

**CITY OF SANTA ANA
BUSINESS TAX OFFICE**

20 CIVIC CENTER PLAZA, FIRST FLOOR (M-15), P.O. BOX 1964, SANTA ANA, CA 92702 (714) 647-5447



REPORT OF PEDDLERS/SOLICITORS

Dear Business Owner:

The completion of this supplemental form is required to assure compliance in the permitting of your peddlers/solicitors. To lawfully operate your business within the City, you are required to list the names of all peddlers and/or solicitors working for your company in the City of Santa Ana (whether as employees or independent contractors). A Peddler/Solicitor Card will be issued to each person listed below. Please return this form along with your City of Santa Ana Business License Tax Renewal notice enclosed to prevent any delays in the issuance of the peddler/solicitor cards. The following statement is printed on each card for reference:

This card was issued pursuant to the provisions of the City Business Tax Ordinance. It is the responsibility of the person, firm or corporation operating the business to ensure that the conduct of the business operations are in compliance with the laws, ordinances and regulations that are now or may hereafter be in force by the United States government, the State of California and the City of Santa Ana pertaining to such business. Issuance of the license is not an endorsement, nor certification of compliance with other ordinances or laws. In the event it is determined that any conduct is in violation of the aforementioned laws, the business license may be revoked by the City. The business license is nontransferable.

This section must be completed for processing:

Business License Tax Number: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

FOR OFFICE USE
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____
Peddler/Solicitor Card # _____

As explained above, a solicitor card will be issued to each individual. Substitutions or transferring of cards is not permitted. Any changes or additions to the above solicitors must be reported to the City of Santa Ana's Business Tax Office within five (5) days of such change or addition (SAMC Sec. 21-108).

To file any changes or if you have any questions regarding the business license tax, please call (714) 647-5447 or come in person to the First Floor of Santa Ana City Hall - Ross Annex – Business Tax Office.

I have read and received a copy of the instructions above. I understand that upon any change or addition in personnel listed above I must notify the City of Santa Ana within five (5) days.

Signature _____

Title _____

Print Name _____

Date _____

E-mail Address _____

Telephone _____

cc: Business License Tax Applicant | Police Department - Sgt. Alex Sanchez (M-18) | Community Preservation Department (M-19)

PRINCIPAL'S PEDDLER'S /SOLICITOR'S LICENSE



BUSINESS LICENSE TAX REQUIREMENTS

The Santa Ana Municipal Code (SAMC) requires that a municipal business license tax be paid by for every person, firm or corporation, either employing one or more individuals, or contracting with one or more independent contractors to have such individuals solicit the retail sale of any goods, wares, merchandise, services or other things of value for future delivery or for services to be performed in the future, or to peddle or sell goods, wares and merchandise or to solicit any opinions, preferences, endorsements or other information from persons within the city, not otherwise licensed under the provisions of this chapter or not having a regularly established place of business within the city.

The collector shall not issue such license until the applicant files with the collector a list of all peddlers and/or solicitors employed by the applicant or with whom the applicant has contracted and a signed agreement that the applicant, within five (5) days thereafter, will notify the collector in writing of every change in personnel of those soliciting and/or peddling for him.

IMPORTANT

REQUIRED INFORMATION

Enter your business' Business License Tax Number in the space provided on Side 1 of this form and list below the name(s) of all peddlers and/or solicitors working for your company in the City of Santa Ana. Return this completed form along with your *Variable Flat Rate Statement* and payment.

If you have similar information available in printout form, simply complete Side 1 of this renewal reporting form indicating your **Business License Tax Number**, **Contact Name**, **Contact Telephone Number**, and **E-mail address** and attach your printout. You may also fax it to our office at (714) 647-5304.

You can also send your report as an e-mail attachment in Microsoft Word or Excel, or as a PDF document. Simply e-mail your report to us at peddler-solicitor@santa-ana.org and refer to your Business License Tax Number in the subject line of your e-mail.

If you have any questions about how the Principal's Peddler's / Solicitor's business license tax filing may apply to you, please contact us at (714) 647-5447, or come in person to the City Hall, First Floor Ross Annex.

MAKE AND NUMBER ADDITIONAL COPIES OF THIS FORM AS NECESSARY

Nbr. ____ of ____