

**BUSINESS LICENSE
 REQUEST FOR EXTENSION
 OF DELINQUENCY DATE**

OFFICIAL USE ONLY

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The City of Santa Monica has issued a temporary extension of the delinquency date for fiscal year (FY) 2020/21 business license renewals to current licensees who request the extension and that can demonstrate that they have been adversely affected by the economic impacts related to COVID-19 or the civil unrest.

The extension applies to licensees who are unable to pay their business license taxes, assessments and applicable fees as the result of "financial impacts related to COVID-19 and/or from the civil unrest". The definition of "financial impacts related to COVID-19" includes, but is not limited to, the following: "[l]ost business income as a result of any of the following: (1) business owner or its employees being sick with COVID-19, or caring for someone who is sick with COVID-19; (2) reduction in or closure of hours of operation, increase in costs and labor, delays or interruptions, or any other economic impact of COVID-19; (3) compliance with a recommendation from a governmental health authority to stay home, self-quarantine, or against congregating with others during the state of emergency".

Upon approval of an extension request, the delinquency date shall be extended from September 1, 2020 to November 1, 2020. The extension is in effect until October 31, 2020 unless extended or expressly superseded by a duly enacted Resolution or Ordinance of the Santa Monica City Council or by a further Order by the Director of Emergency Services.

BUSINESS ENTITY INFORMATION			
Legal Business Name:	DBA (if applicable):	Business License #	
Business Physical Address:			
<i>Number</i>	<i>Street</i>	<i>Unit/Suite #</i>	<i>City</i>
<i>State</i>	<i>Zip</i>		
Contact Information:	First Name:	Last Name:	Title:
Phone:	Email:		# of Employees on site:
CITY BUSINESS REPRESENTATION REGARDING FINANCIAL IMPACTS RELATED TO COVID-19 AND/OR MAY 31ST CIVIL UNREST			
I represent that my business has suffered financial impacts related to COVID-19 and/or the May 31st civil unrest due to the following (select all that apply):			
<input type="checkbox"/>	Lost business income due to owner and/or employee of City Commercial Tenant being sick with COVID-19, or caring for someone who is sick with COVID-19;		
<input type="checkbox"/>	Lost business income resulting from a reduction in hours of operation, increase in costs and labor, delays or interruptions, or any other economic impact of COVID-19;		
<input type="checkbox"/>	Lost business income as a result of compliance with a recommendation from a governmental health authority to stay home, self-quarantine, or against congregating with others during the state of emergency;		
<input type="checkbox"/>	Damages including lost business income, property and/or merchandise damage and/or unexpected expenses incurred related to the civil unrest.		
CHECKLIST			
<input type="checkbox"/>	I have attached the fiscal year 2020/21 Business License Renewal Form for the business referenced above with this request.		
<input type="checkbox"/>	I understand that at a later date the Finance Director, or designee may request the submission of documentation evidencing financial impacts related to COVID-19 or the civil unrest. Such documentation shall comply with the requirements established by the Finance Director to ensure the accuracy and validity of the City's determination on the extension request.		
<input type="checkbox"/>	I understand that if this request is approved, my business will have to pay all applicable taxes and fees on or before October 31, 2020 to avoid subsequent penalties.		
ACKNOWLEDGEMENT			
I represent that all of the information submitted in connection with this Request for Extension of Delinquency Date for FY 2020/21 Business License Renewal is true and correct. I represent that I am authorized by the affected licensee to submit this request on their behalf. I declare under penalty of perjury that the current licensee's ability to pay the FY 2020/21 business license taxes, fees and assessments before September 1, 2020 has been adversely affected by either economic impacts related to COVID-19 and/or the May 31st civil unrest.			
_____	_____	_____	
<i>Printed Name & Title</i>	<i>Signature</i>	<i>Date</i>	

SANTA MONICA BUSINESS LICENSE—REQUEST FOR EXTENSION OF DELINQUENCY DATE