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This document provides instructions for the 2023 Annual Business Tax Return (the “Return”) that includes returns for the Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, and Overpaid Executive Tax including the taxes on administrative office business activities. These instructions provide a summary of the applicable rules to assist you with identifying which items to file and completing your Return. The San Francisco Business and Tax Regulations Code (referred to throughout these instructions as the “Code”) provides the law for the computation of the taxes, as well as the rules for filing the Return.

## Who Must File

### Persons Exempt From the Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, and Overpaid Executive Tax

If you are completely exempt from the Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, and Overpaid Executive Tax under Code sections 954, 2105, 2805, and 3304 respectively (summarized below), you do not need to file a Return. If you qualify for the Commercial Rents Tax Credit for Child Care Facilities under Code section 2106.1, you must file the Return to report the credit. If you are exempt from only some of the taxes and not all, complete the Return and enter zeros for the tax from which you are exempt.

Code section 954 provides a detailed list of persons that are exempt from the Gross Receipts Tax. Such persons include:

- An organization exempt from income taxation by Chapter 4 (commencing with section 23701) of Part 11 of Division 2 of the Revenue and Taxation Code, or Subchapter F (commencing with section 501) of Chapter 1 of Subtitle A of the IRC,

as qualified by sections 502, 503, 504, and 508 of the IRC.

- Banks and financial corporations exempt from local taxation under Article XIII, Section 27 of the California Constitution and Revenue and Taxation Code section 23182.
- Insurance companies exempt from local taxation under Article XIII, Section 28 of the California Constitution.
- Persons engaging in business as a for-hire motor carrier of property under Revenue and Taxation Code section 7233.
- Persons engaging in intercity transportation as a household goods carrier under Public Utilities Code section 5327.
- Charter-party carriers operating limousines that are neither domiciled nor maintain a business office with the City under Public Utilities Code section 5371.4.
- Any other person upon whom the City is prohibited under the Constitution or laws of the United States or under the Constitution or laws of the State of California from imposing the Gross Receipts Tax.

Code sections 2105, 2805, and 3304 provide detailed lists of persons that are exempt from the Commercial Rents Tax, the Homelessness Gross Receipts Tax, and the Overpaid Executive Tax. Such persons include:

- An organization exempt from income taxation by Chapter 4 (commencing with section 23701) of Part 11 of Division 2 of the Revenue and Taxation Code, or Subchapter F (commencing with section 501) of Chapter 1 of Subtitle A of the IRC, as

qualified by sections 502, 503, 504, and 508 of the IRC.

- Any other person upon whom the City is prohibited under the Constitution or laws of the United States or under the Constitution or laws of the State of California from imposing the Commercial Rents Tax Homelessness Gross Receipts Tax, or Overpaid Executive Tax, as applicable.

### Non-Exempt Persons Other Than Lessors of Residential Real Estate

Persons other than lessors of residential real estate must file a Return if they were engaged in business in San Francisco in 2023 (as defined in Code section 6.2-12, qualified by Code sections 952.3(f) and (g)) and are not otherwise exempt under Code sections 954, 2105, 2805, and 3304 unless their combined taxable gross receipts in the City, computed without regard to the small business exemption in Code section 954.1, is less than or equal to \$2,190,000, adjusted per Code section 954.1(b)(2).

However, persons who made estimated payments must file a Return regardless of their gross receipts in order to request a refund of the estimated payments. Additionally, persons subject to the administrative office tax must file a Return regardless of their gross receipts or payroll expense.

Due to the extensive features offered in the online filing, taxpayers are encouraged to use the online form if they are eligible to do so.

### Small Business Exemption Thresholds

The small business tax exemption threshold for the Gross Receipts Tax and Overpaid Executive Tax is \$2,190,000 adjusted per Code section 954.1(b)(2) of combined gross receipts within the City. The Homelessness Gross Receipts Tax is applied to combined San Francisco taxable gross

receipts above \$50,000,000. The small business exemption threshold for the Commercial Rents Tax is \$2,190,000 adjusted per Code section 954.1(b)(2) in combined San Francisco gross receipts from all business activities (not just receipts from the lease of commercial space.)

### Non-Exempt Lessors of Residential Real Estate

For purposes of this Return, a lessor of residential real estate is treated as a separate person (with a separate Business Account Number) with respect to each individual building in which it leases residential real estate units, and must file a separate Return for each individual building and for its other business activities combined. A lessor of residential real estate must therefore allocate its gross receipts and payroll to each individual building in which it leases residential real estate units and to its other business activities combined. “Residential real estate” means real property where the primary use of or right to use the property is for the purpose of dwelling, sleeping or lodging other than as part of the business activity of accommodations.

Lessors of residential real estate in San Francisco must file a Return for each building in San Francisco under a separate Business Account Number to correctly report their tax liability. If the lessor of residential real estate has no employees, and is reporting less than \$5,000,000 in gross receipts, they may file the simplified Form L-2023. For more information about completing a Form L-2023 filing, please see the instructions for that form. Lessors of residential real estate in San Francisco that have employees, or are reporting \$5,000,000 or more in gross receipts must file this Form ABT-2023 separately for each building in San Francisco under a separate Business Account Number and may not use Form L-2023.

In addition to completing the necessary Form(s) L-2023 (or Form(s) ABT-2023, if reporting employees, or \$5,000,000 or greater in gross receipts), lessors of residential real estate that engage in any business other than leasing residential real estate (e.g., leasing commercial real estate, retailing, etc.) must complete this Return under a separate Business Account Number for the portion of their business that is not leasing residential real estate.

Lessors of residential real estate in San Francisco must file a Return for each building if they are not otherwise exempt under Code section 954 unless they lease fewer than 4 units in any individual building.

#### Example 1: Lessor of Residential Real Estate Registration and Filing Requirements

Assume Corporation A leases 10 residential units and 5 commercial units in Building A, leases 3 residential units and 4 commercial units in Building B, and generates \$4,000,000 of gross receipts from these activities.

Based on its books and records, Corporation A determines that \$3,000,000 of its gross receipts are from the lease of the 9 commercial units, \$750,000 are from the lease of the 10 residential units in Building A, and \$250,000 are from the lease of the 3 residential units in Building B.

Corporation A would have to file a Gross Receipts Tax Return reflecting the \$3,000,000 gross receipts from the 9 commercial units because its gross receipts were not less than or equal to the small business exemption threshold.

Corporation A would also have to register as a separate person and file a Gross Receipts Tax Return (may be one Form L-2023) reflecting the \$750,000 gross receipts from the 10 residential units in Building A because Corporation A leases more than 3 residential units in Building A. Corporation A would not need to file a Gross Receipts Tax Return for the 3 residential units in Building B because Corporation A leases fewer than 4 residential units in Building B

#### Combined Groups

All persons and their related entities (defined below) must file Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, and Overpaid Executive Tax Returns on a combined basis, reflecting the gross receipts and other tax attributes (e.g., credits and exclusions, payroll for apportionment, etc.) of all related entities. The Administrative Office Tax, Homelessness Administrative Office Tax, and Overpaid Executive Administrative Office Tax also must be reported on a combined basis. For purposes of these instructions, the terms “you” and “your” will refer to the filer and any related entities if a combined group, unless otherwise noted.

For purposes of this Return, the term “combined group” refers to a taxpayer and all of its related entities. A person is a related entity to a taxpayer if: (1) that person and the taxpayer are permitted or required to have their income reflected on the same combined report for California Franchise or Income Tax purposes; or (2) that person and one or more other persons (including the taxpayer) derive gross receipts solely from sources within California and their business activities are such that, if conducted both within and outside California, a combined report would be required for California Franchise or Income Tax purposes.

If an entity was a member of your combined group for only a portion of 2023, include that entity in your combined group’s Return for the portion of 2023 that it was a member. For the portion of 2023 that the entity was not a part of your combined group, that entity will have to file separately or as part of another combined group.

If you are currently a non-filing member of a combined group but were a separate entity for a portion of the year, you must file as a separate entity for that portion of 2023 that you were a separate entity engaged in business in San Francisco.

If your combined group for California Franchise or Income Tax purposes includes an entity that is exempt from the Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, and/or Overpaid Executive Tax (e.g., banks or financial corporations exempt from local taxation under Article XIII, Section 27 of the California Constitution and Revenue and Taxation Code section 23182), you should exclude the gross receipts, payroll for apportionment purposes, and other tax attributes of this exempt entity from your combined Return.

To file a Return on behalf of a combined group, you must have authorization to file on behalf of each taxpayer in the combined group. A form for this purpose, Authorization To Be Included In Combined Filings (Power of Attorney) – Form POA-2, is available on the website of the Treasurer and Tax Collector at [www.sftreasurer.org](http://www.sftreasurer.org) by entering “POA-2” in the search bar. You do not need to submit this form with your Return.

NOTE: Pursuant to Tax Collector Regulation 2014-2, a single-member entity (including a single-member limited liability company) treated as a disregarded entity for federal income tax purposes will be disregarded for purposes of the Gross Receipts Tax and business registration requirements. This also applies to the Commercial Rents Tax, Homelessness Gross Receipts Tax, and Overpaid Executive Tax. Each such entity will be treated as a sole proprietorship, branch, or division of its owner. The owner of the disregarded entity will be the registrant and taxpayer for purposes of the Gross Receipts Tax, Commercial Rents Tax, Homelessness Gross Receipts Tax, Overpaid Executive Tax, and business registration requirements.

## When You Must File

Returns and payments are due within 15 days of ceasing business.

Paper filings may be mailed via U.S. Postal Service to:

Office of the Treasurer & Tax Collector  
PO Box 7425  
San Francisco, CA 94120

Paper filings may also be delivered in person to:

Office of the Treasurer & Tax Collector  
1 Dr. Carlton B. Goodlett Pl, City Hall Room 140  
San Francisco, CA 94102

## Penalties, Interest, and Fees for Filing Late

You must calculate and input penalties, interest, and fees for each tax that you are required to file a Return if you are filing after 15 days of ceasing business.

**Penalty, Interest, and Fee Calculator Table  
(Complete for Each Tax)**

Late Filing Penalty	
Late Payment Penalty	
Interest	
Administrative Fee	
Total to Input on Form	

**Late Filing Penalty**

If the Return will not be postmarked or received within 15 days of ceasing business write \$100 on the line above, provided you were required to file a Return for this tax. Otherwise, enter zero (\$0).

**Late Payment Penalty**

If the payment associated with this Return will not be postmarked or received within 15 days of ceasing business, enter a late payment penalty consisting of the remaining tax principal due for the subject tax multiplied by 5 percent for each month (or fraction of a month) that the amount is delinquent for the first four months, or 25 percent if the amount is delinquent for more than four months. You can use the applicable rate from the table below using the dates in the table below as a guide:

Payment Received After	Payment Received By	Penalty Percentage
15 days	1 month and 15 days	5% (0.05)
1 month and 15 days	2 months and 15 days	10% (0.10)
2 months and 15 days	3 months and 15 days	15% (0.15)
3 months and 15 days	4 months and 15 days	20% (0.20)
4 months and 15 days		25% (0.25)

Otherwise, enter \$0.

**Interest**

If the payment associated with this Return will not be postmarked or received until within 15

days of ceasing business , interest consisting of the remaining tax principal due multiplied by one percent (1%) per month (or fraction of a month) must be added on this line. Otherwise, enter zero (\$0).

**Administrative Fee**

If this Return will not be postmarked or received within 15 days of ceasing business, or if the payment associated with this Return will not be postmarked or received within 15 days of ceasing business, an administrative fee of \$55 must be added for each tax, provided you were required to file a Return or pay the tax. Otherwise, enter zero (\$0).

**Penalties, Interest, and Fees Input**

Input the total of the table as calculated for each tax. The instructions for the line on each form that covers penalties, interest, and fees will direct back to this section of the instructions.

## Preparing Your Return For Submission

Your Return will consist of multiple component pieces that must all be submitted in order for your filing to be considered complete. Incomplete Returns are not considered to have been submitted and will be subject to applicable penalties, interest, and fees.

Many businesses will need to submit the following packet:

- 1) Form ABT-2023;
- 2) Form GR-2023;
- 3) The applicable Attachments GR-A-2023 for each business activity in which the person engaged during the tax year;
- 4) Form OE-2023; and
- 5) Form CRT-2023, Commercial Rents Tax.

In addition to the documents above, businesses claiming the Commercial Rents Tax Credit for Qualified Childcare Facilities must submit the applicable Form(s) CE-2023 to substantiate their tax credit.

Persons whose combined taxable San Francisco Gross Receipts exceed \$50,000,000 or made estimated tax payments toward the homelessness gross receipts tax must file a Form HGR-2023.

Persons who have gross receipts from the lease of Commercial Space in 2023 or made estimated tax payments toward the commercial rents tax must file a Form CRT-2023.

Persons filing on behalf of a combined group of related entities must submit a Form CG-2023, Combined Groups and Certain Separate Filers, reflecting each related entity in the combined group doing business in San Francisco. Persons that were part of a combined group for any portion of the tax year (even if filing separately

with this Return) must also submit Form CG-2023.

Finally, businesses that qualified for the Administrative Office Tax in lieu of the Gross Receipts Tax must submit only Form ABT-2023 and Form AOT-2023, Taxes on Administrative Offices and (unless the filer is a combined group) do not need to submit any of the other documents, as they are not applicable to the filing. Combined groups subject to the Administrative Office Tax must attach a list of all related entities engaged in business in San Francisco, including for each entity the Business Account Number (BAN), business name(s), and a percentage to indicate what percent the entity was in the combined group for the filing period (100% if the entity was fully included in the combined group for the entire year).

## Form ABT-2023

This form provides our office with important tax information and confirms whether you are subject to the Administrative Office Tax. You must answer all questions on this form unless otherwise noted. If you do not answer all required questions, your filing will be considered incomplete and will be subject to applicable penalties, interest, and fees.

**Remember: Combined groups must respond to all questions on a combined basis, including all related entities.**

### Section A. Tax Questionnaire

#### A1. Business Personal Property

Mark “Yes” if you had any taxable business personal property in the City during the tax year. Otherwise mark “No.”

Business Personal Property includes items like machinery, equipment, fixtures, and leasehold improvements held or used in connection with a trade or business. Business property owners must file a property statement each year with the Business Personal Property Division (BPP) of the Office of the Assessor-Recorder detailing the acquisition cost of all supplies, equipment, fixtures, and improvements owned at each location within the City and County of San Francisco.

For more information, visit:

<http://sfasr.org/property-information/business-owners/about-business-property-assessments>

#### A2. Average Weekly Employees

Write your average number of weekly employees for your entire business (not just San Francisco). This is a survey question that does not affect your Gross Receipts Tax liability.

#### A3. Number of San Francisco Employees

Enter the number of your San Francisco employees (full- and part-time) at the end of the period for which you are filing this Return.

#### A4. Lessor of Residential Real Estate

If you are filing as a lessor of residential real estate you should file a Form L-2023, unless you have any employees, or are reporting \$5,000,000 or more in gross receipts.

#### A5. Combined Group of Related Entities

Mark “Yes” if you are filing on behalf of a combined group of related entities (as defined above), or if you (or any portion of your business) were part of a combined group for any portion of the tax year, even if not filing as part of a combined group with this Return. Otherwise mark “No.” If you mark “Yes” you must complete Form CG-2023.

Note, generally combined groups of related entities are corporations that file a Form 100 or Form 100W with the California Franchise Tax Board on the basis of a combined report. Generally, S-Corps and their income cannot be included or reflected in a combined report and would not qualify for inclusion in a combined group of related entities, except that unitary partnerships owned by an S-Corp may be included in a combined group with the S-Corp to the extent of the S-Corp’s ownership percentage. Nor would a corporate owner or subsidiary excluded from a water’s edge filing with the California Franchise Tax Board be included in a combined group.

#### A6. Receipts From the Lease of Commercial Space

If you receive any amounts from the lease of commercial space in San Francisco, including if you sublet commercial space, attach Form CRT-2023.

## **Section B. Administrative Office Tax Qualification**

This section contains three questions that will determine whether you are subject to the Administrative Office Tax, or whether you are subject to the Gross Receipts Tax. If you are the filer of a combined group, answer these questions on a combined basis. However, for purposes of these three questions only, a person is a “related entity” if they could be included in the same combined report for California Franchise or Income Tax purposes but for the existence of a water’s edge election (i.e., you should ignore any water’s edge election for purposes of these three questions).

If you answer “Yes” to all three questions, you are subject to the Administrative Office Tax and should file Form ABT-2023, Form AOT-2023, and attach a list of related entities, if filing on behalf of a combined group. The list must include all related entities doing business in San Francisco, and must include for each entity the Business Account Number, business name(s), and a percentage to indicate what percent the entity was in the combined group for the filing period. If you answer “No” to any one of the questions, you do not qualify for the Administrative Office Tax and should file all necessary Gross Receipts Tax forms. If you file Form AOT-2023 when you do not qualify, your filing will not be accepted, and you will be subject to applicable penalties, interest, and fees.

### **B1. Employees**

Mark “Yes” if the total combined number of full-time and part-time employees within the United States of your business and any related entities exceeded 1,000 as of the most recent December 31st. Otherwise, mark “No.”

### **B2. Gross Receipts**

Mark “Yes” if the total combined gross receipts of your business and any related entities reported on United States federal income tax return(s) for your most recently completed federal income tax year exceeded one billion dollars (\$1,000,000,000). Otherwise, mark “No.” If you and/or any of your related entities have not yet filed United States federal income tax return(s) for your most recently completed federal income tax year, use the gross receipts that will be reported on such return(s) when filed.

### **B3. Payroll Expense Attributable to Administrative or Management Services**

Mark “Yes” if over 50 percent of the total combined payroll expense in the City, as defined in Code section 953.8(f), of your business and any related entities in 2023 was associated with providing administrative or management services exclusively to you and any of your related entities. Otherwise, mark “No.” For the purpose of this question, “administrative or management services” comprises internal support services provided on an enterprise-wide basis, such as executive office oversight, company business strategy, recordkeeping, risk management, personnel administration, legal, accounting, market research and analysis, and training services. “Administrative or management services” does not include sales personnel or personnel actively engaged in marketing, research and development, direct customer service, and product support services.

NOTE: If you answered “Yes” to all three of the questions in Section B, you may proceed to Form

AOT-2023. However, you must submit Form ABT-2023 with your signed Form AOT-2023.

### **Section C. Obligation Summary**

In this section you will transfer amounts due after estimated tax payments, penalties, interest, and fees.

#### **C1. Gross Receipts Tax**

Transfer the entry from Form GR-2023 line E7.

#### **C2. Homelessness Gross Receipts Tax**

Transfer the entry from Form HGR-2023 line 8.

#### **C3. Commercial Rents Tax**

Transfer the entry from Form CRT-2023 line 8. Also attach an Attachment CRT-2023 A for each location in San Francisco where you receive receipts from the lease of commercial space, including sublets.

#### **C4. Overpaid Executive Tax**

Transfer the entry from Form OE-2023 line B7.

#### **C5. Taxes on Administrative Offices**

Transfer the entry from Form AOT-2023 line D1.

#### **C6. Total Due**

Sum lines C1 through C5. This is the amount due for all annual business taxes covered by this Return.

## Form CRT-2023

Form CRT-2023 is for reporting your Commercial Rents Tax. Complete this form if you exceed the small business exemption threshold for the Gross Receipts Tax, made estimated payments of the Commercial Rents Tax, or are claiming a credit for a Qualifying Child Care Facility. If you receive gross receipts from the lease of commercial space at any location in San Francisco, report each location separately on an Attachment CRT-2023 A.

### 1. Commercial Rents Taxable Receipts

Enter the sum of all Attachment CRT-2023 A lines A10.

### 2. Commercial Rents Tax before tax credits

Enter the sum of all Attachment CRT-2023 A lines D1.

### 3. Commercial Rents Tax Credits

A tax credit is available for persons that lease or provide Commercial Space in a property for a Qualifying Child Care Facility, as specified in Code section 2106.1. The tax credit is based on the total number of infants, toddlers, and pre-school age children the Qualifying Child Care Facility is licensed by the California Department of Social Services to provide care.

Number of Infants, Toddlers, and Preschool-Age Children	Amount of Credit
1 to 49	\$7,200
50 to 99	\$16,000
100 or more	\$36,000

Complete Form CE-2023 and attach the required documentation to claim this credit.

Enter the sum of all credits at all locations in San Francisco.

### 4. Commercial Rents Tax after Credits

Subtract line 3 from line 2 and enter the result. If less than zero, enter zero. This is your Commercial Rents Tax after credits.

### 5. Commercial Rents Tax Estimated Payments

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

### 6. Remaining Commercial Rents Tax Principal Due

Subtract line 5 from line 4 to arrive at the principal amount due after estimated payments.

### 7. Penalties, Interest, and Fees

If you are filing more than 15 days after ceasing business, you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

### 8. Amount Due

Add line 7 to line 6. This is the amount due from this tax and will be transferred to Form ABT-2023 Section C.

### Taxpayer Statement

Enter the information requested at the bottom of the page and sign the form. If you are an agent of the taxpayer authorized to sign this Return on the taxpayer's behalf, you must have a validly executed Power of Attorney. A Power of Attorney Declaration (Form POA-1), along with instructions as to how to use the form to grant an individual authority to file a Return on behalf of a taxpayer, is available on the website of the Treasurer and Tax Collector at [www.sftresurer.org](http://www.sftresurer.org) by entering "POA-1" in the search bar.

By signing the form you are certifying under penalty of perjury that you are the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other

individual with the authority to bind the taxpayer), or an agent of the taxpayer authorized to sign this Return on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and that you have examined the Return and all accompanying schedules or worksheets and have determined that, to the best of your knowledge and belief, all of the information is true, correct, and compliant with all the requirements of the San Francisco Business and Tax Regulations Code. You are also acknowledging that you are providing information in response to a request for financial information pursuant to Code section 6.5-1, and that you are required by law to complete this Return in its entirety and that the Return is subject to audit.

## Attachment CRT-2023 A

Complete an Attachment CRT-2023 A for each location where you receive gross receipts from the lease of Commercial Space in San Francisco. Note, if you receive amounts from a sublease of space, you must report and pay tax on those amounts.

### Address

Enter the address for which you are reporting receipts from the lease of Commercial Space on this Attachment CRT-2023 A.

### Leased Square Footage

Enter the leased square footage of the building. If you are reporting sublease receipts, report only the amount you are subleasing in this building.

### Section A. 2023 Taxable Commercial Space Base

In this section of the form you will calculate which of the receipts you receive at this location are taxable under the Commercial Rents Tax.

#### A1. All Gross Receipts

Enter all receipts from the lease or sublease of space at this location, including but not limited to reimbursements and other amounts received from tenants or subtenants pursuant to the terms of the lease or sublease.

#### A2. Residential Real Estate

Enter all receipts included in line A1 from the lease of residential real estate, as defined in Section 954.1 of the Code. These amounts are not taxable under this tax.

Note, a lessor of residential real estate is treated as a separate person with respect to each individual building in which it leases residential real estate. If you are reporting gross receipts from residential real estate on this form you may

need to correct your business registration separately from filing this Return.

#### A3. Industrial Use

Enter all gross receipts included in line A1 that are from space at this location used for Industrial Use, as defined in Section 102 of the Planning Code as of June 5, 2018. These amounts are not taxable under this tax.

#### A4. Arts Activities

Enter all gross receipts included in line A1 that are from space at this location used for Arts Activities, as defined in Section 102 of the Planning Code as of June 5, 2018. These amounts are not taxable under this tax.

#### A5. Retail Not Formula Retail

Enter all gross receipts included in line A1 that are from space at this location used for Retail Sales or Services Activities or Retail Sales or Service Establishments, as defined in Section 303.1(c) of the Planning Code as of June 5, 2018, that are not Formula Retail uses as defined in Section 303.1(b) of the Planning Code as of June 5, 2018.

#### A6. Exempt Tenants

Enter all gross receipts included in line A1 that are received from exempt tenants, including governments and certain non-profits. Exempt tenants are further discussed in Code section 2105.

#### A7. Rent Subject to Transient Occupancy Tax

Enter all gross receipts included in Line A1 that are from rent subject to the Transient Occupancy Tax. Include in this line any rent that would be subject to the Transient Occupancy Tax, but for an exemption under Code section 506. For more information about the Transient Occupancy Tax

and rent subject to that tax, see Article 7 of the Code.

#### **A8. Rent Subject to Parking Tax**

Enter all gross receipts included in line A1 that are from rent subject to the Parking Tax. Include in this line rent that would be subject to the Parking Tax but for an exemption granted in Code section 606. For more information about the Parking Tax and rent subject to that tax, see Article 9 of the Code.

#### **A9. Total Non-Taxable Receipts**

Sum A2 through A8 and enter here. These are the receipts that are not taxable under the Commercial Rents Tax.

#### **A10. Taxable Commercial Space**

Subtract A9 from A1 and enter here. These are the receipts from the lease of taxable Commercial Space.

### **Section B. Warehouse Space Calculation**

In this section you will calculate the tax on gross receipts from the lease of Warehouse Space, as defined in Section 2103(b) of the Code.

#### **B1. Warehouse Space**

Of the amount in Line A10, all gross receipts that are from the lease of Warehouse Space, as defined in Section 2103(b) of the Code.

#### **B2. Warehouse Space Tax Calculation**

Multiply B1 by 1.00%, the Warehouse Space tax rate. This is the Commercial Rents Tax for receipts from the lease of Warehouse Space at this location, before credits.

### **Section C. Commercial Space (Other Than Warehouse Space) Calculation**

In this section you will calculate the tax on gross receipts from the lease of Commercial Space, as

defined in Section 2103(b) of the Code, other than Warehouse Space.

#### **C1. Commercial Space (Other Than Warehouse Space)**

Subtract line B1 from line A10. This is the gross receipts from the lease of taxable Commercial Space other than Warehouse Space at this location.

#### **C2. Commercial Space (Other Than Warehouse Space) Tax Calculation**

Multiply C1 by 3.50%, the tax rate for receipts from the lease of Commercial Space other than Warehouse Space. This is the Commercial Rents Tax for receipts from the lease of Commercial Space other than Warehouse Space at this location, before credits.

#### **D1. Commercial Rents Tax Calculation**

Sum B2 and C2. This is your Commercial Rents Tax before credits for this location. This amount will be summed with all other D1's from Attachments CRT-2023 A for all locations in San Francisco, then transferred to Form CRT-2023.

## Form GR-2023

Form GR-2023 is for reporting your Gross Receipts Tax.

### Section A. Business Activity

This section organizes your San Francisco gross receipts across business activities so you may calculate your tax liability. If you or your combined group are engaged in multiple business activities, this form will assist you in applying the rules specified in Code section 953.9. These rules include:

- If more than 80% of your San Francisco gross receipts are derived from business activities in tax rate categories under one Code section, then that Code section applies to all of your gross receipts derived from all business activities. If that Code section includes different rates for different business activities, then the rates applicable to gross receipts that are deemed to be from business activities described in that Code section shall be the rates that apply to business activities within that Code section from which you derived the most taxable gross receipts, or if there is not a single business activity within that Code section from which you derived the most gross receipts because you derived the same amount of gross receipts from one or more business activities within that Code section, then the rates applicable to the gross receipts that are deemed to be from business activities described in that Code section are the highest rates within that Code section that apply to business activities from which you derived the same amount of taxable gross receipts.
- The small business exemption provided in Section 954.1 only applies if the sum of your San Francisco gross receipts from all business activities does not exceed \$2,190,000 adjusted per Code section 954.1(b)(2) in total.
- The progressive tax rates apply on an aggregate basis for businesses with multiple sets of activities.
- The applicable rate for each set of business activities is determined in numbered order of the Code subsections describing each set of business activities; i.e., activities described in Code subsection 953.1(a)(2) are determined first, Code section 953.1(a)(3) second, Code section 953.2(a)(2) third, and so on.
- The tax rate(s) applicable to any set of activities after the first shall be determined by adding together the San Francisco gross receipts for all previous sets of activities and applying the rate scale commencing with the next penny. For instance, if you are engaged in a Retail Trade and Food Services and you have \$1 million of gross receipts from your Retail Trade, your Gross Receipts Tax attributable to Food Services is calculated starting with the second tier tax rate for gross receipts from \$1,000,000.01 to \$2,500,000.
- Your Gross Receipts Tax liability is the sum of your liabilities for each set of business activities.

### Check if Applicable

Check the box for each business activity in which you engaged in 2023, regardless of the amount of gross receipts that the business activity generated. Most activities are categorized by their 2012 North American Industry Classification System (“NAICS”) code. For more information on the 2012 NAICS codes, please go

to [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics). The Biotechnology and Clean Technology businesses are described in Code section 953.2(e). If you are engaged in any business activities not listed, check the box listed next to line A15, and be sure to complete an Attachment GR-A-2023 Miscellaneous Business Activities and input the name of the activity or activities in the blank space at the top of the attachment.

### Enter Amounts

Enter the amount from line E1 on Attachment GR-A-2023 for each business activity in the appropriate line. Note: Business activities are listed in the order they appear in the Code.

If line A21 is \$2,190,000 adjusted per Code section 954.1(b)(2) or less for the entire tax year, and you are not a lessor of residential real estate, you are exempt from the Gross Receipts Tax in 2023, do not need to complete the tax calculation, and should enter \$0 on line E1 of this Form GR-2023. Penalties, interest, and fees will apply if you fail to file timely and can be calculated on this Form GR-2023.

Similarly, if you are a lessor of residential real estate and you leased fewer than four units in an individual building, you are exempt from the Gross Receipts Tax in 2023, do not need to complete the tax calculation, and should enter \$0 on line E1 of this Form GR-2023. Penalties, interest, and fees will apply if you fail to file timely and can be calculated on this Form GR-2023.

If line A21 is more than \$2,190,000 adjusted per Code section 954.1(b)(2) and you are not a lessor of residential real estate, or if you are a lessor of residential real estate and you lease four or more units in an individual building, calculate your tax liability.

## Section B. Gross Receipts Payroll Apportionment

### B1. Total Payroll Within and Outside San Francisco

Total payroll within and outside San Francisco is the total worldwide compensation paid by you and any related entities, unless you made a valid water's edge election for California Franchise Tax purposes, in which case your total payroll is determined in accordance with that election. If you had employees, "compensation" means wages, salaries, commissions, and any other form of remuneration paid to those employees for services. If you had no employees, compensation includes all taxable income for federal income tax purposes of your owners or proprietors who are individuals. If you had no payroll during 2023, enter zero.

### B2. Payroll Within San Francisco

Payroll within San Francisco is determined by apportioning total payroll within and outside San Francisco under Code section 953.8(f)(4). If you had no payroll within San Francisco during 2023, enter zero.

### B3. Apportionment Percentage

Divide line B2 (payroll within San Francisco) by line B1 (total payroll within and outside San Francisco) and enter the result. This is your payroll apportionment and should be input on line D1 of each Attachment GR-A-2023, if applicable.

## Section C. Single or Multiple Tax Tier Verification

Complete this section If you selected more than one business activity in Section A. If you selected only one business activity, go on to Section D.

Sum the business activities from Section A as described in the table to arrive at the gross receipts in each Code section, then divide by the total gross receipts to arrive at the percentage of gross receipts in each Code section 953.1 through 953.7.

If all of lines C1 through C7 are less than or equal to 80%, input the gross receipts from each business activity in the row corresponding to the business activity in Appendix A.

If any of lines C1 through C7 is greater than 80%, distribute any amounts from other lines C1 through C7 to the business activity in the Code section with greater than 80% of your San Francisco gross receipts from which you derived the most gross receipts when completing Appendix A. If there is no such business activity (i.e., two or more business activities are equally the greatest), when completing Appendix A distribute the gross receipts to the business activity with the highest rates among business activities in that Code section that apply to business activities from which you derived the same amount of taxable gross receipts.

Under Code section 953.9(a) a person or combined group of related entities that has more than 80% of its gross receipts after apportionment in one of Code Sections 953.1

through 953.7 must use the tax rates described in that section. If there are more than one set of tax rates in that Code section, it must apply the tax rates for the business activity with the most gross receipts to the gross receipts from the Code sections. If there is no business activity with the most gross receipts within a Code section due to two or more business activities having equal gross receipts, then the gross receipts from other Code sections are subject to the highest rates within that Code section that apply to business activities from which the person or combined group derived the same amount of gross receipts.

#### **Section D. Gross Receipts Tax Calculation – Single Business Activity**

Complete this section if you only selected one business activity in Section A. If you selected more than one business activity in Section A, skip this Section D and use Appendix A to calculate your Gross Receipts Tax. Distribute the gross receipts among Column I and input the tax rates corresponding to the business activity in Column II. Multiply each row of Column I by Column II and input the product in Column III. Sum Column III rows D1 through D5 and input in D6.

To complete the tax rates, use the rates in the table below:

**Tax Rates by Business Activity and Gross Receipts**

Business Activity	Tier I (\$0 to \$1,000,000)	Tier II (\$1,000,000.01 to \$2,500,000)	Tier III (\$2,500,000.01 to \$5,000,000)	Tier IV (\$5,000,000.01 to \$25,000,000)	Tier V (Over \$25,000,000)
Accommodations	0.315%	0.341%	0.341%	0.341%	0.56%
Activity Not Listed (Miscellaneous Business Activities)	0.788%	0.825%	0.9%	0.9%	0.975%
Administrative and Support Services	0.761%	0.798%	0.87%	0.87%	0.943%
Arts, Entertainment, and Recreation	0.315%	0.341%	0.341%	0.341%	0.56%
Biotechnology	0.181%	0.297%	0.537%	0.537%	0.689%
Certain Services	0.079%	0.105%	0.142%	0.142%	0.224%
Clean Technology	0.175%	0.287%	0.518%	0.518%	0.665%
Construction	0.42%	0.49%	0.56%	0.56%	0.63%
Financial Services	0.6%	0.69%	0.765%	0.765%	0.84%
Food Services	0.131%	0.215%	0.389%	0.389%	0.665%
Information	0.573%	0.665%	0.751%	0.751%	0.832%
Insurance	0.58%	0.667%	0.74%	0.74%	0.812%
Manufacturing	0.131%	0.215%	0.389%	0.389%	0.665%
Private Education and Health Services	0.761%	0.798%	0.87%	0.87%	0.943%
Professional, Scientific, and Technical Services	0.6%	0.69%	0.765%	0.765%	0.84%
Real Estate and Rental and Leasing Services	0.413%	0.413%	0.413%	0.435%	0.435%
Retail Trade	0.079%	0.105%	0.142%	0.142%	0.224%
Transportation and Warehousing	0.175%	0.287%	0.518%	0.518%	0.665%
Utilities	0.435%	0.471%	0.471%	0.471%	0.58%
Wholesale Trade	0.105%	0.14%	0.189%	0.189%	0.224%

**Section E. Obligation Summary**

**E1. RESERVED**

**E2. RESERVED**

**E3. Gross Receipts Tax**

If line A21 is \$2,190,000 adjusted per Code section 954.1(b)(2) or less for the entire tax year and you are not a lessor of residential real estate, you are exempt from the Gross Receipts Tax in 2023, and should enter “\$0” on this line.

Similarly, if you are a lessor of residential real estate and you lease fewer than four units in an individual building, you are exempt from the Gross Receipts Tax in 2023 with respect to that building, and should enter \$0 on this line.

If line A21 is more than \$2,190,000 adjusted per Code section 954.1(b)(2) and you are not a lessor

of residential real estate, or if you are a lessor of residential real estate and you leased out four or more units in an individual building, complete Section D or the Gross Receipts Tax Computation Worksheet attached as Appendix A and input the result on this line.

**E4. Gross Receipts Tax Estimated Payments**

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

**E5. Remaining Gross Receipts Tax Principal Due**

Subtract line E4 from line E3 to arrive at the principal amount due after estimated payments.

**E6. Penalties, Interest, and Fees**

If you are filing more than 15 days after ceasing business, you need to calculate your penalties,

interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

### **E7. Amount Due**

Add E5 to E6. This is the amount due from this tax and will be transferred to Form ABT-2023 Section C.

### **Community Challenge Grant**

If you would like to designate a portion of your tax liability on line E3 to the Neighborhood Beautification and Graffiti Clean-up Fund (also known as the "Community Challenge Grant Program") you may:

1. Check the box at left to designate 5.9 percent (0.059) of your tax liability; or
2. Enter an amount in the box at right up to 5.9 percent of your total tax liability.

These designations will not increase your tax liability, but will designate a portion of the tax you pay to go to the Community Challenge Grant Program.

### **Taxpayer Statement**

Enter the information requested at the bottom of the page and sign the form. If you are an agent of the taxpayer authorized to sign this Return on the taxpayer's behalf, you must have a validly executed Power of Attorney. A Power of Attorney Declaration (Form POA-1), along with instructions as to how to use the form to grant an individual authority to file a Return on behalf of a taxpayer, is available on the website of the Treasurer and Tax Collector at [www.sftreasurer.org](http://www.sftreasurer.org) by entering "POA-1" in the search bar.

By signing the form you are certifying under penalty of perjury that you are the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other individual with the authority to bind the

taxpayer), or an agent of the taxpayer authorized to sign this Return on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and that you have examined the Return and all accompanying schedules or worksheets and have determined that, to the best of your knowledge and belief, all of the information is true, correct, and compliant with all the requirements of the San Francisco Business and Tax Regulations Code. You are also acknowledging that you are providing information in response to a request for financial information pursuant to Code section 6.5-1, and that you are required by law to complete this Return in its entirety and that the Return is subject to audit.

## Form HGR-2023

Form HGR-2023 is for reporting your Homelessness Gross Receipts Tax. Complete this form if your combined taxable San Francisco gross receipts exceed \$50,000,000 for the tax year or you made estimated payments toward the Homelessness Gross Receipts Tax.

### 1. Taxable San Francisco Gross Receipts

Transfer the amount from Form GR-2023 line A21, Total San Francisco Gross Receipts.

### 2. Excluded Gross Receipts Subject to Commercial Rents Tax

Amounts received that are subject to the Commercial Rents Tax are excluded from taxation under the Homelessness Gross Receipts Tax. Enter those amounts from Form CRT-2023 line 1 here.

### 3. Taxable Receipts Subject to Homelessness Gross Receipts Tax

Subtract line 2 from line 1. If the result is less than zero, enter zero.

### 4. Homelessness Gross Receipts Tax

Complete Appendix B to calculate the Homelessness Gross Receipts Tax based on your business activity.

### 5. Homelessness Gross Receipts Tax Estimated Payments

If you made payments prior to filing this Return (typically in April, July or October of the subject tax year) enter those amounts here.

### 6. Remaining Homelessness Gross Receipts Tax Principal Due

Subtract line 5 from line 4 to arrive at the principal amount due after estimated payments.

## 7. Penalties, Interest, and Fees

If you are filing more than 15 days after ceasing business you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

## 8. Amount Due

Add line 7 to line 6. This is the amount due from this tax and will be transferred to Form ABT-2023 Section C.

## Taxpayer Statement

Enter the information requested at the bottom of the page and sign the form. If you are an agent of the taxpayer authorized to sign this Return on the taxpayer's behalf, you must have a validly executed Power of Attorney. A Power of Attorney Declaration (Form POA-1), along with instructions as to how to use the form to grant an individual authority to file a Return on behalf of a taxpayer, is available on the website of the Treasurer and Tax Collector at [www.sftreasurer.org](http://www.sftreasurer.org) by entering "POA-1" in the search bar.

By signing the form you are certifying under penalty of perjury that you are the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other individual with the authority to bind the taxpayer), or an agent of the taxpayer authorized to sign this Return on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and that you have examined the Return and all accompanying schedules or worksheets and have determined that, to the best of your knowledge and belief, all of the information is true, correct, and compliant with all the requirements of the San Francisco Business and Tax Regulations Code. You are also acknowledging that you are providing information in response to a request for financial information pursuant to Code section 6.5-1, and

that you are required by law to complete this Return in its entirety and that the Return is subject to audit.

## Attachment GR-A-2023

Prepare a Form GR-A-2023 for each business activity in which you engaged in 2023, regardless of the amount of gross receipts that the business activity generated. Most activities are categorized by their 2012 North American Industry Classification System (“NAICS”) code. For more information on the 2012 NAICS codes, go to [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics). The “Biotechnology” and “Clean Technology” businesses are described in Code section 953.2. If you are engaged in any business activities that do not have a corresponding Attachment GR-A-2023, submit an Attachment GR-A-2023 Miscellaneous Business Activities for those business activities only.

Note: Interest earned on savings accounts and other passive investment receipts may be reported in your primary business activity. You do not need to submit a separate Attachment GR-A-2023 for these amounts.

If you are a combined group, provide this information on a water’s edge or worldwide basis, depending on the election you made that governs your California Franchise Tax Board filing for 2023. To determine the gross receipts to include in the “Total Within San Francisco” column (if applicable), use the rules in Code section 956.1, including the gross receipts of all related entities, regardless of the entities’ individual connections to San Francisco.

If the San Francisco gross receipts for a particular business activity are determined wholly by allocating receipts according to Code section 956.1, then only the “Total Within San Francisco” column will be used to calculate taxable San Francisco gross receipts. Similarly, if the taxable San Francisco gross receipts are determined wholly by apportioning based on payroll according to Code section 956.2, then only the “Total Within and Outside San Francisco” column will be used to calculate taxable San

Francisco gross receipts. For business activities that use both allocation and payroll apportionment, both columns will be used to calculate taxable San Francisco gross receipts.

Both columns (Total Within and Outside San Francisco AND Total Within San Francisco) are included and required entries, regardless of business activity.

### General Instructions for Entering Gross Receipts

In general, “gross receipts” includes all amounts received or accrued from whatever source derived, including, but not limited to, amounts derived from sales, services, dealings in property, interest, rent, royalties, dividends, licensing fees, other fees, commissions, and distributed amounts from other business entities. Gross receipts generally include, but are not limited to, all amounts that constitute gross income for federal income tax purposes.

## GR-A-2023 – Accommodations

Use this form for gross receipts in the business activity of Accommodations described in Code section 953.3, which falls in 2012 NAICS Code 721.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Accommodations in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Accommodations, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Accommodations, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Accommodations, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing

a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Accommodations, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Accommodations, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Accommodations, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Accommodations, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Accommodations, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

### **B1. Related Entities**

For the business activity of Accommodations, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Accommodations, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Accommodations, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Accommodations, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject

to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Accommodations, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

### **B6. Excludable Taxes**

For the business activity of Accommodations, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Accommodations, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Allocated Gross Receipts**

Subtract line B8 from line A10.

**E1. San Francisco Gross Receipts**

Transfer line **C1 from Column Total Within San Francisco** to this line. These are your San Francisco gross receipts for the business activity of Accommodations and will be transferred to your Form GR-2023 line **A10**.

## GR-A-2023 – Administrative and Support Services

Use this form for gross receipts in the business activity of Administrative and Support Services described in Code section 953.4, which falls in 2012 NAICS Code 56.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### A1. Sales

Enter your gross receipts or sales for the business activity of Administrative and Support Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### A2. Rent

For the business activity of Administrative and Support Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### A3. Royalties

For the business activity of Administrative and Support Services, enter all royalties received or accrued in 2023.

### A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments

For the business activity of Administrative and Support Services, enter the sum of all interest,

dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### A5. Distributed Amounts from Business Entities

For the business activity of Administrative and Support Services, enter the sum of all distributions from business entities received or accrued in 2023.

### A6. Licensing Fees

For the business activity of Administrative and Support Services, enter the sum of all licensing and related fees received or accrued in 2023.

### A7. Commissions

For the business activity of Administrative and Support Services, enter the sum of all commissions received or accrued in 2023.

### A8. All Taxes and Other Governmentally Imposed Fees

For the business activity of Administrative and Support Services, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### A9. Other Amounts

For the business activity of Administrative and Support Services, enter the sum of any other amounts received or accrued in 2023, but not

included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Administrative and Support Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Administrative and Support Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Administrative and Support Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any

other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Administrative and Support Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Administrative and Support Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Administrative and Support Services, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser,

lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

#### **B7. Other Amounts**

For the business activity of Administrative and Support Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

#### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

#### **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

#### **Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Administrative and Support Services uses only apportionment, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

#### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

#### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

#### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Administrative and Support Services and will be transferred to your Form GR-2023 line **A14**.

## GR-A-2023 – Arts, Entertainment, and Recreation

Use this form for gross receipts in the business activity of Arts, Entertainment, and Recreation described in Code section 953.3, which falls in 2012 NAICS Code 71.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Arts, Entertainment, and Recreation in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Arts, Entertainment, and Recreation, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all interest,

dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of any other amounts received or accrued in 2023, but not

included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Arts, Entertainment, and Recreation, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any

other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser,

lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Arts, Entertainment, and Recreation, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

### **Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Arts, Entertainment, and Recreation uses only apportionment, the calculation is: Line C1 of your "Total Within and Outside San Francisco" column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the "Total Within and Outside San Francisco" column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Arts, Entertainment, and Recreation and will be transferred to your Form GR-2023 line **A11**.

## GR-A-2023 – Biotechnology

Use this form for gross receipts in the business activity of Biotechnology described in Code section 953.2(e).

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Biotechnology are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Biotechnology in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Biotechnology, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Biotechnology, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Biotechnology, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Biotechnology, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Biotechnology, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Biotechnology, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Biotechnology, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Biotechnology, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8,

including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Biotechnology, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Biotechnology, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Biotechnology, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Biotechnology, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Biotechnology, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Biotechnology, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

**B7. Other Amounts**

For the business activity of Biotechnology, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

**Section D – Allocated/Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Biotechnology uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

**D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

**D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**D3. Apportionment Adjustment**

Multiply line D2 by 50%.

**D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

**D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for the business activity of Biotechnology. These are your San Francisco gross receipts for the business activity of Biotechnology.

**E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Biotechnology and will be transferred to your Form GR-2023 line **A8**.

## GR-A-2023 – Certain Services

Use this form for gross receipts in the business activity of Certain Services described in Code section 953.1, which falls in 2012 NAICS Codes 811, 812, and 813.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Certain Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Certain Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Certain Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Certain Services, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing

a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Certain Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Certain Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Certain Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Certain Services, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Certain Services, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

### **B1. Related Entities**

For the business activity of Certain Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Certain Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Certain Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Certain Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject

to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Certain Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

### **B6. Excludable Taxes**

For the business activity of Certain Services, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Certain Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

## **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

## **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

## **Section D – Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Certain Services uses only apportionment, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Certain Services and will be transferred to your Form GR-2023 line **A2**.

## GR-A-2023 – Clean Technology

Use this form for gross receipts in the business activity of Clean Technology described in Code section 953.2(e).

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Clean Technology are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Clean Technology in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Clean Technology, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Clean Technology, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Clean Technology, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Clean Technology, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Clean Technology, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Clean Technology, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Clean Technology, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Clean Technology, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8,

including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Clean Technology, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Clean Technology, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Clean Technology, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Clean Technology, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Clean Technology, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Clean Technology, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s

customers and remits to the appropriate governmental entity imposing such tax.

**B7. Other Amounts**

For the business activity of Clean Technology, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

**Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Clean Technology uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

**D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

**D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**D3. Apportionment Adjustment**

Multiply line D2 by 50%.

**D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

**D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

**E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Clean Technology and will be transferred to your Form GR-2023 line **A7**.

## GR-A-2023 – Construction

Use this form for gross receipts in the business activity of Construction described in Code section 953.5, which falls in 2012 NAICS Code 23.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Construction are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Construction in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Construction, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Construction, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Construction, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Construction, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Construction, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Construction, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Construction, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Construction, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8,

including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Construction, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Construction, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Construction, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Construction, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Construction, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Construction, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

## **B7. Other Amounts**

For the business activity of Construction, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

## **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

## **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

## **Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Construction uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

### **D1. Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **D3. Apportionment Adjustment**

Multiply line D2 by 50%.

### **D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

## **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity.

## **D6. Amounts Paid to Subcontractors**

Enter the amount from the TOTAL line of the Attachment CON-SUB 2023. See instructions for that form for more information.

## **E1. San Francisco Gross Receipts**

Subtract line **D6** from line **D5** and input in this line. These are your San Francisco gross receipts for the business activity of Construction and will be transferred to your Form GR-2023 line **A16**.

## GR-A-2023 – Private Education and Health Services

Use this form for gross receipts in the business activity of Private Education and Health Services described in Code section 953.4, which falls in 2012 NAICS Codes 61 and 62.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Private Education and Health Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Private Education and Health Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Private Education and Health Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Private Education and Health Services, enter the sum of all interest,

dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Private Education and Health Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Private Education and Health Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Private Education and Health Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Private Education and Health Services, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Private Education and Health Services, enter the sum of any other amounts received or accrued in 2023, but not

included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Private Education and Health Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Private Education and Health Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Private Education and Health Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any

other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Private Education and Health Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Private Education and Health Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Private Education and Health Services, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser,

lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Private Education and Health Services and will be transferred to your Form GR-2023 line **A13**.

### **B7. Other Amounts**

For the business activity of Private Education and Health Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

### **Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Private Education and Health Services uses only apportionment, the calculation is: Line C1 of your "Total Within and Outside San Francisco" column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the "Total Within and Outside San Francisco" column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

## GR-A-2023 – Financial Services

Use this form for gross receipts in the business activity of Financial Services described in Code section 953.6, which falls in 2012 NAICS Codes 521, 522, and 523.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Financial Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Financial Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Financial Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Financial Services, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing

a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Financial Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Financial Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Financial Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Financial Services, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Financial Services, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

### **B1. Related Entities**

For the business activity of Financial Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Financial Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Financial Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Financial Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject

to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Financial Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

### **B6. Excludable Taxes**

For the business activity of Financial Services, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Financial Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

## **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

## **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

## **Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Financial Services uses only apportionment, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Financial Services and will be transferred to your Form GR-2023 line **A18**.

## GR-A-2023 – Food Services

Use this form for gross receipts in the business activity of Food Services described in Code section 953.2, which falls in 2012 NAICS Code 722.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Food Services are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Food Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Food Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Food Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Food Services, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Food Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Food Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Food Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Food Services, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Food Services, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Food Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Food Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Food Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived

exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Food Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Food Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Food Services, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Food Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

### **Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Food Services uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

### **D1. Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**D3. Apportionment Adjustment** Multiply line D2 by 50%.

### **D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

### **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

### **E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Food Services and will be transferred to your Form GR-2023 line **A5**.

## GR-A-2023 – Information

Use this form for gross receipts in the business activity of Information described in Code section 953.2, which falls in 2012 NAICS Code 51.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Information are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Information in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Information, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Information, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Information, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Information, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Information, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Information, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Information, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Information, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8,

including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Information, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Information, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Information, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Information, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Information, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Information, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

**B7. Other Amounts**

For the business activity of Information, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

**Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Information uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

**D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

**D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**D3. Apportionment Adjustment**

Multiply line D2 by 50%.

**D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

**D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

**E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Information and will be transferred to your Form GR-2023 line **A9**.

## GR-A-2023 – Insurance

Use this form for gross receipts in the business activity of Insurance described in Code section 953.6, which falls in 2012 NAICS Code 524.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Insurance in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Insurance, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Insurance, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Insurance, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business;

(2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Insurance, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Insurance, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Insurance, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Insurance, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Insurance, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

### **B1. Related Entities**

For the business activity of Insurance, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Insurance, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Insurance, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Insurance, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross

Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Insurance, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

### **B6. Excludable Taxes**

For the business activity of Insurance, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Insurance, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

### **Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Insurance uses only apportionment, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Insurance and will be transferred to your Form GR-2023 line **A17**.

## GR-A-2023 – Manufacturing

Use this form for gross receipts in the business activity of Manufacturing described in Code section 953.2, which falls in 2012 NAICS Codes 31, 32, and 33.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Manufacturing are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Manufacturing in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Manufacturing, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Manufacturing, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Manufacturing, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Manufacturing, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Manufacturing, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Manufacturing, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Manufacturing, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Manufacturing, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Manufacturing, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Manufacturing, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Manufacturing, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived

exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Manufacturing, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Manufacturing, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Manufacturing, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Manufacturing, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

### **Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Manufacturing uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **D3. Apportionment Adjustment**

Multiply line D2 by 50%.

### **D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

### **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

### **E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Manufacturing and will be transferred to your Form GR-2023 line **A4**.

## GR-A-2023 – Professional, Scientific, and Technical Services

Use this form for gross receipts in the business activity of Professional, Scientific, and Technical Services described in Code section 953.6, which falls in 2012 NAICS Code 54.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Professional, Scientific, and Technical Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Professional, Scientific, and Technical Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Professional, Scientific, and Technical Services, enter the sum

of all taxes and governmentally imposed fees received or accrued in 2023.

**A9. Other Amounts**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

**A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

**B1. Related Entities**

For the business activity of Professional, Scientific, and Technical Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

**B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

**B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

**B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

**B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

**B6. Excludable Taxes**

For the business activity of Professional, Scientific, and Technical Services, enter the sum

of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For the business activity of Professional, Scientific, and Technical Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

### **Section D – Apportioned Gross Receipts**

This section applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Professional, Scientific, and Technical Services uses only apportionment, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

### **E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for the business activity of Professional, Scientific, and Technical Services and will be transferred to your Form GR-2023 line **A19**.

## GR-A-2023 – Real Estate and Rental and Leasing Services

Use this form for gross receipts in the business activity of Real Estate and Rental and Leasing Services described in Code section 953.7, which falls in 2012 NAICS Code 53.

Do not use this form to file as a lessor of residential real estate (landlord) unless you have employees or received more than \$5,000,000.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Real Estate and Rental and Leasing Services in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Real Estate and Rental and Leasing Services, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all

taxes and governmentally imposed fees received or accrued in 2023.

**A9. Other Amounts**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

**A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

**B1. Related Entities**

For the business activity of Real Estate and Rental and Leasing Services, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

**B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

**B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

**B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

**B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

**B6. Excludable Taxes**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of all

excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

and will be transferred to your Form GR-2023 line **A20**.

### **B7. Other Amounts**

For the business activity of Real Estate and Rental and Leasing Services, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

#### Rent Controlled Unit Deduction

Note: If you are a lessor of residential real estate, you may exclude from total gross receipts in any tax year 50 percent of the total amount received from the rental of real property to tenants in occupancy at any location in San Francisco that is subject to limits on rent increases pursuant to the Residential Rent Stabilization and Arbitration Ordinance, San Francisco Administrative Code, Chapter 37, Section 37.1 *et seq.* You may enter the excluded amount in line B7.

### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

### **C1. Total Allocated Gross Receipts**

Subtract "Total Within San Francisco" line B8 from line A10.

### **E1. San Francisco Gross Receipts**

Transfer line **C1** to this line. These are your San Francisco gross receipts for the business activity of Real Estate and Rental and Leasing Services

## GR-A-2023 – Retail Trade

Use this form for gross receipts in the business activity of Retail Trade described in Code section 953.1, which falls in 2012 NAICS Codes 44 and 45.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Retail Trade are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Retail Trade in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Retail Trade, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Retail Trade, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Retail Trade, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Retail Trade, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Retail Trade, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Retail Trade, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Retail Trade, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Retail Trade, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Retail Trade, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Retail Trade, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Retail Trade, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived

exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Retail Trade, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Retail Trade, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Retail Trade, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and

- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

**B7. Other Amounts**

For the business activity of Retail Trade, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

**Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Retail Trade uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

**D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

**D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**D3. Apportionment Adjustment**

Multiply line D2 by 50%.

**D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

**D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

**E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Retail Trade and will be transferred to your Form GR-2023 line **A1**.

## GR-A-2023 – Transportation and Warehousing

Use this form for gross receipts in the business activity of Transportation and Warehousing described in Code section 953.2, which falls in 2012 NAICS Codes 48 and 49.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Transportation and Warehousing are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### A1. Sales

Enter your gross receipts or sales for the business activity of Transportation and Warehousing in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### A2. Rent

For the business activity of Transportation and Warehousing, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### A3. Royalties

For the business activity of Transportation and Warehousing, enter all royalties received or accrued in 2023.

### A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments

For the business activity of Transportation and Warehousing, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### A5. Distributed Amounts from Business Entities

For the business activity of Transportation and Warehousing, enter the sum of all distributions from business entities received or accrued in 2023.

### A6. Licensing Fees

For the business activity of Transportation and Warehousing, enter the sum of all licensing and related fees received or accrued in 2023.

### A7. Commissions

For the business activity of Transportation and Warehousing, enter the sum of all commissions received or accrued in 2023.

**A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Transportation and Warehousing, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

**A9. Other Amounts**

For the business activity of Transportation and Warehousing, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

**A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

**B1. Related Entities**

For the business activity of Transportation and Warehousing, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

**B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Transportation and Warehousing, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

**B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Transportation and Warehousing, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

**B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Transportation and Warehousing, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

**B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Transportation and Warehousing, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

## **B6. Excludable Taxes**

For the business activity of Transportation and Warehousing, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer's customers and remits to the appropriate governmental entity imposing such tax.

## **B7. Other Amounts**

For the business activity of Transportation and Warehousing, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

## **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

## **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

## **Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Transportation and Warehousing uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your "Total Within and Outside San Francisco" column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line

C1 of your "Total Within San Francisco" column multiplied by 50% in line D4.

## **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

## **D2. Apportionment Calculation**

Multiply the entry in the "Total Within and Outside San Francisco" column, line C1, by the entry in line D1.

## **D3. Apportionment Adjustment**

Multiply line D2 by 50%.

## **D4. Allocation Adjustment**

Multiply the entry in the "Total Within San Francisco" column, line C1, by 50%.

## **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

## **E1. San Francisco Gross Receipts**

Transfer line D5 to this line. These are your San Francisco gross receipts for the business activity of Transportation and Warehousing and will be transferred to your Form GR-2023 line A6.

## GR-A-2023 – Utilities

Use this form for gross receipts in the business activity of Utilities described in Code section 953.3, which falls in 2012 NAICS Code 22, and which excludes establishments primarily engaged in waste management services.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Utilities are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### A1. Sales

Enter your gross receipts or sales for the business activity of Utilities in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### A2. Rent

For the business activity of Utilities, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### A3. Royalties

For the business activity of Utilities, enter all royalties received or accrued in 2023.

### A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments

For the business activity of Utilities, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### A5. Distributed Amounts from Business Entities

For the business activity of Utilities, enter the sum of all distributions from business entities received or accrued in 2023.

### A6. Licensing Fees

For the business activity of Utilities, enter the sum of all licensing and related fees received or accrued in 2023.

### A7. Commissions

For the business activity of Utilities, enter the sum of all commissions received or accrued in 2023.

### A8. All Taxes and Other Governmentally Imposed Fees

For the business activity of Utilities, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### A9. Other Amounts

For the business activity of Utilities, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Utilities, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Utilities, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Utilities, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity,

and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Utilities, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Utilities, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Utilities, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s

customers and remits to the appropriate governmental entity imposing such tax.

#### **B7. Other Amounts**

For the business activity of Utilities, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

#### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

#### **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

#### **Section D – Allocated/Apportioned Gross Receipts**

This line applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Utilities uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

#### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

#### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

#### **D3. Apportionment Adjustment**

Multiply line D2 by 50%.

#### **D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

#### **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

#### **E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Utilities and will be transferred to your Form GR-2023 line **A12**.

## GR-A-2023 – Wholesale Trade

Use this form for gross receipts in the business activity of Wholesale Trade described in Code section 953.1, which falls in 2012 NAICS Code 42.

This form displays both a “Total Within and Outside San Francisco” and a “Total Within San Francisco” column, as San Francisco gross receipts for Wholesale Trade are determined 50% by allocating gross receipts per Code section 956.1, and 50% by apportioning based on payroll per Code section 956.2.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

### **A1. Sales**

Enter your gross receipts or sales for the business activity of Wholesale Trade in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For the business activity of Wholesale Trade, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For the business activity of Wholesale Trade, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For the business activity of Wholesale Trade, enter the sum of all interest, dividends, and other amounts received or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For the business activity of Wholesale Trade, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For the business activity of Wholesale Trade, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For the business activity of Wholesale Trade, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For the business activity of Wholesale Trade, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For the business activity of Wholesale Trade, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8,

including, but not limited to, amounts that constitute gross income for federal income tax purposes.

#### **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

#### **B1. Related Entities**

For the business activity of Wholesale Trade, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

#### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For the business activity of Wholesale Trade, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

#### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For the business activity of Wholesale Trade, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

#### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For the business activity of Wholesale Trade, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

#### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For the business activity of Wholesale Trade, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

#### **B6. Excludable Taxes**

For the business activity of Wholesale Trade, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s

customers and remits to the appropriate governmental entity imposing such tax.

#### **B7. Other Amounts**

For the business activity of Wholesale Trade, enter the sum of any other amounts excludable by law if included in lines A1-A9 and not otherwise included in lines B1-B6.

#### **B8. Subtotal Exclusions**

This line sums lines B1 through B7.

#### **C1. Total Gross Receipts Before Allocation/Apportionment**

Subtract line B8 from line A10.

#### **Section D – Allocated/Apportioned Gross Receipts**

This section applies the appropriate allocation and apportionment methodology to your gross receipts.

Because the business activity of Wholesale Trade uses 50% apportionment and 50% allocation, the calculation is: (1) Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2 and multiplied by 50% in line D3, *plus* (2) Line C1 of your “Total Within San Francisco” column multiplied by 50% in line D4.

#### **D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

#### **D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

#### **D3. Apportionment Adjustment**

Multiply line D2 by 50%.

#### **D4. Allocation Adjustment**

Multiply the entry in the “Total Within San Francisco” column, line C1, by 50%.

#### **D5. Allocation and Apportionment Calculation**

Sum line D3 and line D4. This is your allocated and apportioned gross receipts for this business activity. These are your San Francisco gross receipts for this business activity.

#### **E1. San Francisco Gross Receipts**

Transfer line **D5** to this line. These are your San Francisco gross receipts for the business activity of Wholesale Trade and will be transferred to your Form GR-2023 line **A3**.

## GR-A-2023 – Miscellaneous Business Activities / Activity Not Listed

Use this form for gross receipts in a business activity not described in any other tax rate category. This situation is described in Code section 953.4.

In general, if you state gross receipts in the column “Total Within San Francisco,” those gross receipts will be a subset of the gross receipts reported in the column “Total Within and Outside San Francisco.”

Write in the activities in the space provided after Activity Not Listed.

### **A1. Sales**

Enter your gross receipts or sales for this business activity in 2023, except for amounts listed on lines A2 through A9. Include gross receipts in the year that they are recognized as gross income for federal income tax reporting purposes. Do not include as gross receipts cash discounts allowed or taken on sales, or cash and credit refunds made to customers for returned merchandise.

### **A2. Rent**

For this business activity, enter the sum of all rental receipts (i.e., rent payments to you), whether received in cash or otherwise, for the lease or rental of real property in 2023, including any payments for services that are part of the lease or rental.

### **A3. Royalties**

For this business activity, enter all royalties received or accrued in 2023.

### **A4. Interest, Dividends, and Other Amounts From the Ownership or Sale of Financial Instruments**

For this business activity, enter the sum of all interest, dividends, and other amounts received

or accrued from the ownership or sale of financial instruments in 2023. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities. To the extent that any loss on the sale or exchange of financial instruments in 2023 reduces your gross income for federal income tax purposes in 2023, you can reduce your gross receipts from the sale or exchange of other financial instruments in 2023 by the amount of that loss, but in no event shall those receipts be less than zero.

### **A5. Distributed Amounts from Business Entities**

For this business activity, enter the sum of all distributions from business entities received or accrued in 2023.

### **A6. Licensing Fees**

For this business activity, enter the sum of all licensing and related fees received or accrued in 2023.

### **A7. Commissions**

For this business activity, enter the sum of all commissions received or accrued in 2023.

### **A8. All Taxes and Other Governmentally Imposed Fees**

For this business activity, enter the sum of all taxes and governmentally imposed fees received or accrued in 2023.

### **A9. Other Amounts**

For this business activity, enter the sum of any other amounts received or accrued in 2023, but not included in lines A1-A8, including, but not limited to, amounts that constitute gross income for federal income tax purposes.

## **A10. Subtotal Gross Receipts**

Sum lines A1 through A9.

### **B1. Related Entities**

For this business activity, enter all amounts received from or charged to any related entity (as defined in Code section 952.5) in 2023. Complete, enter the result and attach Attachment REL ENT-2023.

### **B2. Investment receipts—Interest, Dividends, and Other Amounts**

For this business activity, enter the sum of all interest, dividends, and other amounts received from the ownership or sale of financial instruments and distributions from business entities in 2023, provided such items are directly derived exclusively from the investment of capital and not from the sale of property other than financial instruments or from the provision of services to any person. “Financial instruments” include: (1) stocks or other similar written instruments evidencing a right to participate in the assets of any business; (2) bonds or other evidence of indebtedness; and (3) any other marketable securities.

### **B3. Allocations of Income, Gain, and Distributions From an Investment In a Pass-through Entity**

For this business activity, enter the sum of all allocations of income or gains, or distributions (including returns on capital) in 2023 from an entity treated as a pass-through entity for federal income tax purposes, provided such allocations or distributions are derived exclusively from your investment in such entity, and not from any other property sold to, or services provided to, such entity.

### **B4. Distributed Share of Gross Receipts From a Pass-through Entity Subject to the Gross Receipts Tax**

For this business activity, enter the sum of all gross receipts received in 2023 from a pass-through entity that is subject to the Gross Receipts Tax. Complete, enter the result and attach Attachment PTE-2023.

### **B5. Receipts From the Sale of Real Property Subject to the Real Property Transfer Tax**

For this business activity, enter the sum of all receipts received from the sale of real property in 2023 with respect to which the Real Property Transfer Tax imposed by Article 12-C of the Code has been paid to the City. Per Tax Collector Regulation 2016-1, a person may only exclude from gross receipts those receipts from the sale of real property where the Real Property Transfer Tax imposed by Article 12-C of the Business and Tax Regulations Code was paid with respect to that particular sale by December 31 of the tax year in which the gross receipts at issue would otherwise be subject to the Gross Receipts Tax in Article 12-A-1. Complete, enter the result and attach Attachment RPTT-2023.

### **B6. Excludable Taxes**

For this business activity, enter the sum of all excludable taxes in 2023. Taxes excluded from gross receipts include only:

- Taxes imposed on or with respect to retail sales;
- Taxes imposed upon a person for which that person is reimbursed by means of a separately stated charge to a purchaser, lessee, licensee or customer (see Tax Collector Regulation 2019-1); and
- Third-party taxes that a taxpayer collects from or on behalf of the taxpayer’s customers and remits to the appropriate governmental entity imposing such tax.

### **B7. Other Amounts**

For this business activity, enter the sum of any other amounts excludable by law if included in

lines A1-A9 and not otherwise included in lines B1-B6.

**B8. Subtotal Exclusions**

This line sums lines B1 through B7.

**C1. Total Gross Receipts Before Apportionment**

Subtract line B8 from line A10.

**Section D – Apportioned Gross Receipts**

This section of the form applies the appropriate allocation and apportionment methodology to your gross receipts.

Because this business activity uses only apportionment to determine San Francisco gross receipts, the calculation is: Line C1 of your “Total Within and Outside San Francisco” column multiplied by your apportionment percentage in line D1, which will be input in line D2.

**D1 – Payroll Apportionment**

Enter the percentage from line B3 of Form GR-2023. This is the percentage of your payroll in San Francisco.

**D2. Apportionment Calculation**

Multiply the entry in the “Total Within and Outside San Francisco” column, line C1, by the entry in line D1.

**E1. San Francisco Gross Receipts**

Transfer line **D2** to this line. These are your San Francisco gross receipts for this business activity and will be transferred to your Form GR-2023 line **A15**.

## Gross Receipts Line Item Attachments

### Attachment CON SUB-2023

Your San Francisco gross receipts for the business activity of Construction may be reduced by amounts paid in 2023 to a subcontractor possessing a valid business registration certificate with the City during the tax year to the extent that those amounts were included in line C1 of the “Total Within San Francisco” column on Attachment GR-A-2023 Construction. Do not subtract any other costs, including, without limitation, costs for materials, fees, equipment, or other services.

In order to claim the reduction for payments to subcontractors, you must maintain an itemized schedule of payments to subcontractors and information sufficient to enable the Tax Collector to verify that the subcontractor possessed a valid business registration certificate with the City. Attachment CON SUB-2023 is the document to report these reductions.

Per Tax Collector Regulation 2016-2, after allocating and apportioning its gross receipts under Section 953.5(c), a construction contractor may reduce its San Francisco gross receipts for the business activity of construction by any amounts paid to a subcontractor for work performed with respect to property in the City if the subcontractor possesses a valid business registration certificate with the City during the tax year. No reduction is permitted for any other costs, such as materials, fees, equipment or other services, and the reduction may not reduce the construction contractor’s taxable gross receipts for the business activity of construction below \$0. To support the reduction, the contractor must provide to the Tax Collector upon request an itemized schedule of payments to the subcontractors and information sufficient to enable the Tax Collector to verify that the subcontractors possessed valid business

registration certificates with the City during the tax year.

Complete Attachment CON SUB-2023 if you are reducing your construction gross receipts by the amounts paid to subcontractors. Enter the Business Account Numbers of subcontractors that received payments from you during the tax year, as well as the project location, and the total payments made or recognized. Amounts reported in this form must have been included in line C1 of the “Total Within San Francisco” column on Attachment GR-A-2023 Construction. Complete for each location and subcontractor. Attach additional sheets if necessary. Taxpayers may alternately submit the spreadsheet available at:

<https://sftreasurer.org/SUBWORKSHEET>

#### **Column A1. Business Account Number**

Enter the Business Account Number of the subcontractor you made payments to in tax year 2023. If you do not enter the Business Account Number you may not take the reduction. If you did not obtain the Business Account Number from the subcontractor, you may look it up at [data.sfgov.org](http://data.sfgov.org). Once on the main page, select Economy & Community. On the next page the dataset “Registered Business Locations – San Francisco” is typically the top result. Select the link and select “View Data.” Once the dataset is open you can search the dataset by using the “Find in this Dataset” search field on the right side of the page. If a business is not registered, they will not display, and you may not take the deduction.

You are required to list payments by project location, so you may have multiple entries of the same Business Account Number in multiple rows.

#### **Column A2. Business Name**

Enter the “doing business as” name for the entity you made payments to. Our office uses this column to validate the Business Account Number when there are typographical errors in Column A1.

You are required to list payments by project location, so you may have multiple entries of the same business in multiple rows.

#### **Column B1. Project Location**

Enter the project location in San Francisco, preferably by an address recognized by the US Postal Service. If such an address is not available, enter a description sufficient to allow our office to identify the project location.

You are required to list payments by business, so you may have multiple entries of the same project location in multiple rows.

#### **Column C1. Total Payment Made or Recognized in Tax Year**

Enter the total payments made to each subcontractor at each project location.

#### **Summing the Payments**

Attachment CON SUB-2023 has 15 entry rows. If you have more entries, submit multiple attachments, noting the page of total pages at the top of the attachment. Sum the amounts per page on the Total row. Take the total sum of all pages and enter it on line D6 of Attachment GR-A-2023 Construction.

#### [Attachment REL ENT-2023](#)

Gross receipts shall not include any amount received from or charged to any person that is a related entity to the taxpayer.

Complete Attachment REL ENT-2023 for each applicable business activity if you are excluding amounts received from or charged to any person that is a related entity as defined in the Code. Enter the Business Account Numbers (if

applicable), Tax Identification Numbers, Business Name, Total Amounts Within and Outside San Francisco, and Total Amounts Within San Francisco for each related entity.

Enter the number of pages and the business activity at the top of each submitted page.

#### **Column A1. Business Account Number**

Enter the Business Account Number of the related entity that you received amounts or charged to in the tax year. If the related entity is not registered with our office you may leave this field blank.

#### **Column A2. Tax Identification Number**

Enter the federal Tax Identification Number of the related entity that you received amounts or charged to in the tax year. In general this is the Employer Identification Number (EIN), or its equivalent for entities that are not required to obtain an EIN.

#### **Column A3. Related Entity Name**

Enter the “doing business as” name for the related entity that you received amounts or charged to in the tax year. Our office uses this column to validate the Business Account Number or Tax Identification Number when there are typographical errors in other columns.

#### **Column A4. Total Received Within and Outside San Francisco**

Enter the total amounts received or charged within and outside San Francisco in the tax year from each related entity.

#### **Column A5. Total Received Within San Francisco**

Enter the total amounts received or charged within San Francisco in the tax year from each related entity.

#### **Summing the Payments**

Attachment REL ENT-2023 has 15 entry rows. If you have more entries, submit multiple attachments, noting the page of total pages at the top of the attachment. Sum the amounts per page on the Total row. Take the total sum of all pages and enter it on line B1 of the applicable Attachment GR-A-2023.

#### [Attachment PTE-2023](#)

Any gross receipts of a pass-through entity which is subject to the gross receipts tax shall not also constitute gross receipts of any owner of that entity.

Complete Attachment PTE-2023 for each applicable business activity if you are excluding amounts received from pass-through entities subject to the gross receipts tax. Enter the Business Account Numbers, Tax Identification Numbers, Business Name, Total Amounts Within and Outside San Francisco, and Total Amounts Within San Francisco for each pass-through entity subject to the gross receipts tax.

Enter the number of pages and the business activity at the top of each submitted page.

#### **Column A1. Business Account Number**

Enter the Business Account Number of the pass-through entity subject to the gross receipts tax.

#### **Column A2. Tax Identification Number**

Enter the federal Tax Identification Number of the pass-through entity subject to the gross receipts tax. In general this is the Employer Identification Number (EIN), or its equivalent for entities that are not required to obtain an EIN.

#### **Column A3. Pass-Through Entity Name**

Enter the “doing business as” name for the pass-through entity subject to the gross receipts tax. Our office uses this column to validate the Business Account Number or Tax Identification Number when there are typographical errors in other columns.

#### **Column A4. Total Received Within and Outside San Francisco**

Enter the total amounts received within and outside San Francisco in the tax year from each pass-through entity subject to the gross receipts tax.

#### **Column A5. Total Received Within San Francisco**

Enter the total amounts received within San Francisco in the tax year from each pass-through entity subject to the gross receipts tax.

#### **Summing the Payments**

Attachment PTE-2023 has 15 entry rows. If you have more entries, submit multiple attachments, noting the page of total pages at the top of the attachment. Sum the amounts per page on the Total row. Take the total sum of all pages and enter it on line B4 of the applicable Attachment GR-A-2023.

#### [Attachment RPTT-2023](#)

Gross receipts shall not include receipts from any sales of real property with respect to which the Real Property Transfer Tax imposed by Article 12-C has been paid to San Francisco.

Complete Attachment RPTT-2023 for each applicable business activity if you are excluding receipts from any sales of real property with respect to which the Real Property Transfer Tax was paid. Enter the parcel Block, Lot, Address, Total Amounts Within and Outside San Francisco, and Total Amounts Within San Francisco for each sale of real property with respect to which the Real Property Transfer Tax was paid. These amounts must be equal.

Enter the number of pages and the business activity at the top of each submitted page.

#### **Column A1. Block**

Enter the parcel Block of the real property with respect to which the Real Property Transfer Tax was paid.

**Column A2. Lot**

Enter the parcel Lot of the real property with respect to which the Real Property Transfer Tax was paid.

**Column A3. Real Property Address**

Enter the address of the real property with respect to which the Real Property Transfer Tax was paid. Our office uses this column to validate the Block and Lot when there are typographical errors in other columns.

**Column A4. Total Received Within and Outside San Francisco**

Enter the total amounts received within and outside San Francisco in the tax year from the sale of real property with respect to which the Real Property Transfer Tax was paid.

**Column A5. Total Received Within San Francisco**

Enter the total amounts received within San Francisco in the tax year from the sale of real property with respect to which the Real Property Transfer Tax was paid.

**Summing the Payments**

Attachment RPTT-2023 has 15 entry rows. If you have more entries, submit multiple attachments, noting the page of total pages at the top of the attachment. Sum the amounts per page on the Total row. Take the total sum of all pages and enter it on line B5 of the applicable Attachment GR-A-2023

## Form OE-2023

The Overpaid Executive Tax was passed by voters in November 2020. It imposes an annual Overpaid Executive Gross Receipts Tax on each person engaging in business within the City where the Executive Pay Ratio for the tax year of that person or the combined group of which it is a part exceeds 100:1. This form allows you to report your Executive Pay Ratio and calculate the resulting tax, if any. File this form if you exceed the small business exemption threshold for the gross receipts tax or made estimated payments toward the Overpaid Executive Tax.

### General Instructions for the Overpaid Executive Tax

“Executive Pay Ratio” means the ratio of the annual Compensation paid to the person or combined group’s Highest-Paid Managerial Employee for a tax year to the median Compensation paid to the person or combined group’s full-time and part-time employees based in the City for that tax year, determined on a full-time equivalency and annualized basis.

“Compensation” means wages, salaries, commissions, bonuses, property issued or transferred in exchange for the performance of services (including but not limited to stock options), compensation for services to owners of pass-through entities, and any other form of remuneration paid to employees for services.

An employee is “based in the City for [a] tax year” if the employee’s total working hours in the City for the person or combined group during the tax year exceeds the employee’s total working hours in any other local jurisdiction for the person or combined group during the tax year.

Compensation paid to a part-time employee for the tax year shall be converted to a “full-time equivalency” by multiplying the part-time employee’s Compensation for the tax year by

40, and dividing the result by the average number of hours the part-time employee worked per week during the tax year for the person or combined group.

Compensation paid to an employee who was employed by the person or combined group for only a portion of the tax year shall be “annualized” by multiplying the employee’s Compensation (or, as stated, for a part-time employee, full-time equivalent Compensation) for the tax year by 52, and dividing the result by the number of weeks that the employee was employed by that person or combined group during the tax year.

“Highest-Paid Managerial Employee” means the individual employee or officer of a person or combined group with managerial responsibility in a business function who received the most Compensation for a tax year.

#### A. Executive Pay Ratio Calculation

##### Line A1. Highest-Paid Managerial Employee Compensation

Input the compensation of the Highest-Paid Managerial Employee. The Highest-Paid Managerial Employee does not need to be based in the City for the tax year. If the Highest-Paid Managerial Employee was part-time their compensation shall be converted into full-time equivalency per the general directions above and in the Code. If the Highest-Paid Managerial Employee was only employed for a portion of the tax year, their compensation shall be annualized per the general instructions above and in the Code.

##### Line A2. Job Title of Highest-Paid Managerial Employee

Input the job title of the Highest-Paid Managerial Employee. While the Highest-Paid Managerial Employee may be the Chief

Executive Officer, other managerial employees may be the highest paid.

**Line A3. Median Annual Compensation of Employees Based in the City**

Input the median annual compensation of the employees based in the City for the tax year. Compensation of part-time employees shall be converted into full-time equivalency per the general directions above and in the Code. Compensation of employees only employed for a portion of the tax year shall be annualized per the general instructions above and in the Code. These adjustments must be included in determining the median compensation of employees based in the City for the tax year.

200:1	300:1	0.2%
300:1	400:1	0.3%
400:1	500:1	0.4%
500:1	600:1	0.5%
600:1	N/A	0.6%

**Line A4. Job Title of Median Employee**

Input the job title of the employee at the median annual compensation of employees based in the City for the tax year.

**Line A5. Executive Pay Ratio Calculation**

Input the ratio of Line A1 to Line A3. For example, if Line A1 is \$15,000,000 and Line A3 is \$100,000, the input in this line would be 150.

**B. Overpaid Executive Tax Calculation**

**Line B1. Taxable Gross Receipts**

Transfer the reported taxable gross receipts from Form GR-2023 Line A21.

**Line B2. Overpaid Executive Tax Rate**

Input the Overpaid Executive Tax Rate from the Tax Table below.

**Overpaid Executive Tax Table**

Executive Pay Ratio Greater than	Executive Pay Ratio Less Than or Equal to	Tax Rate
100:1	200:1	0.1%

**Line B3. Overpaid Executive Tax**

Multiple Line B1 by Line B2 and input the result.

**Line B4. Overpaid Executive Tax Estimated Payments**

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

**Line B5. Remaining Overpaid Executive Tax Principal Due**

Subtract line B4 from line B3 to arrive at the principal amount due after estimated payments.

**Line B6. Penalties, Interest, and Fees**

If you are filing more than 15 days after ceasing business, you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

**Line B7. Amount Due**

Add line B6 to line B5. This is the amount due from this tax and will be transferred to Form ABT-2023 Section C.

**Taxpayer Statement**

Enter the information requested at the bottom of the page and sign the form. If you are an agent of the taxpayer authorized to sign this Return on the taxpayer’s behalf, you must have a validly executed Power of Attorney. A Power of Attorney Declaration (Form POA-1), along with instructions as to how to use the form to grant

an individual authority to file a Return on behalf of a taxpayer, is available on the website of the Treasurer and Tax Collector at [www.sftresurer.org](http://www.sftresurer.org) by entering “POA-1” in the search bar.

By signing the form you are certifying under penalty of perjury that you are the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other individual with the authority to bind the taxpayer), or an agent of the taxpayer authorized to sign this Return on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and that you have examined the Return and all accompanying schedules or worksheets and have determined that, to the best of your knowledge and belief, all of the information is true, correct, and compliant with all the requirements of the San Francisco Business and Tax Regulations Code. You are also acknowledging that you are providing information in response to a request for financial information pursuant to Code section 6.5-1, and that you are required by law to complete this Return in its entirety and that the Return is subject to audit.

### Form CE-2023

#### A. Commercial Rents Tax Credit for Qualifying Child Care Facilities (QCCF)

The Commercial Rents Tax provides for a tax credit against that tax to taxpayers that lease or provide Commercial Space to Qualifying Child Care Facilities (QCCF), as defined in Code section 2106.1, that operate for more than six months in the tax year. To claim the tax credit, you must complete this Form CE-2023 CRT.

#### Column A1. QCCF Name

In this column, enter the name of each Qualifying Child Care Facility to which you leased or provided Commercial Space in San Francisco in 2023.

#### Column A2. QCCF Address

In this column, enter the addresses of each Qualifying Child Care Facility to which you leased or provided Commercial Space in San Francisco in 2023.

#### Column A3. Licensed Capacity

In this column, enter the licensed capacity of each Qualifying Child Care Facility to which you leased or provided Commercial Space in San Francisco in 2023.

#### Column A4. Tax Credit

In this column, enter the tax credit you qualify for based on the licensed capacity of each Qualifying Child Care Facility to which you leased or provided Commercial Space in San Francisco in 2023. The tax credit is as follows:

Number of Infants, Toddlers, and Preschool-Age Children	Amount of Credit
1 to 49	\$7,200
50-99	\$16,000
100 or more	\$36,000

Sum the tax credits at the bottom of the table. They will be transferred to Form CRT-2023.

#### Documentation

Attach the following documentation to validate your tax credit:

1. Copies of the licenses issued by the California Department of Social Services for the Qualifying Child Care Facilities; and
2. Copies of the leases or contracts for Commercial Space with such facilities.

Taxpayers attempting to claim this tax credit that do not provide the required documentation above will be denied the credit.

## Form AOT-2023

As discussed above, Form AOT-2023 is only used by those businesses that qualify for the Administrative Office Tax in lieu of the Gross Receipts Tax. Form AOT-2023 is also used to report the Homelessness Administrative Office Tax and the Overpaid Executive Administrative Office Tax. Use this form only if you answered “Yes” to all three questions in Section B of Form ABT-2023. If you are a combined group, you must attach a list of all related entities engaged in business in San Francisco, including for each entity the Business Account Number (BAN), business name(s), and a percentage to indicate what percent the entity was in the combined group for the filing period (100% if the entity was fully included in the combined group for the entire year).

### Administrative Office Tax Calculation

#### A1. San Francisco Payroll Expense

Write your combined San Francisco payroll expense, including the San Francisco payroll expense of any related entities.

#### A2. Administrative Office Tax @ 1.47%

Multiply line A1 by 1.47% (0.0147) and write the result on this line.

#### A3. Administrative Office Tax Estimated Payments

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

#### A4. Remaining Administrative Office Tax Principal Due

Subtract line A3 from line A2 to arrive at the principal amount due after estimated payments.

#### A5. Penalties, Interest, and Fees

If you are filing more than 15 days after ceasing business, you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

#### A6. Amount Due

Add line A5 to line A4. This is the amount due from this tax and will be transferred to Section D.

### Community Challenge Grant

If you would like to designate a portion of your tax liability on line A2 to the Neighborhood Beautification and Graffiti Clean-up Fund (also known as the "Community Challenge Grant Program") you may:

1. Check the box at left to designate 5.9 percent (0.059) of your tax liability; or
2. Enter an amount in the box at right up to 5.9 percent of your total tax liability.

These designations will not increase your tax liability, but will designate a portion of the tax you pay to go to the Community Challenge Grant Program.

### Section B. Homelessness Administrative Office Tax

In this section you will calculate your Homelessness Administrative Office Tax.

#### B1. Homelessness Administrative Office Tax @ 1.5%

Multiply line A1 by 1.5% (0.015) and write the result on this line.

#### B2. Homelessness Administrative Office Tax Estimated Payments

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

#### B3. Remaining Homelessness Administrative Office Tax Principal Due

Subtract line B2 from line B1 to arrive at the principal amount due after estimated payments.

#### **B4. Penalties, Interest, and Fees**

If you are filing more than 15 days after ceasing business, you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

#### **B5. Amount Due**

Add line B4 to line B3. This is the amount due from this tax and will be transferred to Section D.

### **Section C. Overpaid Executive Administrative Office Tax**

The Overpaid Executive Tax was passed by voters in November 2020. It imposes an annual Overpaid Executive Gross Receipts Tax on each person engaging in business within the City where the Executive Pay Ratio for the tax year of that person or the combined group of which it is a part exceeds 100:1. This section allows you to report your Executive Pay Ratio and calculate the resulting tax if you qualify for the Administrative Office Tax.

#### **General Instructions**

“Executive Pay Ratio” means the ratio of the annual Compensation paid to the person or combined group’s Highest-Paid Managerial Employee for a tax year to the median Compensation paid to the person or combined group’s full-time and part-time employees based in the City for that tax year, determined on a full-time equivalency and annualized basis.

“Compensation” means wages, salaries, commissions, bonuses, property issued or transferred in exchange for the performance of services (including but not limited to stock options), compensation for services to owners of pass-through entities, and any other form of remuneration paid to employees for services.

An employee is “based in the City for [a] tax year” if the employee’s total working hours in the City for the person or combined group during the tax year exceeds the employee’s total working hours in any other local jurisdiction for the person or combined group during the tax year.

Compensation paid to a part-time employee for the tax year shall be converted to a “full-time equivalency” by multiplying the part-time employee’s Compensation for the tax year by 40, and dividing the result by the average number of hours the part-time employee worked per week during the tax year for the person or combined group.

Compensation paid to an employee who was employed by the person or combined group for only a portion of the tax year shall be “annualized” by multiplying the employee’s Compensation (or, as stated, for a part-time employee, full-time equivalent Compensation) for the tax year by 52, and dividing the result by the number of weeks that the employee was employed by that person or combined group during the tax year.

“Highest-Paid Managerial Employee” means the individual employee or officer of a person or combined group with managerial responsibility in a business function who received the most Compensation for a tax year.

#### **Executive Pay Ratio Calculation**

##### **Line C1. Highest-Paid Managerial Employee Compensation**

Input the compensation of the Highest-Paid Managerial Employee. The Highest-Paid Managerial Employee does not need to be based in the City for the tax year. If the Highest-Paid Managerial Employee was part-time their compensation shall be converted into full-time equivalency per the general directions above

and in the Code. If the Highest-Paid Managerial Employee was only employed for a portion of the tax year, their compensation shall be annualized per the general instructions above and in the Code.

**Line C2. Job Title of Highest-Paid Managerial Employee**

Input the job title of the Highest-Paid Managerial Employee. While the Highest-Paid Managerial Employee may be the Chief Executive Officer, other managerial employees may be the highest paid.

**Line C3. Median Annual Compensation of Employees Based in the City**

Input the median annual compensation of the employees based in the City for the tax year. Compensation of part-time employees shall be converted into full-time equivalency per the general directions above and in the Code. Compensation of employees only employed for a portion of the tax year shall be annualized per the general instructions above and in the Code. These adjustments must be included in determining the median compensation of employees based in the City for the tax year.

**Line C4. Job Title of Median Employee**

Input the job title of the employee at the median annual compensation of employees based in the City for the tax year.

**Line C5. Executive Pay Ratio Calculation**

Input the ratio of Line A1 to Line A3. For example, if Line A1 is \$15,000,000 and Line A3 is \$100,000, the input in this line would be 150.

**Overpaid Executive Tax Calculation**

**Line C6. Overpaid Executive Tax Rate**

Input the Overpaid Executive Tax Rate from the Tax Table below.

**Overpaid Executive Tax Table**

Executive Pay Ratio Greater than	Executive Pay Ratio Less Than or Equal to	Tax Rate
100:1	200:1	0.4%
200:1	300:1	0.8%
300:1	400:1	1.2%
400:1	500:1	1.6%
500:1	600:1	2%
600:1	N/A	2.4%

**Line C7. Overpaid Executive Tax**

Multiple Line A1 by Line C6 and input the result.

**Line C8. Overpaid Executive Tax Estimated Payments**

If you made payments prior to filing this return (typically in April, July or October of the subject tax year) enter those amounts here.

**Line C9. Remaining Overpaid Executive Tax Principal Due**

Subtract line C8 from line C7 to arrive at the principal amount due after estimated payments.

**Line C10. Penalties, Interest, and Fees**

If you are filing more than 15 days after ceasing business, you need to calculate your penalties, interest, and fees to input on this line. See the general instructions under When to File to calculate the amount for this line.

**Line C11. Amount Due**

Add line C10 to line C9. This is the amount due from this tax and will be transferred to Section D.

**Section D. Obligation Summary**

### **Line D1. Obligation Summary**

Sum lines A6, B5, and C11. Transfer to Form ABT-2023 Section C.

### **Taxpayer Statement**

Enter the information requested at the bottom of the page and sign the form. If you are an agent of the taxpayer authorized to sign this Return on the taxpayer's behalf, you must have a validly executed Power of Attorney. A Power of Attorney Declaration (Form POA-1), along with instructions as to how to use the form to grant an individual authority to file a Return on behalf of a taxpayer, is available on the website of the Treasurer and Tax Collector at [www.sftreasurer.org](http://www.sftreasurer.org) by entering "POA-1" in the search bar.

By signing the form you are certifying under penalty of perjury that you are the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other individual with the authority to bind the taxpayer), or an agent of the taxpayer authorized to sign this Return on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and that you have examined the Return and all accompanying schedules or worksheets and have determined that, to the best of your knowledge and belief, all of the information is true, correct, and compliant with all the requirements of the San Francisco Business and Tax Regulations Code. You are also acknowledging that you are providing information in response to a request for financial information pursuant to Code section 6.5-1, and that you are required by law to complete this Return in its entirety and that the Return is subject to audit.

## Form CG-2023

You should only use Form CG-2023 if you are a combined group, or if you (or any portion of your business) were part of a combined group for any portion of the tax year, even if not filing as part of a combined group with this Return. Complete a separate row of this form for each entity engaged in business in San Francisco on whose behalf you are filing this Return. Attach additional sheets if necessary.

By submitting a Form CG-2023 for an entity, you are agreeing to file Gross Receipts Taxes on behalf of that entity for the portion of tax year 2023 that the entity was a member of your combined group.

**Note:** Lessors of residential real estate are treated as separate persons for each individual building in which they lease residential real estate, and must file separate Returns for each individual building and for their other business activities combined. Lessors of residential real estate may not file as combined groups of related entities, and may use the simplified Form L-2023 instead of Form ABT-2023 if they have no employees, and are reporting less than \$5,000,000 in gross receipts.

### A. Seven (7) digit Business Account Number

Enter the entity's seven (7) digit Business Account Number provided by the Office of the Treasurer & Tax Collector. This number can be found on the entity's Business Registration Certificate.

### B. Business Name

Enter the entity's name. A "doing business as" or DBA name is acceptable.

### C. Percent in Combined Group

Enter the percentage of the entity or portion of the entity's year that is included in this Return. If the entity was fully included in your combined group for the entire year, enter 100%.

### D. Date Entered Group

If you are filing this Return on behalf of a combined group, enter the date the entity joined the combined group. If you are not filing this Return on behalf of a combined group, leave this question blank.

### E. Date Exited Group

If you are filing this Return on behalf of a combined group, enter the date the entity exited the combined group. Write "N/A" if the entity had not left your combined group as of December 31, 2023, or is still a member of your combined group. If you are not filing this Return on behalf of a combined group, leave this question blank.

## Appendix A - Gross Receipts Tax Computation Worksheet

The Gross Receipts Tax Computation Worksheet is designed to help you compute your total Gross Receipts Tax liability following a sequential, step-by-step computational process for any taxable gross receipts determined in accordance with the business activities in Code sections 953.1 through 953.7 and their subsections.

To complete the Gross Receipts Tax Computation Worksheet, please follow the following steps:

1. Enter the appropriate amounts in column A “Gross Receipts” from Section A of Form GR-2023;
2. Fill in columns B, C, I, II, III, IV, and V based on the instructions in the pages immediately following the Gross Receipts Tax Computation Worksheet;
3. Multiply each cell in columns I, II, III, IV, and V by its corresponding tax rate in columns Tier I Tax, Tier II Tax, Tier III Tax, Tier IV Tax, and Tier V Tax, and enter the result in those columns;
4. Sum columns Tier I Tax, Tier II Tax, Tier III Tax, Tier IV Tax, and Tier V Tax in the respective TOTAL row, line 15.
5. Sum all amounts from Gross Receipts Tax line 15. This is your total Gross Receipts Tax .

As a check to confirm that you have correctly followed the instructions above, you can complete the chart on the Gross Receipts Computation Worksheet by following these conceptual instructions:

1. Enter the appropriate amounts in column A “Gross Receipts” from Section A of Form GR-2023.
2. Distribute the San Francisco gross receipts from column A line-by-line for each business activity or group of business activities with the same tax rates with San Francisco gross receipts as follows. Perform the distributions in the same sequence as the Code sections applicable to the tax rate categories.
  - a. For the first tax rate category with San Francisco gross receipts, distribute the San Francisco gross receipts to the indicated tax brackets (columns I through V);
  - b. For the next tax rate category with San Francisco gross receipts, if any, distribute the taxable gross receipts to the indicated tax brackets, but start with the tax bracket last used and at the point within that tax bracket reached during the last distribution step; and
  - c. Repeat step (b), above, as needed, until you have distributed all San Francisco gross receipts to the applicable tax brackets.
3. Multiply each cell in columns I, II, III, IV, and V by its corresponding tax rate in columns Tier I Tax, Tier II Tax, Tier III Tax, Tier IV Tax, and Tier V Tax and enter the result in those columns;
4. Sum columns Tier I Tax, Tier II Tax, Tier III Tax, Tier IV Tax, and Tier V Tax in line 15. This is your total Gross Receipts Tax.

As an example of the distribution described above, a taxpayer with \$600,000 of San Francisco gross receipts under Code section 953.1(a)(2) Retail Trade, \$900,000 of San Francisco gross receipts under Code section 953.2(a)(2) Food Services, and \$2,000,000 of San Francisco gross receipts under Code section 953.7 Real Estate and Rental and Leasing Services would distribute its gross receipts as follows:

1. The full amount in cell A1 (Code section 953.1(a)(2) Retail Trade) would be distributed to the Tier I bracket of \$0 to \$1,000,000 (cell I-1). \$400,000 of the Tier I bracket would remain available.

2. The first \$400,000 of the amount in cell A3 (Code section 953.2(a)(2) Food Services) would be distributed to the Tier I bracket (cell I-3). Because this fills the Tier I bracket (\$600,000 from Code section 953.1(a)(2) Retail Trade plus \$400,000 from Code section 953.2(a)(2) Food Services), the remaining \$500,000 would be distributed to the Tier II bracket of \$1,000,000.01 to \$2,500,000 (cell II-3). \$1,000,000 of the Tier II bracket would remain available.
3. The first \$1,000,000 of the amount in cell A11 (Code section 953.7 Real Estate and Rental and Leasing Services) would be distributed to the Tier II bracket (cell II-11). Because this fills the Tier II bracket (\$500,000 from Code section 953.2(a)(2) Food Services plus \$1,000,000 from Code section 953.7 Real Estate and Rental and Leasing Services), the remaining \$1,000,000 would be distributed to the Tier III bracket of \$2,500,000.01 to \$5,000,000 (cell III-11).

Once you have completed the Gross Receipts Tax Computation Worksheet, transfer the total of all amounts from line 15 to line E1 of Form GR-2023.

## Appendix B – Homelessness Gross Receipts Tax Computation Worksheet

The Homelessness Gross Receipts Tax Computation Worksheet is designed to help you compute your total Homelessness Gross Receipts Tax liability by following a sequential, step-by-step computational process for any taxable gross receipts determined in accordance with Code sections 2804 and 953.1 through 953.7. To allow copying from Appendix A, the subsections from Article 12-A-1 are displayed.

To complete the Homelessness Gross Receipts Tax Computation Worksheet, please follow the following steps:

1. Enter the appropriate amounts in columns A, B, and C from Appendix A, except that any amounts excluded from the Homelessness Gross Receipts Tax by virtue of being subject to the Commercial Rents Tax should be excluded.
2. Fill in columns D and E based on the instructions in the pages immediately following the Homelessness Gross Receipts Tax Computation Worksheet;
3. Multiply each cell in columns D and E by its corresponding tax rate in columns Column D Tax, and Column E Tax, and enter the result in those columns;
4. Sum column E Tax in line 15. This is your Homelessness Gross Receipts Tax.

As a check to confirm that you have correctly followed the instructions above, you can complete the chart on the Homelessness Gross Receipts Computation Worksheet by following these conceptual instructions:

1. Enter the appropriate amounts in column A “Gross Receipts” Section A of from Form GR-2023, except that any amounts excluded from the Homelessness Gross Receipts Tax by virtue of being subject to the Commercial Rents Tax should be excluded.
2. Distribute the San Francisco gross receipts from column A line-by-line for each tax rate category with San Francisco gross receipts as follows. Perform the distributions in the same sequence as the Code sections applicable to the tax rate categories.
  - a. For the first tax rate category with San Francisco gross receipts, distribute the San Francisco gross receipts to the indicated tax brackets (columns D and E);
  - b. For the next tax rate category with San Francisco gross receipts, if any, distribute the taxable gross receipts to the indicated tax brackets, but start with the tax bracket last used and at the point within that tax bracket reached during the last distribution step; and
  - c. Repeat step (b), above, as needed, until you have distributed all San Francisco gross receipts to the applicable tax brackets.
3. Multiply each cell in columns D and E by its corresponding tax rate in columns Column D Tax, and Column E Tax, and enter the result in those columns;
4. Sum Column E Tax in line 15. This is your total Homelessness Gross Receipts Tax. Transfer to line 4 of Form HGR-2023.

As an example of the distribution described above, a taxpayer with \$30,000,000 of San Francisco gross receipts under Code section 953.1(a)(2) Retail Trade, \$15,000,000 of San Francisco gross receipts under Code section 953.2(a)(2) Food Services, and \$20,000,000 of San Francisco gross receipts under Code section 953.7 Real Estate and Rental and Leasing Services would distribute its gross receipts as follows:

1. The full amount in cell A1 (Code section 953.1(a)(2) Retail Trade) would be distributed to the Column D bracket of \$0 to \$50,000,000 (cell D1). \$20,000,000 of the Column D bracket would remain available.
2. The full amount in cell A3 (Code section 953.2(a)(2) Food Services) would be distributed to the Column D bracket (cell D2). \$5,000,000 of the Column D bracket would remain available.
3. The first \$5,000,000 of the amount in cell A11 (Code section 953.7 Real Estate and Rental and Leasing Services) would be distributed to the Column D bracket (cell D11). Because this fills the Column D bracket (\$30,000,000 from Code section 953.1(a)(2), plus \$15,000,000 from Code section 953.2(a)(2), plus \$5,000,000 from Code section 953.7), the remaining \$15,000,000 would be distributed to the Column E bracket over \$50,000,000 (cell E11).

Once you have completed the Homelessness Gross Receipts Tax Computation Worksheet, transfer the amount from line 15 to line 4 of Form HGR-2023.

## Appendix C – Table of NAICS Codes

Taxpayers deriving gross receipts from business activities both within and outside San Francisco must allocate and/or apportion gross receipts to San Francisco using rules set forth in Code sections 956.1 and 956.2. The table below indicates the applicable apportionment and/or allocation methodology for each business activity. The Code refers to the 2012 NAICS classifications.

Code Section	Business Activity	Description	NAICS	Allocation and/or Apportionment*
§953.1(a)(2)	Retail Trade	The activity of retailing any type of personal property, generally without significantly transforming its characteristics, and rendering services incidental to the retail sale of property.	44, 45	Allocation and apportionment
§953.1(a)(3)	Wholesale Trade	The activity of wholesaling property, generally without transformation, and rendering services incidental to the sale of property on a wholesale basis.	42	Allocation and apportionment
§953.1(a)(2)	Certain Services	Repair and maintenance services, personal and laundry services, and religious, grantmaking, civic, professional and similar organizations that are not otherwise exempt.	811, 812, 813	Apportionment
§953.2(a)(2)	Manufacturing	The activity of transforming materials, substances or components into new products by mechanical, physical or chemical means; it includes the activity of assembling component parts of manufactured products.	31, 32, 33	Allocation and apportionment
§953.2(a)(3)	Transportation and Warehousing	The activities of providing transportation of passengers and/or goods, warehousing and storage for goods, scenic and sightseeing transportation, and support activities related to modes of transportation.	48, 49	Allocation and apportionment
§953.2(a)(5)	Information	Producing and distributing information or cultural products; providing the means to transmit or distribute those products; and processing data.	51	Allocation and apportionment
§953.2(a)(2)	Food Services	The activity of preparing meals, snacks and/or beverages to customer order for immediate on-premises or off-premises consumption; it includes drinking places.	722	Allocation and apportionment
§953.2(a)(4)	Biotechnology	The activity of biotechnology business as defined in Section 953.2(e) of Article 12-A-1.		Allocation and apportionment
§953.2(a)(3)	Clean Technology	The activity of clean technology business as defined in Section 953.2(e) of Article 12-A-1.		Allocation and apportionment
§953.3(a)(2)	Accommodations	The activity of providing lodging or short-term accommodations for travelers, vacationers, or others.	721	Allocation

§953.3(a)(3)	Utilities	The activities of the generation, transmission and distribution of electric power, the distribution of natural gas, the provision and distribution of steam supply, the treatment and distribution of water supply, and the removal of sewage. Excludes establishments primarily engaged in waste management services.	22	Allocation and apportionment
§953.3(a)(2)	Arts, Entertainment and Recreation	The activity of operating facilities or providing services to meet cultural, entertainment or recreational interests of customers or patrons.	71	Apportionment
§953.4(a)(2)	Private Education and Health Services	The activity by persons other than governmental agencies of providing instruction and training in any subject, or of providing health care or social assistance for individuals.	61, 62	Apportionment
§953.4(a)(2)	Administrative and Support Services	The activity of performing routine support activities for the day-to-day business activities of others.	56	Apportionment
§953.4(a)(3)	Miscellaneous Business Activities (Activity Not Listed Above)	The activities not otherwise exempt and not elsewhere subjected to a Gross Receipts Tax rate or an Administrative Office Tax by Article 12-A-1 of the Code.		Apportionment
§953.5	Construction	The activity of preparing sites for, subdividing land for, or working on, buildings or engineering projects (including highways and utility systems).	23	Allocation and apportionment
§953.6(a)(3)	Financial Services	The activities of engaging in or facilitating financial transactions.	521, 522, 523	Apportionment
§953.6(a)(2)	Insurance	The activities of facilitating or supporting the pooling of risk by underwriting insurance and annuities.	524	Apportionment
§953.6(a)(3)	Professional, Scientific, and Technical Services	The activity of providing for others, specialized professional, scientific, or technical services that require a high degree of expertise and training.	54	Apportionment
§953.7	Real Estate and Rental and Leasing Services	The activities of renting, leasing, or otherwise allowing the use of tangible or intangible assets, and the activity of providing related services.	53	Allocation