



CITY OF SANTA ANA FINANCE & MANAGEMENT SERVICES AGENCY

P.O. Box 1964, Santa Ana, CA 92702-1964
Tel. (714) 647-6720 / Fax (714) 647-5304

Subject: Business License Tax Holiday Self-Managed Audit Program

Dear Business Operator:

The City of Santa Ana has authorized a temporary Business License Tax Holiday Program. The intent of this program is to encourage individuals and businesses to voluntarily come forward to meet City requirements to receive a business license and to accurately report gross receipts or other assessment criteria.

Businesses assessed annually on a gross receipts reporting basis, which file gross receipts tax returns, may mistakenly underreport or misreport their business' gross receipts causing an unintentional underpayment of their business license tax. Underreporting most frequently occurs when businesses are unsure as to what constitutes reportable gross receipts and misreporting occurs when a business reports its gross receipts under the wrong tax schedule(s). Santa Ana maintains an active business license tax audit program to address these errors. However, past due payment penalties and back interest charges apply to these audits - together these charges can approach 150% of the unpaid tax due. Under the City's temporary Tax Holiday Program, licensed businesses can participate in a self-managed audit to self-identify and pay any underreported or misreported principal taxes owing without penalty or interest charges (principal tax balance must be paid in full to qualify for penalty and interest waiver). To participate, simply complete the Amended Business License Tax Reporting Form below restating your gross receipts for the tax years in question. We will calculate the amount you owe and a billing statement with a thirty-day grace period will be sent to you within 60 days.

For additional information concerning self-managed audits and common tax filing errors resulting in underreported or misreported taxes, see the "Frequently Asked Questions" information provided on the back of this notice. We look forward to assisting you in your efforts to comply with City requirements in obtaining a business license and clearing any unreported or misfiled tax obligations.

City of Santa Ana
Tax & Licensing Section

Complete and Return the Form Below in the Envelope Provided or Mail to the Address Indicated Above. You may also email this form to taxholiday@santa-ana.org.
For Questions call (714) 647-6720.



SMA - AMENDED BUSINESS LICENSE TAX REPORTING FORM

| Fiscal Tax Year | Calendar Year Reporting Period | Enter Your Gross Receipts Below | |
|-----------------|--------------------------------|---|---|
| | | Tax Schedule 1 Retail Sales/Services | Tax Schedule 2 Wholesale/Manufacturing |
| 2023-24 | 2022 | \$ _____ | \$ _____ |
| 2022-23 | 2021 | \$ _____ | \$ _____ |
| 2021-22 | 2020 | \$ _____ | \$ _____ |
| 2020-21 | 2019 | \$ _____ | \$ _____ |

Enter Your Business License Tax Account Number Below:

I declare under penalty of perjury that to the best of my knowledge and belief the information above is true and correct.

Signature _____ Print Name _____ Title _____ Date _____

Email Address _____