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## NOTICE TO OPERATORS REGARDING CERTIFICATE OF AUTHORITY TO COLLECT PARKING TAXES FOR 2017

Pursuant to the San Francisco Business & Tax Regulations Code, Article 6, §6.6-1(d), you are required to renew your Certificate of Authority (COA) to Collect Parking Taxes for each parking station by December 31, 2016. To qualify for such renewal, your existing 2016 COA must cover the same parking station, and you must submit the following documents:

1. Signed and completed COA renewal application for 2017. List all the parking stations that were issued 2016 COAs in this application.
2. Original bond or Certificate of Continuation of bond for each location with coverage from January 1, 2017 through December 31, 2017.

If you are operating a parking station that was not covered by a 2016 COA, this parking station is not subject to renewal and you will be required to complete a 2017 Certificate of Authority application, which can be accessed and printed from our website. You will also be required to submit an original bond for the full 2017 calendar year. No Certificate of Continuation of bond will be accepted if you were not issued a 2016 COA. Do not complete the 2017 COA Renewal application as you are not eligible for renewal if you do not have a valid 2016 COA for the parking station.

Both the Application for Renewal of Certificate of Authority to collect parking taxes and the Application for Certificate of Authority to Collect Parking Taxes can be found on our website at <http://sftreasurer.org/business-form-central>.

Please note, per Section 6.9-3(a)(2) of the San Francisco Business and Tax Regulations Code, any Parking Station Operator receiving \$40,000 or less in gross annual revenue for one location, and \$250,000 or less annually for all locations, may qualify to be considered as a Small Operator. A recognized Small Operator is exempted from having to make monthly remittances, and obtaining a certificate of authority and parking tax bond. Small Operators are required to file and pay annually. These amendments do not exempt valet parking operators from the monthly filing, payment and bonding requirements. Please visit the following site to obtain a Small Operator Application: <http://sftreasurer.org/sites/default/files/Deemed-Small-Operator-Application.pdf> For more information regarding Small Operator legislation, please visit: <http://sftreasurer.org/business-resource-list> and see San Francisco Business and Tax Regulations Code, Section 6.9-3(a)(2).

If you have questions or need further assistance, you may submit your question electronically: <http://sftreasurer.org/contact-us> and a customer service representative will contact you on the same day of the request if submitted prior to 7:00 pm. Requests received after 7:00 pm will receive a response by the next business day. Please note: taxpayers who come to City Hall for in-person assistance or call 311 may experience long wait/hold times.