



DEEMED SMALL OPERATOR APPLICATION

IMPORTANT: You must register your business before you can apply for designation as a small operator. For instructions on registering your business, go to: <http://sftreasurer.org/registration>.

<p>I, Applicant, am applying for Deemed Small Operator status under Section 6.9-3(a)(2) of the San Francisco Business and Tax Regulations Code (BTRC) to collect Parking Tax and/or Transient Occupancy Tax for the City and County of San Francisco. I understand this application must be completed for each location, and that this request does not apply to any other tax or fee type. I understand that I must register and obtain a business registration certificate with the Tax Collector prior to submission of this form. All fields below are required.</p>			
Name of Owner		Business Name	
Parking / TOT Location		Business Account Number (BAN)	
Telephone Number	Email Address	Start Date of Location	
I am in compliance with all provisions of the BTRC including the requirements in Section 6.9-3(a)(2) .			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total gross revenue from rent does not exceed \$40,000 annually for this location and does not exceed \$250,000 per year for all locations.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Business declaration: I am a parking operator collecting rent for spaces and wish to be deemed as a Small Operator as defined in Section 6.9-3(a)(2) of the BTRC .			<input type="checkbox"/> Yes <input type="checkbox"/> No
Business declaration: I am transient occupancy tax operator collecting rent for occupancy of a room(s) and wish to be deemed as a Small Operator as defined in Section 6.9-3(a)(2) of the BTRC .			<input type="checkbox"/> Yes <input type="checkbox"/> No

If your application is approved:

- You must maintain documents and records of all business transactions for a period of 5 years from the date the tax is due or paid.
- You are required to immediately inform our office in writing of any changes to your operation, including but not limited to receiving gross receipts from rent that exceeds \$40,000 annually, or \$250,000 for all locations.
- If at any time you do not meet the requirements of Section 6.9-3(a)(2) of the BTRC, you are automatically disqualified and will be required to meet the requirements as outlined in Articles 6, 9 and 22 of the BTRC.

Declaration of Responsibility

By signing this application form, I hereby certify under penalty of perjury under the laws of the State of California represent and acknowledge that I am the person responsible for the operation of the above location, and that I have examined the foregoing application and the information therein is to the best of my knowledge and belief, true and correct. I am responsible for the collection of the applicable taxes from customers and payment of those tax revenues to the Tax Collector. I am liable for all applicable penalties including, but not limited to, the failure to collect the tax, for underreporting the tax, for failure to transmit the taxes to the Tax Collector, for any misrepresentations contained in this application, or for any other violations of applicable law regarding the operation of the location where occupancy occurs. Those penalties may include, but are not limited to, suspension and/or revocation of the business registration certificate. If any information included on this application should change, I agree to inform the Tax Collector of those changes within five working days. I declare under penalties of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____, in _____

Signature

Title

Print Name