

**CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF THE TREASURER & TAX COLLECTOR**

City Hall, Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
Dial 3-1-1 within San Francisco;  
(415) 701-2311 outside San Francisco  
[www.sftreasurer.org](http://www.sftreasurer.org)



**Business Account Number:** \_\_\_\_\_

**UPDATE - TAX TYPES AND HOST STATUS**

**Business Account Number:** \_\_\_\_\_

**Name (Registered Ownership/Entity Name):** \_\_\_\_\_

**Trade Name / DBA:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Staff Initials:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_

Complete this form to declare if there is a San Francisco Business Tax or Fee that does or does not apply to the business listed above. This form cannot be used to claim that some or all of your services are exempt from the selected business tax.

**ADD OR REMOVE SAN FRANCISCO TAXES & FEES:**

**Location Trade Name:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

**Location identification number (LIN):** \_\_\_\_\_

To find your LIN, go to: <https://etaxstatement.sfgov.org/situslookup>

If adding a tax or fee, effective date for the applicable tax or fee (no future date): \_\_\_\_\_

If removing a tax or fee, end date for the tax or fee: \_\_\_\_\_

Check this box if you selected this tax or fee in error.

**Select the taxes & fees needing the update:**

**Transient Occupancy Tax, Tourism Improvement District & Moscone Expansion District Fees**

**Transient Occupancy Tax Small Operator**

Total gross revenue from rent is less than \$40,000 annually for this location and less than \$250,000 per year for all locations

**Short Term Residential Rental**

Airbnb, HostWell, misterB&B and onefinestay are Qualified Website Companies (QWC), designated by the Tax Collector to collect and remit Transient Occupancy Tax (TOT) on behalf of hosts using their platforms. Select the category that applies to your business:

All rent is received through QWC(s).

Select the Companies you work with:  Airbnb  Hostwell  misterb&b  onefinestay

Some rent is received through QWC(s) and some rent is received through other methods.

Select the Companies you work with:  Airbnb  Hostwell  misterb&b  onefinestay

No rent is received through QWC(s).



**Business Account Number:** \_\_\_\_\_

## UPDATE – Tax Types and Host Status (continued)

**Select the taxes & fees needing the update:**

**Short Term Residential Rental (continued)**

If your gross receipts from rental income is \$250,000 or less for all locations, and no location has rental income greater than \$40,000, you meet the criteria to be a Small Operator and may file and may file and pay annually. Select the appropriate description of your business below:

- Your business meets the Small Operator criteria, and you will file and pay annually.
- Your business meets the Small Operator criteria, but you will file and pay monthly.
- Your business does not meet the Small Operator criteria. You will file and pay monthly.

**Parking Tax (may require completion of Certificate of Authority)**

**Parking Tax Small Operator**

- The total gross revenue from rent less than \$40,000 annually for this location and less than \$250,000 per year for all locations

**Sugary Drinks Tax**

**Cigarette Litter Abatement**

**Access Line Tax**

**Telephone Users Tax**

**Utility Users Tax**

**Traffic Congestion Mitigation Tax**

### Declaration

*I certify under penalty of perjury that I am 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 form on behalf of the taxpayer pursuant to a validly executed Power of Attorney, and I have examined the foregoing Update Business Taxes and Fees form, and the information thereon is, to the best of my knowledge and belief, true and correct, and fully compliant with all the requirements provided in the San Francisco Business and Tax Regulations Code.*

Signature: \_\_\_\_\_ Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

**Submit completed and signed form to: Office of the Treasurer & Tax Collector, PO Box 7425, San Francisco, CA 94120-7425**