



CITY OF NEWPORT BEACH

REVENUE DIVISION

3300 Newport Blvd. P.O. Box 1768

Newport Beach, CA 92658-8915

(949) 644-3141

Business License Requirement

Re: 37th Annual Newport Boat Show – April 15 – 18, 2010

Dear Vendor,

As a participant in the Boat Show, you are considered to be conducting business in the City. This letter is to inform you that **all** participants will need to obtain or have a valid City of Newport Beach business license prior to the scheduled event. Your business may qualify for an apportioned tax rate, please read the attached Declaration for Apportioned Tax and check the box that correctly reflects your business activity. Note that if your company plans on attending both shows in 2010, you will **not qualify** for the apportioned tax rate and will need to obtain an annual tax certificate. For your convenience you may pay by credit card and avoid processing fees by using the City's online services. Click on the "apply for a New License" at the "e-onlineservices" link at the City's website at www.newportbeachca.gov. This declaration must be completed and returned by mail with a check to qualify for an apportioned tax rate. **THIS FORM CANNOT BE COMPLETED ONLINE.**

City of Newport Beach License Inspectors will conduct on-site inspections during the scheduled event to ensure compliance from the participants. Failure to obtain a Business License Tax Certificate can result in the issuance of an administrative citation for non-compliance .

In addition, if you are a participant who is selling tangible items, state law requires sellers to complete form BOE-530B titled "Temporary Sales Location Schedule", which you can obtain from the Board of Equalization at www.boe.ca.gov .

The following is an overview of how to properly allocate the sales tax. First, separate taxable sales transactions earned from the event from line 12 of your sales tax return (line 11 of short form BT 401EZ). Then simply fill out the form. Don't forget to multiply the sales amount in the Taxable Transaction column by .01 and place the result in the 1% Local Tax column. This form must be attached to your next quarterly sales tax return. *Note that by doing this, you will not be paying additional tax but merely allocating what was already collected from your buyers to the City.* When you have finished this, please send to my attention a copy of the completed Form BOE530B so that I may follow up with State Board of Equalization.

We appreciate your doing business in the City of Newport Beach and thank you in advance for your cooperation. If you should have any questions, please feel free to call me at 949-644-3140.

Sincerely,
Susan Seviane, CRO
License Inspector