

# DOCUMENTATION FOR TAX EXEMPTION

## NON-PROFIT ORGANIZATION

City of Santa Ana business license tax fees are not required for non-profit organizations, charitable organizations, and all other persons exempt from business license taxation by reason of the Constitution of the United States and/or the State of California or any applicable statutes of the United States and/or the State of California.

The documents listed below must be submitted to the City of Santa Ana Business Tax Office for the purpose of verifying fee-exempt status eligibility and to insure that all relevant Santa Ana Municipal Code requirements are uniformly met and administered.

The following documents **must** be submitted to obtain **Fee-Exempt** status:

- ◆ Business License Tax Application
- ◆ Articles of Incorporation (Including Amendments)
- ◆ Bylaws
- ◆ Copy of IRS Form 990 Return of Organization Exempt From Income Tax
- ◆ Roster of Current Officers and Directors
- ◆ Federal Internal Revenue Service Income Tax Exemption or California
- ◆ State Franchise Tax Board Income Tax Exemption
- ◆ If Non-Profit Status was filed outside of the State of California, provide a copy of the Registration for California.

Remit total fees as follows:

Registration Fee	\$ 36.00
State of California Disability Access and Education Fund Fee	\$ 4.00
<b>Total Amount Due</b>	<b>\$ 40.00</b>

### ◆ CERTIFICATE OF OCCUPANCY REQUIREMENT

**ADDITIONAL FEES FOR AN OCCUPANCY INSPECTION OR HOME OCCUPATION PERMIT MAY BE REQUIRED. SEE NOTE BELOW TO DETERMINE HOW TO OBTAIN APPROPRIATE APPLICATIONS AND FEES.**

**Note:** Businesses operating from a commercial location within the City are required to obtain a **Certificate of Occupancy**. Businesses operating from a residence within the City are required to obtain a **Home Occupation Permit**. To initiate the review and/or inspection process, **contact the Planning & Building Agency – Development Services Center at (714) 647-5804** or come in person to City Hall Ross Annex, First Floor Planning Counter.

**Business License Tax Exemption:** [ ] Approved [ ] Denied

**Business Name:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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Willard V. Holt, Treasury and Customer Services Manager

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Approval Date