

**CITY OF GARDEN GROVE  
REQUEST FOR BUSINESS LICENSE TAX REVIEW**

You or your entity may not be subject to the City of Garden Grove Business License Tax. If you believe such is the case, please complete this form and return it in the envelope provided. Include a contact name and phone number so we may contact you if we need additional information. You will receive a notification by mail following our review. *This form must be received no later than the due date articulated in the notice.*

Name (as it appears on the letter): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check yes or no to each of the following.**

**Yes No**

- This person or entity has filed with the Franchise Tax Board (FTB) as a business or trade indicating a Garden Grove address.  
*\* Please list the trade business activity shown on filing: \_\_\_\_\_*
- This entity has registered with the Secretary of State as a Corporation | LLC | LP, indicating the principal address is in Garden Grove. Circle the status of the entity. (legal entities only)
  - Active
  - Dissolved | Canceled | Suspended | Forfeited | Surrendered | Merged Out | Expired.Indicate date on which this status was obtained: \_\_\_\_\_
- This person or entity has obtained an Employer Identification Number from the IRS.
- This person or entity claims office deductions or business expenses for commercial or residential based business conducted at a Garden Grove address.
- This person or entity has filed a Fictitious Business Name with the Orange County Clerk's office indicating a Garden Grove Address.
- This person has received compensation as an independent contractor and / or on a Form 1099 for work performed in Garden Grove, even if it is for a company outside of Garden Grove.
- This person or entity uses an in-City address for receipt of business mail, including PO Box addresses.
- This entity is operated, managed or controlled from a Garden Grove address (legal entities only).  
*\* Note: If you check NO, please list the address on the reverse side of this form.*
- This person or entity holds a state or federal license using a Garden Grove address. Please specify the type and license number.  
License No. \_\_\_\_\_ Type: \_\_\_\_\_
- A business checking account was opened in the person / business name using a Garden Grove address.
- This person or entity is registered with the Board of Equalization (BOE) and has a Sellers Permit using a Garden Grove address.
- This person or entity represents to the public by advertisement, business cards, business letterhead, and (or) a business phone number indicating a Garden Grove address.
- The Agent for Service of Process is located in Garden Grove (applies to legal entities only).  
*\* Note: The Agency for Service is the person authorized to receive correspondence for your entity.*
- This person or entity is a property owner and leases property to other businesses or people. If yes, please list what city the property is located in.

If applicable, select one of the following common reasons that may exempt or waive a business license in the City of Garden Grove.

- This is an out-of-town headquartered business that has not entered the City to provide a service or deliver a product within Garden Grove. (OVER)**

- This entity is recognized as a tax-exempt organization.** (Attach proof of exemption)
- This notice was sent to an only W2 (salaried) employee.** Please return the Employee Certification Form, available from the City web site [www.ci.garden-grove.ca.us/businesses/forms](http://www.ci.garden-grove.ca.us/businesses/forms)
- This entity was dissolved.** Provide evidence and attach proof of dissolution.
- A Garden Grove Business License has already been issued to this person or legal entity.**  
License No: \_\_\_\_\_ Expiration: \_\_\_\_\_
- This business does not operate in Garden Grove / I do not operate my business in Garden Grove.**  
Please list the complete address where business is operated and, where applicable, the business license number for the city in which is operated. *This information will be forwarded to the city listed for their review, where applicable.*

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
City License \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge. I understand any statements made herein will be verified.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Overview of Process**

If you feel you received a notice in error, or if you do not believe you or your business is subject to the business license requirement, you may take the following actions, *in the order shown*.

1. Request for Business License Tax Review (this form). The Request for Business License Tax Review provides the opportunity for you to give additional facts about your business conduct which could prove you or your business is not subject to business license requirements in Garden Grove.

**Instruction for Completing Request for Business License Tax Review**

- ✓ **For each notice you received, complete a separate form. If you list multiple businesses on the same form, it will be returned, with no extensions of deadline.**
- ✓ **Provide the name as addressed in the letter, telephone number and/or email address of the person who can be reached should clarification be required.**
- ✓ **Be sure to attach any supporting documents, as requested, depending on what box you checked.**
- ✓ **Sign and print your name.**

**OFFICE USE ONLY**

**Date Reviewed** \_\_\_\_\_ **Determination:** \_\_\_\_\_ **Upheld** \_\_\_\_\_ **Dismissed** \_\_\_\_\_ **Reviewer** \_\_\_\_\_