



**CITY OF SANTA ANA
FINANCE & MANAGEMENT
SERVICES AGENCY**

20 Civic Center Plaza, First Floor, P.O. Box 1964
Santa Ana, CA 92702-1964 - Tel. (714) 647-5447

Dear Business Operator:

Subject: Santa Ana Business License Tax Holiday Program

The City of Santa Ana has authorized a temporary Business License Tax Holiday Program. The intent of this program is (1) to encourage unlicensed individuals and businesses to voluntarily come forward to meet City requirements and obtain a business license; and (2) to encourage existing licensed businesses to self-identify and accurately re-state underreported or misreported gross receipts or other assessment criteria.

On-Site Contractor Business License Tax Holiday List Program - Santa Ana businesses are indicating that they are increasingly contracting-out formerly in-house business functions to on-site contractors. These 3rd party businesses or self-employed individuals are often unaware or uncertain of their obligation to obtain their own Santa Ana business license. Examples of on-site contractor services include, but are not limited to: accounting, billing, data-processing, payroll, programming, and network administration.

Help us help your on-site contractors register for their City business license. By supplying us with a list of your on-site contractors you can assist in qualifying them for the City's Business License Tax Holiday. Under this temporary program, 3rd party businesses or self-employed independent contractors for whom "Form 1099 Misc." income is reported can register for their business license and avoid the regular 50% delinquency penalty. *Providing this information will save you and your on-site contractors valuable time & money and potential need for on-site inspection and audit.*

Please complete the On-site Contractor List printed on the back of this notice and send it in using the return envelope provided. If you have similar information available in printout form, you may send it to us instead. You may also send us your information as an email attachment in Word, Excel, or as a PDF. Simply email us at taxholiday@santa-ana.org and refer to your business license number in the subject line of your email. We will mail your on-site contractors an invitation to participate in the City's Business License Tax Holiday Program. *We greatly appreciate and look forward to your help in this matter and we will keep the information you provide confidential.*

Self-Managed Audit Business License Tax Holiday Program - Under the City's temporary Tax Holiday Program, your business can participate in a simple self-managed audit to self-identify and pay any underreported or misreported taxes owing without penalty or interest by filing an Amended Business License Tax Reporting Form. Past due penalty and interest charges can approach 150% of the unpaid tax due. Participation in this program can protect your business against these penalty & interest charges.

To take advantage of this offer visit us at www.santa-ana.org/self-managed-audit-program/. Additional information, FAQs, and downloadable Amended Business License Tax Reporting Forms, are available on-line. You may also email us at taxholiday@santa-ana.org or call us at (714) 647-6720 to have an informational packet send to you. Be sure in any communication with us to include your Business License Tax Account Number as your **File Reference Number**. *We look forward to assisting you in your efforts to comply with City business license tax reporting requirements and in clearing any underreported or misfiled tax obligations.*

City of Santa Ana
Tax & Licensing Section

On-Site Contractor List

Principle Business' Business License # _____ **Contact Name** _____

Telephone Nbr. _____ **Email** _____

On-site Contractor Roster

See Business Type Key Code below:

On-site Contractor Name _____ Business Type Code _____

Mailing Address (if different) _____

Business Owner / Independent Contractor Name _____

On-site Contractor Name _____ Business Type Code _____

Mailing Address (if different) _____

Business Owner / Independent Contractor Name _____

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Please make additional copies as necessary and attach.

Business Type Key Code (On-site Contractors)

A = Accounting/Billing/Payroll Services	L = Legal Services	S = Sub Assembly / Piece Work
B = Building Maintenance Services	M = Misc. Business Services)	T = Specialty Trade/Occupation
C = State Licensed Contractor	O = Other Personal Services	V = Mailing/Delivery Services
D = Data Processing/Network Admin.	P = Programming	X = Other Professional Services
E = Emp. Risk Mgmt / Worker Comp.	R = Rental / Real Estate Mgmt	U = Unknown Category