 31:

2017: 1040, Line 12: ; Sched C, Line 1: ; Sched C, Line 31:

For Corporations: Please enter the required data from your Federal Income Tax Form 1120S.

2020: 1120/1120S, Line 1a: 2019: 1120/1120S, Line 1a:

2018: 1120/1120S, Line 1a: 2017: 1120/1120S, Line 1a:

4.76.345.5 SMALL BUSINESS OWNERS WITH LIMITED HOUSEHOLD INCOME (FINANCIAL HARDSHIP): The Hardship Exemption Program for Small Business Owners is available to businesses owned by one person or married spouses or domestic-partners, whose ownership structures have (a) no employees AND (b) annual household income at or below less than four times the current poverty level.

I anticipate my adjusted household income in 2021 will be at or below \$51,520.

Sole Proprietorships: Enter Federal Income Tax Form data (Residential Landlords – Write "Sched E" on 1040/Sched 1, Line 12; replace Sched C, Line 1 with Sched E, Line 23a; and replace Sched C, Line 31 with Sched E, Line 26).

2020: Sched 1, Line 3: ; Sched C, Line 1: ; Sched C, Line 31:

2020: 1040, Line 11:

2019: Sched 1, Line 3: ; Sched C, Line 1: ; Sched C, Line 31:

2019: 1040, Line 8b:

2018: 1040, Line 12: ; Sched C, Line 1: ; Sched C, Line 31:

2018: 1040, Line 7:

Corporations: Please enter the required data from your Federal Income Tax Form 1040.

2020: 1040, Line 11: 2019: 1040, Line 8b:

2018: 1040, Line 7:

REVERSE SIDE MUST BE COMPLETED AND SIGNED

- 4.76.600  
SIC 9400 **VETERAN:** Every person who is honorably discharged or honorably relieved from the military, naval, or air service of the United States and is a resident of this state shall not be required to pay any local business license fees for a business selling or providing services if the veteran is the sole proprietor of the business.  
**Attach a copy of DD214 or other discharge paper(s).**
- 4.76.660  
SIC 9401 **CHARITABLE ORGANIZATION:** Any institution, organization, or association established for charitable purposes only.  
**Attach a copy of Form #23701d from the State of California or letter from IRS regarding non-profit status.**
- 4.76.710  
SIC 9404 **PEDDLING OF GOODS BY PRODUCER:** Peddles goods or wares made or produced solely by him/her.
- 4.76.715  
SIC 9405 **SALE OF HAND-PRODUCED GOODS:** Artists and crafts persons who sell only their own designed, hand-produced goods and wares. **Choose one option only.**  
**A.** Sales of goods and wares in the artists or crafts person's dwelling under San José Municipal Code Section 20.08.101 for a period of no more than four consecutive days twice in any calendar year;  
**OR**  
**B.** Continuous sale of goods and wares on an annual basis at only one (retail) location so long as the retail value of inventory at such location does not exceed two thousand dollars (\$2,000.00).
- 4.76.720  
SIC 9423 **SENIOR CITIZENS:**  
**A.** Every natural person at the age of sixty-five (65) years whose annual gross receipts from any and all business are \$50,520 or less (2021). **Attach a copy of driver's license or photo-identification with proof of age and enter the required data from your Federal Income Tax Form Sched 1, Line 3 (use 1040, Line 12 for tax year 2018) and Schedule C, Lines 1 & 31.** Tax Year: \_\_\_\_\_  
Sched 1, Line 3: \_\_\_\_\_; Sched C, Line 1: \_\_\_\_\_; Sched C, Line 31: \_\_\_\_\_  
**OR**  
**B.** Every natural person of the age sixty-six (66) years or older.  
**Attach a copy of driver's license or photo-identification with proof of age.**
- 4.76.730  
SIC 9407 **TEACHERS:** Teaching of musical, artistic, or educational subjects; at the residence of teacher or pupil; employs no assistants; no advertising signs at residence; does not make a general practice of selling merchandise in connection with the teaching.
- 4.76.745  
SIC 8351 **DAY CARE:** Operation of a day care home for 14 or fewer children under the age of eighteen years.  
**Attach a copy of State day care license.**
- 4.76.746  
SIC 9498 **FAMILY CAREGIVER EXEMPTION:** Any family member who receives compensation for providing care services to another family member who is ill and/or elderly.
- OTHER: \_\_\_\_\_

**Note:** The aforementioned exemption codes represent a partial listing of all exemptions. The complete Business Tax Ordinance can be reviewed via [www.sanjoseca.gov](http://www.sanjoseca.gov) or purchased at the City Clerk's Office, 200 E Santa Clara Street, Wing 2, San José, California. Information, instructions, registration, and remittance forms may be obtained at <http://www.sanjoseca.gov/business-tax>, on the first floor Customer Service Center at San José City Hall, 200 East Santa Clara Street, or by calling (408) 535-7055.

I declare under penalty of perjury that the above statements are true. The City may audit records at any time for up to a three-year prior period. Thus, I should maintain adequate records to support the figures submitted for taxing purposes. If I failed to produce the requested documents, I understand the City of San José Finance Department may issue a tax assessment, up to a three-year prior period in which I was granted the exemption of the Business Tax plus applicable penalties, interest, and other charges.

PRINT NAME	SIGNATURE OF APPLICANT OR AGENT	DATE	TELEPHONE
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For translation assistance, please call (408) 535-3500  
Para obtener asistencia con traducciones, llame al (408) 535-3500  
Để được giúp đỡ về thông dịch, vui lòng gọi (408) 535-3500  
如需翻譯協助, 請致電 (408) 535-3500  
如需翻译协助, 请致电 (408) 535-3500

<sup>1</sup>Historic Poverty Levels **2021:** \$12,880x2=\$25,760; **2020:** \$12,760 x 2 = \$25,520; **2019:** \$12,490 x 2 = \$24,980; **2018:** \$12,140 x 2 = \$24,280;

Revised 12/8/21