



RANCHO PALOS VERDES

SMALL BUSINESS FINANCIAL ASSISTANCE PLAN 2021 BUSINESS LICENSE TAX REFUND REQUEST

Business Name: _____
Business Type: _____
Mailing Address: _____

Business Owner's Name: _____
Phone Number: _____
Email Address: _____
2019 Gross Receipts reported: _____
Business License Tax Amount Paid: _____ Date Paid: _____

Provide a statement of the financial impacts stemming from the COVID-19 pandemic.

City of Rancho Palos Verdes
Attn: Finance Department
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA. 90275
310-544-5304 or 310-544-5301
businesslicense@rpvca.gov

Refund Request Questions and Answers

On April 7, 2020, in an effort to provide relief and promote the general welfare of the City's small business community experiencing negative financial impacts stemming from the COVID-19 pandemic, the City Council unanimously approved the City's Small Business Financial Assistance Plan. One of the approved options is to process a one-time refund of the Business License Tax paid to the City in 2021. The option is designed to have a simple refund process and we have compiled a list of answers to frequently asked questions about the refund.

1. Who is Eligible for a refund?

- ❖ Small businesses that paid their business license tax in 2021.
- ❖ Small businesses that are currently closed or operating under certain limitations for the foreseeable future due to the COVID-19.
- ❖ Small businesses located within the geographic boundaries of the City of Rancho Palos Verdes.
- ❖ Small businesses that generated less than \$1.5 million in 2020 gross receipts.

2. What is the City's refund process?

- ❖ Submit a refund request in writing by completing the "2021 Business License Tax Refund Request" form.
- ❖ Approved refund payments will be mailed 2-3 weeks after the received date.
- ❖ Options to request for a refund:

Complete the form on the City's website: rpvca.gov/refund

- By mail: City of Rancho of Palos Verdes
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- By E-mail: businesslicense@rpvca.gov

3. Do I need to send other documents?

Yes. Attach proof of payment along with the completed "2021 Business License Tax Refund" form. If you are unable to provide proof of payment, provide the amount paid and paid date.

4. Who should I contact for questions?

Finance Department at 310-544-5304 or 310-544-5301 or via e-mail at

businesslicense@rpvca.gov

5. Where can I find more information about the City's Small Business Financial Assistance Plan?

- ❖ City's website at www.rpvca.gov
- ❖ The final staff report and Resolution are also available on the City's website at:
Staff Report:
https://rpv.granicus.com/MetaViewer.php?view_id=5&clip_id=3627&meta_id=81310
Resolution:
https://rpv.granicus.com/MetaViewer.php?view_id=5&clip_id=3627&meta_id=81311