

RENEWAL INSTRUCTIONS FOR NEWLY REGISTERED BUSINESSES

Thank you for registering your new business with the City of Oakland Business Tax Office. The Business Tax Certificate (license) will be mailed approximately 4 weeks after the registration payment is posted to your account.

- The Business Tax Rates vary depending upon the classification (type) of business.
- The Business Tax Certificate expires December 31, 2022.
- 2022 First Year Tax and 2023 Second Year Estimated Tax are both due: January 1 – March 1, 2023.
- Failure to file your Renewal Declaration by the deadline date of March 1, 2023 may subject you to a \$50.00 “Failure to File” fee, in addition to penalty and interest.
- If your business is still active, you must file and pay the annual business tax whether gross receipts were generated or not.
- Annual Renewal Declarations are sent by the United States Postal Service in December of each year as a courtesy to business owners. Our office is ***not*** required to send a renewal notice to you. It is the responsibility of the business owner to file and pay the Business Tax on or before the due date.
- If needed, you may request a 45-day extension to pay your business tax. This extension ***must*** be requested in writing on or before March 1, 2023 and submitted to the Business Tax Office. You cannot request this extension by telephone.
- Once your business discontinues or is sold, pay any applicable business tax that may be due. Business tax accounts are ***not*** automatically closed when a business is sold or discontinued. You ***must*** submit a written request to cancel your Business Tax Certificate.

TO RENEW ON LINE, GO TO: [HTTPS://LTSS.OAKLANDNET.COM](https://ltss.oaklandnet.com)