

**BUSINESS LICENSE
 PENALTY WAIVER REQUEST**

| OFFICIAL USE ONLY | |
|-------------------|--|
| BL #: | |
| Date Stamp | |

You may be eligible for relief or reduction of the late payment penalties assessed. Complete this form to request a reduction of penalty assessed.

Business Entity Information

Legal Business Name/DBA: _____

Business Mailing Address :

| | | | | | |
|---------------|---------------|---------------------|-------------|--------------|------------|
| <i>Number</i> | <i>Street</i> | <i>Unit/Suite #</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
|---------------|---------------|---------------------|-------------|--------------|------------|

Business Phone: _____ Email : _____ Business License Number: _____

Penalty Information

| | | | |
|--------------|--------------|------------|--------------------|
| Fiscal Year: | <i>From:</i> | <i>To:</i> | Penalty Amount: \$ |
| Fiscal Year: | <i>From:</i> | <i>To:</i> | Penalty Amount: \$ |
| Fiscal Year: | <i>From:</i> | <i>To:</i> | Penalty Amount: \$ |

Reason for Request

Payment was mailed on or before August 31st of the year in which it was due (SMMC 6.04.170)

Please attach one of the following as proof: USPS, FedEx, UPS or any other courier service confirmation substantiating the renewal and payment were sent on or before the August 31st deadline.

Other: (Attach extra sheets, if needed and any supporting documents to substantiate your claim.)

Declaration and Signature

I declare, under penalty of making a false declaration, that I am authorized to make this request and to the best of my knowledge and belief the statements made herein are true, correct, complete and made in good faith.

Printed Name

Signature

Date

OFFICE USE ONLY

Outstanding Balance Owed: \$ _____ Penalty Amount: \$ _____

| | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Approved: _____ | <input type="checkbox"/> Full Waiver | <input type="checkbox"/> Partial Waiver |
| | Adjustment Amount: _____ | Adjustment Date: _____ |
| <input type="checkbox"/> Denied: _____ | Reason: _____ | |

SANTA MONICA BUSINESS LICENSE — PENALTY WAIVER REQUEST