



**City of Berkeley**  
**Finance Department Revenue Development Division**  
 2180 Milvia Street, 3<sup>rd</sup> Floor | Berkeley, CA 94704  
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**Parking Lot Tax Monthly Remittance Form**

Pursuant to [Berkeley Municipal Code 7.48.010](#)

<b>Business Information (To be completed by the owner or operator)</b>			
Business Name			
Business Mailing Address			
Berkeley Business Location		Reporting Month	Reporting Year
<b>Owner Information</b>			
First Name		Last Name	
Mailing Address	City	State	Zip Code
Phone Number		Email Address	
<b>Calculation of Parking Lot Tax</b>			
<b>Line 1</b>	<b>Gross rent</b>		<b>\$</b>
<b>Line 2</b>	<b>Amount of Tax Due (10% of line 1)</b>		<b>\$</b>
Line 3	Penalty (10% of Line 2), if applicable, see Notes below: _____		\$
Line 4	Interest (1% per month from delinquent date of line 2), if applicable, see Notes below: _____		\$
<b>Line 5</b>	<b>Total Amount Due (sum of lines 2 through 4)</b>		<b>\$</b>
<b>Submit your remittance form and payment by mail or online:</b>			
<ul style="list-style-type: none"> <li>• By Mail: Mail completed form with payment to: City of Berkeley – Treasury Office   2180 Milvia Street, 3rd Floor   Berkeley, CA 94704. Enclose a check made out to “City of Berkeley.”</li> <li>• Online: Email completed form to <a href="mailto:emailtreasury@berkeleyca.gov">emailtreasury@berkeleyca.gov</a> and pay online by e-check, Visa or MasterCard at <a href="https://www.e-billexpress.com/ebpp/BerkeleyCA/Login/Index">https://www.e-billexpress.com/ebpp/BerkeleyCA/Login/Index</a>. Make sure to enter your business name and the tax filing period in the payment description field so we can correctly apply the payment to your account.</li> </ul>			
<b>Notes:</b>			
A. Pursuant to Chapter 7.48.010 of the Berkeley Municipal Code the City of Berkeley imposes a tax for occupying any space for the parking of a motor vehicle station in the City of Berkeley. This tax is known as the Parking Space Rental Tax and the current tax rate is 10%.			
B. Delinquent date is the last day of the month following the close of the reporting period.			
C. Penalties: If tax is not remitted by the delinquent date, add a penalty of 10% of the amount of the tax.			
D. Interest: In addition to any penalties, add interest at the rate of 1% per month on the amount of the tax, from the date on which the tax first became delinquent to the date of payment.			
<i>I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge and belief.</i>			
Printed Name		Signature	Date